

TOWN OF AGAWAM INTEROFFICE MEMORANDUM



To: Town Employees
CC: Mayor Sapelli
From: Personnel Director, Coleen E. Gruska
Date: December 2, 2019
Subject: **Ethics Reform Law and Sexual Harassment Policies**

The recently enacted ethics reform law imposes new mandatory education and training requirements on public employers and public employees. As a result every state, county, and municipal employee must complete an online training program prepared by the Ethics Commission every two years. All new employees have 30 days to complete the required course. **This is a MANDATORY REQUIREMENT all testing must be completed by January 10, 2020. Please sign the acknowledgement on the last page of the summary and return to the Personnel Office by December 13, 2019.** If you have access to a computer at home you may take the test at home, print the certificate and return it to the Personnel Office.

Should you have any questions relative to the above matter please contact the Personnel Office at (413) 786-0400 x8732, x8733 or x8734?

Websites for Ethics: <http://www.agawam.ma.us/Personnel/policiesandforms>

<http://www.mass.gov/ethics/education-and-training-resources/required-education-and-training/municipal-employee-summary.html> - Information & Acknowledgement at the bottom of this site , needs to be signed and returned by 12/20/2019

www.muniprogram.eth.state.ma.us – Use this site to take the test for certificate which is due by 1/10/20

In addition you must read through the “**Sexual Harassment Policy**” and sign and return the Acknowledgment of receipt. All these forms & websites can be found on the Towns website under Personnel Department – Policy & Forms. **This must be returned by 1/3/20**

<http://www.agawam.ma.us/Personnel/policiesandforms>

Thank you for your cooperation

