

UMass Dartmouth

Office of Human Resources

Conflict of Interest Law Compliance for 2012

The employees of the Commonwealth must comply with **two** mandatory requirements of the Massachusetts State Conflict of Interest Law.

1. All state employees (full time, part time, and temporary) must complete an ethics training program on the Commission's website every two years. All state employees will be required to provide a certificate of completion of the training by March 15, 2012. All employees hired prior to January 1, 2012 must retake the exam for the entire campus to be in compliance. The link to online training is: http://db.state.ma.us/ethics/quiz_MEthics/index.asp.

A representative from your department will act as your point of contact for collection of these certificates.

For those employees who do not have access to a computer, classroom training will be made available.

Please note that this is a separate requirement from the HR Direct Pop-up Notification that is listed below in item 2.

2. Summary of Conflict of Interest Law

All newly hired state employees must be provided with a summary of the Conflict of Interest Law and must sign a written acknowledgement that s/he has received the summary. In addition, all employees will receive a summary on an annual basis thereafter.

The University automated this process through HR Direct. When new employees log onto HR Direct for the first time, they will be asked to acknowledge receipt of this summary by clicking "ok" and then the "submit" button.

This message will appear again for all employees on a rolling year basis. Some employees have already received this pop-up acknowledgement for 2012.

For those employees who do not have access to computers, a hard copy of the summary of the Conflict of Interest Law will be provided annually.

Finally, there has been a recent decision that graduate and undergraduate student employees are exempt from the above requirements.

If you have any questions, please contact Danielle Drabble Almeida in Human Resources at x8060.