ONLINE TRAINING PROGRAM FOR MUNICIPAL EMPLOYEES

SAMPLE KNOWLEDGE CHECK QUESTIONS

I. <u>LESSON 2- GIFT</u>	
<u>RESTRICTIONS</u> - § 3, § 23(b)(2)(i) & § 26	
QUESTION 1	
You are the Director for the Council on	
Aging. You worked with an elderly client for two years arranging for their daily care until the client passed away. The client's family sent you a card thanking you for	
everything you did for her during the last two years. The card included \$50 cash.	
Q 1 May you keep the \$50?	
QUESTION 2	
You are a member of the City Council. The City Council is responsible for approving	
liquor licenses for restaurants. The owner of a restaurant that the City Council recently	
approved for a liquor license sent you a thank you card containing a \$40 gift card to	
use at the restaurant.	
Q 2 May you keep the \$40 gift card and use it at the restaurant?	
QUESTION 3	
You are the appointed Town Highway Department Superintendent. Your office has	
contracted with a vendor to replace office furniture. The vendor, without advance	
notice, sent you a \$75 fruit basket as a holiday gift.	
Q 3 May you accept the fruit basket?	

QUESTION 4	
You are the Information Technology Director at the Public Library. A vendor that does business with the Library has invited you to attend a three-day training program in San Diego to review a new software program it developed for libraries. The vendor has offered to pay for your travel and lodging.	
Q 4 May the vendor pay for your expenses to attend its training program?	
QUESTION 5	
You are an elementary school teacher with a class with 23 students. During the holidays, parents of 20 of the students collect money and give you a \$150 gift certificate to a book store, indicating that it is a class gift.	
Q5 May you accept the \$150 gift certificate?	
II. <u>LESSON 3- SELF-DEALING AND</u> <u>NEPOTISM</u> - § 19	
QUESTION 6	
You are an appointed member of the Zoning Board of Appeals. A restaurant has applied for a variance to add outdoor seating. The restaurant is located next to rental property owned by your spouse's parents.	
Q 6 May you participate in the request for a variance?	

QUESTION 7

Depa provi City. job op apply Inc. a	work in the City's Human Resource rtment. A private company, ABC, Inc. des employee benefit software to the ABC, Inc. has publicly advertised a pening for which you are interested in ring. You sent your resume to ABC, and the company has asked you to come an interview.	
Q 7	As a City employee, may you contact ABC, Inc. about questions related to the employee benefit software?	
QUE	STION 8	
	are an elected member of the Housing	
of the	e Board of Directors of a non-profit	
_	des diversity training for a fee. The	
	ing Authority is seeking a vendor to de a diversity training seminar. EOW	
has se	ent the Housing Authority a flyer ibing its seminars and fees.	
Q 8	As a Housing Authority member, may you help to organize a diversity	
	training seminar conducted by EOW?	
III. § 230	<u>LESSON 4- USE OF POSITION</u> - b)(2)(ii)	
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QUE	STION 9	
You a	are the Police Chief. You are planning	
to par	rticipate in a walk to raise money for ty.	
Q 9	May you ask the employees in your	
	office if they would like to sponsor you in a walk for charity?	

QUESTION 10	
You are the Department of Public Works (DPW) Director. You recently purchased an old farmhouse that needs repairs. A DPW employee you supervise owns a contracting business and does carpentry work in his off time.	
Q 10 May you hire one of your subordinates to do private work for you?	
QUESTION 11	
You are the Administrative Assistant for the Town's Veterans Services Department. You are also a member of the campaign committee for a candidate for public office. The campaign committee has asked you to make copies of a campaign brochure to be sent to every household in the district in which you live.	
Q 11 May you use the photocopier in the Veterans Services Department to make the copies?	
QUESTION 12	
You are the Board of Assessors chairman in your town. Your close friend believes that the assessed value of his home is too high and he has filed an abatement application with the Board of Assessors to have his assessment lowered. The rules governing abatement applications requires that two of the three Board of Assessors members approve abatement applications. You have been to your friend's home and you believe that the assessed value is too high and that his application should be allowed.	
Q12 May you approve your friend's abatement application to lower the assessed value of his home without	

	involving the other two board	
	members?	
IV. <i>LOYA</i>	<u>LESSON 5- DIVIDED</u> <u>LTIES</u> - § 17	
QUES	TION 13	
Arts C Depart a wast	re a full-time employee for the City's ouncil. The Water and Sewer tment is reviewing a proposal to locate ewater treatment facility near your	
a citize	You and your neighbors have formed en's group to oppose constructing the in your neighborhood.	
•	-	
Q 13	May you attend a public hearing to be held by the Water and Sewer	
	Department about the project and speak on behalf of the group?	
QUES	TION 14	
the To Fund (re an appointed and unpaid member of wn's Trust Fund Committee. Trust Committee members are special	
municipal employees. You are also the Director of a local bank. The Trust Fund Committee is looking for a new manager to handle its financial investments. Your bank		
its fina	like to make a presentation regarding incial investment services to the Trust Committee.	
Q 14	May you appear with other bank	
Ų II	employees before the Trust Fund Committee to help the bank with its	
	presentation?	
QUES	TION 15	
	re a member of the Town Planning	
	Planning Board members are not and have not been designated as special	
munic	ipal employees by the town. You are ely employed as a construction	

firm re	epresents John Doe in his appeal of the	
	s decision finding in favor of the City.	
	ner at the firm has asked you to	
represent John Doe at a hearing in		
connec	ction with his appeal.	
Q18:	May you represent John Doe at the	
	hearing?	
QUES	TION 19	
Six mo	onths ago you resigned from your	
	on as a Planning Board member. You	
	e chicken pox and missed the last	
	g before you officially resigned.	
	g the meeting that you missed the	
_	ng Board voted to approve a special	
	You did not participate in approving	
	ecial permit as a member of the	
-	ng Board. A private contractor would	
	ke to hire you to represent his special	
	application before the Planning	
Board.		
Q19:	May you be paid by a contractor to	
	appear before the Planning Board in	
	connection with the special permit?	
VII.	LESSON 8- BOARD MEMBER	
	<u>RESTRICTION ON</u>	
	APPOINTMENTS- SECTION §	
	<u>21A</u>	_
QUES	CTION 20	
	re a member of the Board of	
	men. The Town Manager has just	
	nced that he plans to resign in three	
weeks. The Board of Selectmen is		
responsible for hiring and supervising the		
Town Manager. You would like to apply		
ior the	Town Manager position.	
020	Manager Language Language Transport	
Q20: May you be appointed to the Town		
	Manager position?	

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SEND COMMENTS/FEEDBACK/SUGGESTED QUESTIONS OR QUESTION

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