

Summary of Conflict of Interest Law - The Conflict of Interest Law applies to every person who serves the College on a full-time, part-time or intermittent basis, however appointed, and whether paid or unpaid. Employees must send the Office of Human Resources an acknowledgement of receipt of this summary.

Mandatory Online Training - Every employee, whether paid or unpaid, of the College must complete the online training program that is posted on the State Ethics Commission's website. Every employee must then provide to the Office of Human Resources a certificate of completion of the training. This certificate is generated at the end of the online program. **New employees** must complete the training within 30 days following the commencement of employment.

Employees will receive additional information about how to log in and complete these requirements when they are hired/ rehired, please contact the Office of Human Resources at ext. 5560 or visit the [State Ethics Commission's](#) website if you have any questions.