



Haverhill Public Schools

State Ethics Commission Conflict of Interest Law Training

The Ethics Commission recently updated the ethics training. The Ethics Reform Law imposes mandatory education and ethics training for all public employees. The new requirements can be summarized as follows: every state, county and municipal (town and school) employee must be given a Summary of the Conflict of Interest Law for Municipal Employees and must complete the State Ethics Commission Conflict of Interest Law Training both prepared by the Ethics Commission. This includes individuals who serve full-time, part-time, intermittently and individuals who are appointed or elected, paid or unpaid, and volunteers.

Instructions:

1. Log into <https://massethicstraining.skillburst.com/User/Index.php> and create an account using your school email address (if you have one) otherwise use a personal email address. The department is Haverhill Public Schools. Save your login information for future use.
2. Select your organization from the drop down "Haverhill"
3. After you successfully register, complete both the Acknowledgement of Receipt of the Summary of the Conflict of Interest Law for Municipal Employees and the State Ethics Commission Conflict of Interest Law Training.

- **Acknowledgement Receipt of the Summary of the Conflict of Interest Law for Municipal Employees (10 minutes)**

All employees must be provided with the Summary of the Conflict of Interest Law for Municipal Employees within 30 days of being hired and then annually thereafter. All individuals are required to acknowledge they received the summary.

- **State Ethics Commission Conflict of Interest Law Training (1 hour)**

All employees must take the State Ethics Commission Conflict of Interest Law Training course upon being hired and every two years thereafter.

If you are a new hire, please print the certificates for each training and return with your application packet or email them to Human Resources. To print, click "Your Certificates" (top right corner of page).

If you are a current employee, once you complete the training(s), email Krysten Howell khowell@haverhill-ps.org confirming you completed the trainings.

To make changes to your profile, click "Profile" (top right corner of page). You can change your email address from your personal to your HPS email here. The department should be Haverhill Public Schools.

For further information, please visit the State Ethics Commission website:

<https://www.mass.gov/orgs/state-ethics-commission>