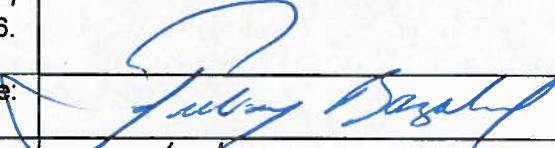


**DISCLOSURE BY STATE EMPLOYEE OF PART-TIME POSITION  
AT A STATE-FUNDED FACILITY AND CERTIFICATION OF CRITICAL NEED  
AS REQUIRED BY G. L.C. 268A, § 7**

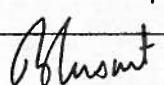
Complete the disclosure below and submit it to the head of the facility.

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<b>STATE EMPLOYEE INFORMATION</b>	
Name:	Julian M. Bazalar
Title/ Position:	Human Service Coordinator (A/B)
Agency/Department:	Department of Developmental Services (DDS) – Holyoke Chicopee Area Office
Agency Address:	88 Front Street Holyoke MA 01040
Office Phone:	413-535-1022 Ext 117
Office E-mail:	Julian.Bazalar@state.ma.us
<p>I am a state employee, and I am interested in working part-time for a facility operated or designed for the care of mentally ill or mentally retarded persons, or public health, a correctional facility, or another facility principally funded by the state which provides similar services. The head of the facility has certified below that there is a critical need for my services.</p>	
<b>FACILITY WITH A CRITICAL NEED FOR YOUR SERVICES</b>	
Name of facility with critical need:	Guidewire, Inc.
Address of facility	551 East Columbus Avenue Springfield, MA 01105
State agency that funds the facility:	Massachusetts Rehabilitation Commission (MRC) – Turning 22 Program Boston
Write an X to confirm each statement.	<p><input checked="" type="checkbox"/> The facility operates on an uninterrupted and continuous (24-hour) basis;</p> <p><input checked="" type="checkbox"/> In my state employee position, I do not participate in, or have official responsibility for, the financial management of the facility;</p> <p><input checked="" type="checkbox"/> I will be compensated for this part-time employment for not more than four hours in any day in which I am otherwise compensated by the Commonwealth; and</p> <p><input checked="" type="checkbox"/> My rate of pay will not exceed that of a state employee classified in step one of job Group 8 of the general salary schedule contained in G.L. c. 30, § 46 (currently \$798.55/week).</p>

Services you will provide to the facility:	This part time position requires case management and direct care hours during the evenings and weekends. Activities to be conducted during those hours are but not limited to providing supports on daily living skills, modeling when teaching independent skills, taking and or arrange recreational activities for the individuals we serve, coordinate staff schedules and arrange all other activities that will allow these individuals to continue to live independently. As a case manager I will directly report to a Program Director.
Rate of compensation: See G.L. c. 268A § 7 and G.L. c. 30, § 46.	\$ 568.82 per week (75)
Employee signature:	
Date	4/8/14

### CERTIFICATION BY ADMINISTRATIVE HEAD OF FACILITY

INFORMATION ABOUT ADMINISTRATIVE HEAD OF THE FACILITY	
Name of administrative head of facility:	Binaya Basnet
Title/ Position:	Chief Executive Officer
Address:	551 East Columbus Avenue Springfield MA 01105
Office phone:	413-733-6100
Office e-mail:	<a href="mailto:bbasnet@guidewireinc.com">bbasnet@guidewireinc.com</a>
CERTIFICATION	
	I have received the disclosure above from a state employee who seeks to work part-time at the facility I oversee. I certify that there is a critical need at the facility for the services of the state employee.
Signature:	
Date:	4/8/14

Attach additional pages if necessary.

File copy with:  
State Ethics Commission  
One Ashburton Place, Room 619  
Boston, MA 02108