



**DISCLOSURE BY NON-ELECTED STATE EMPLOYEE OF FINANCIAL INTEREST
AND DETERMINATION BY APPOINTING AUTHORITY
AS REQUIRED BY G. L. c. 268A, § 6**

RECEIVED
STATE ETHICS COMMISSION

	STATE EMPLOYEE INFORMATION	2016 OCT 19 PM 2:20
Name:	Michael J. Lee	
Title or Position:	Director of Human Resources, MassDOT	
State Agency:	MA Department of Transportation	
Agency Address:	10 Park Plaza, Suite 3170 Boston, MA 02116	
Office Phone:	857-368-8537	
Office E-mail:	Michael.Lee@state.ma.us	
	My duties require me to participate in a particular matter, and I may not participate because of a financial interest that I am disclosing here. I request a determination from my appointing authority about how I should proceed.	
	PARTICULAR MATTER	
Particular matter E.g., a judicial or other proceeding, application, submission, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, decision, determination, or finding.	<p>Please describe the particular matter.</p> <p>I am the Director of Human Resources for a Secretariat (MA Department of Transportation), where two (2) of my sons work. Christopher Lee works as a Civil Engineer in the Highway Division's District 3/Worcester Office and Daniel Lee works as a Program Coordinator for the MassDOT Chief Financial Officer in Fiscal Operations in Boston.</p> <p>I do not have any supervisory responsibilities or relationships for either person as they report to Managers in Departments completely separate from my Department. Any recommended financial personnel action would come from their Department and Division Heads (Highway Division and Fiscal Operations), which are separate from my Department (as Human Resources is under the Chief Administrative Officer).</p>	
Your required participation in the particular matter: E.g., approval, disapproval, decision, recommendation, rendering advice, investigation, other.	<p>Please describe the task you are required to perform with respect to the particular matter.</p> <p>As the Director of Human Resources, I oversee the administration of all processes for 4,200 employees in the entire Secretariat regarding personnel actions relative to position locations, assignments, job descriptions, salary administration and other HR processes. HR provides guidance in the decision making process with Senior Management. As the Director, I administer these HR processes and policies for employees, management and the organization to ensure compliance with regulatory guidelines, collective bargaining agreements and personnel policies.</p> <p>To date, I have not personally authorized or signed any personnel actions for salary increases, promotions or any enhancement of benefits for either of my sons. In the event that any type of relevant action would impact my sons in the future, I would recuse myself from the process.</p>	

<p>Write an X by all that apply.</p>	<p align="center">FINANCIAL INTEREST IN THE PARTICULAR MATTER</p> <p><input type="checkbox"/> I have a financial interest in the matter.</p> <p><input checked="" type="checkbox"/> My immediate family member has a financial interest in the matter.</p> <p><input type="checkbox"/> My business partner has a financial interest in the matter.</p> <p><input type="checkbox"/> I am an officer, director, trustee, partner or employee of a business organization, and the business organization has a financial interest in the matter.</p> <p><input type="checkbox"/> I am negotiating or have made an arrangement concerning future employment with a person or organization, and the person or organization has a financial interest in the matter.</p>
<p>Financial interest in the matter</p>	<p>Please explain the financial interest and include a dollar amount if you know it.</p> <p>Future HR actions related to salary administration that may be relevant for my immediate family members. While I may not have anything to do in the decision making process for these actions, my Department would process the action. Should this happen, I would recuse myself in any of these instances.</p>
<p>Employee signature:</p>	
<p>Date:</p>	<p>08/19/16</p>

DETERMINATION BY APPOINTING OFFICIAL

	<p align="center">APPOINTING AUTHORITY INFORMATION</p>
<p>Name of Appointing Authority:</p>	<p>Jessie Saintyr, Esq.</p>
<p>Title or Position:</p>	<p>CAD, Asst. Secretary of HHC</p>
<p>Agency/Department:</p>	<p>Mass. DOT & MBTA</p>
<p>Agency Address:</p>	<p>10 Park Plaza, Boston MA 02116</p>
<p>Office Phone:</p>	<p>857-368-8566</p>
<p>Office E-mail</p>	<p>Jessie.Saintyr@dot.state.ma.us</p>
	<p align="center">DETERMINATION</p>
<p>Determination by appointing authority:</p> <p>Write an X by your selection.</p>	<p>As appointing official, as required by G.L. c. 268A, § 6, I have reviewed the particular matter and the financial interest identified above by a state employee.</p> <p><input checked="" type="checkbox"/> I am assigning the particular matter to another employee, or</p> <p><input type="checkbox"/> I am assuming responsibility for the particular matter, or</p> <p><input type="checkbox"/> I have determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the Commonwealth may expect from the employee.</p>
<p>Appointing Authority signature:</p>	
<p>Date:</p>	<p>10/12/16</p>
<p>Comment:</p>	