



PROCEDURE FOR NON-EMPLOYEE AND VOLUNTEER SERVICE

Lower Columbia College recognizes the value of enlisting community and student volunteers to provide a variety of support services to assist in the operation of College programs, events, and activities. Volunteers are representatives of Lower Columbia College who do not receive compensation from LCC, however, volunteers could receive compensation from another institution for their time worked while on the LCC campus. The following guidelines are established in the management and record keeping of non-LCC employees who volunteer for service:

1. All managers of volunteers working in campus-sponsored programs shall develop a policy and records management of volunteer's involvement in accordance with but not limited to sections 2, 3, and 4 of this policy.
 - A. Volunteers in the ASLCC Clubs or Organizations shall abide by procedures for those groups and must be approved by the Director of Student Activities.
 - B. Volunteers participating in unpaid work through Cooperative Education, either on campus or off-campus, shall abide by cooperative work experience procedures, including enrollment in applicable 288/289 courses. Enrollment permission must be approved by the Workforce Services Manager.
2. All volunteers' service to the College is to be requested by the supervisor of the volunteer's activity and approved by Human Resources before their service begins. All volunteers shall complete a LCC Authorization for Release of Information form. Supervisors, on or off campus, are responsible for training volunteers. LCC directors, supervisors, program coordinators, or their designees are responsible for informing volunteers of applicable and relevant College policies for volunteer service.
3. Volunteers and their supervisors are required to sign an agreement and submit a monthly Volunteer Time Sheet to their supervisors, program director, or program coordinator so the volunteer hours can be reported by the Payroll Office to Labor and Industries for insurance purposes.
4. All volunteers are to adhere to all LCC policies and procedures (located on the LCC Faculty & Staff website) including but not limited to the Ethics Laws of the State of Washington and De Minimis Rules. Copies of the De Minimis Rules can be obtained from Human Resources.
5. Lower Columbia College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. The College is also committed to maintain an environment for teaching and learning which is free of drugs and alcohol.



NON-EMPLOYEE VOLUNTEER AGREEMENT

I, _____, volunteer to work for Lower Columbia College in
Volunteer (print name)

the _____. I understand that I am freely and willingly providing my time
Department or Program

and effort and will not receive a salary or wage from Lower Columbia College for my time spent in volunteer status. However, with advanced supervisory approval, I may claim reimbursement for actual expenses necessarily incurred in the performance of assigned or authorized duties so long as the funds used for reimbursement are not restricted to LCC Students. Additionally, I will provide a monthly volunteer time sheet to my supervisor so my service can be reported for Department Labor and Industries insurance purposes.

I, _____ am requesting that the above volunteer be
Supervisor (print name)

approved for service to the College. This volunteer appointment shall be in effect from

_____ To _____ and will be under my supervision. This volunteer has been
Date Date

provided with a Volunteer Time Sheet, which I will forward each month to the Payroll Office.

ACTIVITY SUPERVISOR OF VOLUNTEER: *As the supervisor of the volunteer, I have provided the volunteer with all relevant policies and training, and a copy of the De Minimis Rules and Ethics Laws.*

Supervisor Signature

Date

ASLCC Clubs & Organizations:

Director of Student Activities

Date

VOLUNTEER *I agree to represent Lower Columbia College with professionalism, maintain confidentiality as directed by supervisor, and abide by all College policies and procedures.*

Signature of Volunteer

Date

HUMAN RESOURCE SERVICES:

Disapproved

Approved

Human Resources Representative
cc: Supervisor, Payroll

Date



APPLICANT'S AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby authorize Lower Columbia College, its employees, agents, professional investigators, or any representative of the above named College, to perform investigations into my background, past behavior, character, and reputation.

Investigative reports may include criminal history or arrest records, workers' compensation histories, motor vehicle records, employment and unemployment records, military records, or other sources of information.

I authorize custodians of the records of any agency or company as described herein to release such information upon request of any investigator, agent, or representative of the College named above. I understand that any or all of these investigations or inquiries can be performed prior to my employment or during employment if part of a just cause investigation or pursuant to a collective bargaining agreement.

EMPLOYMENT – I authorize all former and current employers to release any and all information regarding my employment history. This includes all information contained in my personnel file, salary history, condemnations, and all other pertinent information. I further authorize my supervisors and other work associates to disclose their opinions and observations of my work habits, qualities, competency, and skills. Furthermore, I authorize full disclosure of any and all substance abuse testing results.

I understand that the information requested is for the use by the College named above and may be re-disclosed only as authorized by law. I understand that I have the right to request from the College a written disclosure of the nature and scope of the investigation conducted that I authorized above if: (1) Any adverse action/decision is made based on the information in the consumer report & (2) If the request is made in writing within 60 days of the adverse action. If an Investigative Consumer Report has been conducted, I will be notified in writing within five days of receipt of my request for said report.

I understand I have the right to request from the consumer reporting agency a written summary of my rights and remedies under the Washington Fair Credit Reporting Act.

I believe to the best of my knowledge that all information I have provided is accurate, true, and correct and that I fully understand the terms of this release. I indemnify, release and hold harmless the College, any agents of the College, or others reporting to or for the College, any investigators, all former employers, reporting agencies, and all those supplying references and character references, from any and all claims, defamation, demands, and/or liabilities arising out of, or related to, such investigators, disclosures, or admissions.

Copies and facsimile transmissions of this authorization that show my signature are as valid as the original release signed by me.

Applicant Full Name (Printed)

Social Security #

Date of Birth

Other Names Used

Current Address

City

St

zip

Other Counties/States lived in the Past 7 Years

Driver's License #

State Issued

Exp. Date

Applicant Signature

Date

Requesting Supervisor/Department: _____
(Internal use)

A SUMMARY OF YOUR RIGHTS UNDER THE WASHINGTON FAIR CREDIT REPORTING ACT

The Washington Fair Credit Reporting Act, located at Chapter 19.182 RCW, substantially parallels the federal Fair Credit Reporting Act and the rights and remedies set forth in the Federal Trade Commission's Summary of Rights, except that, effective July 22, 2007, the Washington State law imposes greater limitations on the reasons for which an employer may obtain a consumer report. Beginning July 22, 2007, an employer may not obtain a consumer report that indicates the consumer's credit worthiness, credit standing, or credit capacity, unless (1) the information is substantially job related and the employer's reasons for using the information are disclosed in writing, or (2) the information is required by law.

COMPLAINTS

**ANY COMPLAINTS BY CONSUMERS UNDER STATE LAW
MAY BE DIRECTED TO:**

**THE ATTORNEY GENERAL'S OFFICE IN WASHINGTON
CONSUMER PROTECTION DIVISION**

For Information Call: The Consumer Resource Center

Statewide Toll-Free Number:

800-551-4636

Statewide Toll-Free TDD

800-276-9883

Complaints May Be Made via U.S. Mail or E-Mail

To File a Complaint (Include your U.S. Mail address
with any complaint.) **Websites & Forms**

Guidance Regarding Use of State Resources

RCW 42.52.160 and WAC 292-110-010 restrict the use of state resources for personal use. The following three questions are offered to assist you in determining whether a particular use falls under the statutory restrictions.

First Question: **Will my use of state resources accomplish a business purpose or a personal purpose?**

- If your use of state resources will accomplish a business purpose, the ethics law's restrictions on use of state resources do not apply. Other laws, agency policy, and your supervisor control business use of state resources.
- If your use of state resources will not accomplish a business purpose, that use is personal. Continue the analysis by asking yourself the next question.

Second Question: **Will my personal use of state resources involve a strictly prohibited purpose?**

- If your personal use will involve one of the prohibited purposes, don't do it.
- If your personal use will not involve one of the prohibited purposes, continue the analysis by asking yourself the next question.

Third Question: **Will my personal use of state resources satisfy all of the elements of the *de minimis* use standard?**

- If your personal use will satisfy all of the elements of the *de minimis* use standard, you may make that personal use of state resources.
- If your personal use will violate one or more elements of the *de minimis* use standard, don't do it.

General Information

Question: What types of state resources are covered under the ethics law?

Answer: The guidelines on use of state resources apply to all resources **under an employee's control** including, but not limited to, facilities of an agency, state employees, computers, equipment, vehicles, and consumable resources. State resources also includes state information, e.g., databases, employee lists. (See RCW 42.52.160(1) and RCW 42.52.180(1))

Question: What exactly is a "private benefit or gain"?

Answer: A private benefit or gain can range from avoiding a cost or expense by the use of resources to support your outside business or paying a discounted government rate for a personal phone call. There are some uses that do not appear to have a cost but may result in private benefit or gain. For example, it may not cost a significant amount of money to use a state computer to access the Internet. Nevertheless, by making a personal use of a resource available to you only because you are a state employee, you are receiving a private benefit or gain.

Question: What is a *de minimis* use?

Answer: A *de minimis* use is an infrequent or occasional use that results in little or no actual cost to the state. An occasional brief local phone call to make a medical or dental appointment is an allowable *de minimis* use of state resources. The cost of a brief phone call is negligible and is not likely to interfere with your job. The following examples address “*de minimis*” use: (See WAC 292-100-010(3))

Example A: An employee makes a telephone call or sends an e-mail message to his/her children to make sure that they have arrived home safely from school. This is not an ethical violation as long as the call or e-mail is brief in duration, there is little or no cost to the state, i.e., your SCAN code is not used, and sending a brief message does not interfere with the performance of official duties.

Example B: An employee uses his/her agency computer to send electronic mail to another employee wishing them a happy birthday. This is not an ethical violation. The personal message is brief and does not interfere with the performance of official duties.

Example C: Every spring a group of employees meets during lunch to organize an agency softball team. The meeting is held in a conference room that is not needed for agency business during the lunch hour. This is not an ethical violation. There is little or no cost to the state, the meeting does not interfere with the performance of official duties, and off site recreational activities such as softball teams can improve organizational effectiveness.

Question: What does “promoting organizational effectiveness” really mean?

Answer: State agencies may allow employees to participate in activities that are not official state duties but promote organizational effectiveness by supporting a collegial work environment. Often these activities involve an accumulated use of state time or resources that is more than *de minimis*. So long as the employees who participate in the activity limit their use of state resources, then these activities would not undermine public confidence in state government. (See WAC 292-100-010(3))

Example: An agency determines that an agency wide retirement lunch will enhance organizational effectiveness. The retirement lunch will last a half hour longer than the normal one hour lunch break, which totals 15 hours of paid time for the agency. An employee uses his or her office computer to compose a flyer about the lunch, send a few reminder e-mails, and collect for a retirement present. This is not an ethical violation. While the accumulated time use may not meet the limited de minimis use standard, the use supports organizational effectiveness and was approved by the agency. Since most of the activity takes place outside of normal working hours, it will not interfere with the performance of each employee's official duties. In addition, the employee's use of the office computer and printer will result in little or no cost to the state.

Question: Can state time be used for baby showers and promotion parties for employees (to increase moral and show support), and if so, how much?

Answer: See previous answer for details regarding ethical violations. Consult your agency's policies for agency-specific restrictions.

Question: Can I use my state telephone (land line) or email to make appointments or take care of other personal matters?

Answer: Generally, yes. Although state telephones and computers are provided primarily for state business, they may be used for a small amount of personal communication to meet the demands of daily living. Employee use must be limited and occasional and must not cost the state money or interfere with work. For example, an employee may use a state telephone or computer to make a doctor's appointment or a lunch date, check in with family members, or arrange for transportation. Note, however, that individual supervisors and departments may have more strict policies on telephone and email use for reasons related to specific work situations.

Question: Can I use the copier at work to make one copy of my birth certificate or some other item?

Answer: Yes, This would fall under the de minimis use standard.

Outside Activities

Question: Are there any uses of state resources that are prohibited?

Answer: Yes. The allowance for de minimis use does not apply to the following uses: conducting an outside business; political or campaign activities; commercial uses like advertising or selling products; lobbying that is unrelated to official duties; solicitation on behalf

of other persons unless approved by the agency head; and illegal or inappropriate activities. The following examples address prohibited uses. (See WAC 292-100-010(6))

Example A: An employee operates an outside business. She makes an outside business call on her state telephone. The call is local. This is an ethical violation. The employee is conducting a private business on state time using state resources, which is prohibited under WAC 292-110-010(6).

Example B: An employee puts a state telephone number or work address on business cards or letterhead for his/her outside business. Several customers contact the employee at the office number to conduct the outside business. This is an ethical violation. Although the use of the telephone may result in a negligible cost to the state, conducting a private business is an illegal use of state resources.

Example C: After working hours, an employee uses the office computer and printer to prepare client billings for a private business using his/her own paper. This is an ethical violation. Although use of the office computer and printer may result in a negligible cost to the state, conducting a private business is an illegal use of state resources.

Example D: One night an employee takes an agency owned video player home to watch videos of his/her family vacation. This is an ethical violation. Although there is little or no cost to the state, an employee may not make private use of state equipment removed from state facilities or other official duty station.

Example E: An employee is assigned to do temporary work in another city away from his/her usual duty station. To perform official duties the employee takes an agency laptop computer. While away, the employee uses the computer to do tax work for a private client. This is an ethical violation. Although use of the laptop may result in a negligible cost to the state, conducting a private business is an inappropriate use of state resources.

Question: Can I leave an Avon or other like catalog in the break room?

Answer: No, this would be promoting or supporting an outside organization or business. Catalogs may be placed in a public foyer or other public area within the agency, but not in spaces only accessible by the agency's employees.

Question: Can I leave menus for local restaurants in the break room?

Answer: Yes. While a restaurant is a for-profit business, if an agency merely has menus available for state employees or officers to use when ordering lunch it would not be considered a violation.

Question: May an individual state officer or employee use state facilities, including state paid time, to participate in the creation or review of articles and other advertising materials that will be used to promote private commercial products and services?

Answer: No – The Ethics Act contains a strong presumption against an individual state officer or employee using his or her official position and public resources to promote private commercial products. When state officers or employees are seen to favor one product over another, it significantly undermines vendor confidence in the agency's or the state's contractor selection process. While a state officer and employee should avoid participating in the preparation of private promotional materials, they may respond to reference inquires and may review vendor statements about the business relationship to ensure that they meet agency policies and contracting rules.

Question: May a state officer or employee, acting within the course of official duties and under the authority of his or her agency, use state facilities, including state paid time, to promote private commercial products and services?

Answer: Yes under certain conditions – State officers and employees may use state resources for work that is reasonably related to the conduct of official duties. Where state agencies with appropriate authority have entered into contracts and other commercial relationships that provide for agency endorsement or promotion of a private product, such a use of state resources would not violate the Ethics in Public Service Act.

Question: If I use a state resource, can't I just reimburse my agency for the use?

Answer: No. Reimbursing for a personal use may result in a personal benefit and may impose significant administrative burdens on the state. For example, the price of a SCAN call is less than you would pay using your local telephone company. Reimbursing also creates the misperception that personal use is ok as long as we pay for it. Personal use should be the exception not the rule. (See WAC 292-100-010(7))

Question: Can I send a message to fellow staff members about employee discounts provided by a business?

Answer: No. State resources may not be used to promote or support an outside organization or business.

Question: Can a local business set up a table in a break room to let employees know about discounts?

Answer: No. Only two businesses may provide information on their services in a state facility and they include the two insurance companies that provide services to state employees through payroll deduction. (see Banking/Employee Benefits section, below for more information)

Question: The Red Cross holds a safety fair in our building and as part of their display sells first aid kits. Does this violate the Ethics Law?

Answer: No. The Department of Labor and Industries requires state agencies to establish a safety committee. See WAC 296-800-13020. These committees prepare and monitor safety and security plans for their agencies as part of their disaster preparedness program. Many of these plans require employees to provide emergency supplies for themselves in case of a natural disaster or major incident to augment the agency-provided supplies. To assist employees in gathering the supplies they need, agencies have allowed the American Red Cross to sell first aid kits, emergency items and other materials to state employees during safety fairs and other agency-sponsored gatherings.

E-Mail and Internet Use

Question: Can I send a personal e-mail message without violating the ethics law?

Answer: Yes. The general ethics standard is that any use of a state resource other than for official state business purposes needs to be brief in duration and frequency to ensure there is little or no cost to the state and the use does not interfere with the performance of official duties. Extensive personal use of state provided e-mail is not permitted. (See WAC 292-100-010(4))

Question: Are my e-mail or voice messages private?

Answer: No, if you use state equipment do not expect a right to privacy for any of your e-mail or voicemail communications. E-mail and voicemail communications may be considered public records and could be subject to disclosure. Aside from disclosure, employees should consider that e-mail communications are subject to alteration and may be forwarded to unintended recipients. Avoid these potential problems by treating e-mail communications as another form of business correspondence. (See WAC 292-100-010(5))

Question: Are there any restrictions on e-mail communications?

Answer: Yes. E-mail messages cannot be for any of the following uses: conducting an outside business; political or campaign activities; commercial uses like advertising or selling products; solicitation on behalf of other persons unless approved by the agency head; and illegal or inappropriate activities, such as harassment. In addition, broadly distributing or chain-mailing an e-mail that is not related to official business is prohibited because it disrupts other state employees and obligates them to make a personal use of state resources. (See WAC 292-100-010(6))

Question: What are the guidelines on Internet use?

Answer: Just like the guidelines for e-mail discussed above, any personal use of state provided Internet access must be both brief and infrequent. Extensive personal use of state provided Internet access is not permitted. In addition, your agency may have more stringent policies regarding personal use of the Internet, so please review them before using the Internet. The following examples address uses of the Internet:

Example A: Several times a month an employee quickly uses the Internet to check his or her children's school website to confirm if the school will end early that day. The transaction takes about five minutes. This is not an ethical violation. The use is brief and infrequent, there is little or no cost to the state, and the use does not interfere with the performance of official duties.

Example B: An employee routinely uses the Internet to manage her personal investment portfolio and communicate information to her broker. This is an ethical violation. Using state resources to monitor private stock investments or make stock trades, are private activities that can result in a private financial benefit or gain. Allowing even an occasional or limited use of state facilities to facilitate a private financial gain undermines public confidence in state government.

Example C: An employee spends thirty to forty minutes looking at various web sites related to a personal interest. This is an ethical violation. The use is not brief and can interfere with the performance of state duties.

Example D: An employee visits several humor and joke sites. While at a site, he/she downloads a joke file and e-mails it to several co-workers. This is an ethical violation. By e-mailing a file to co-workers the employee disrupts other state employees and obligates them to make a personal use of state resources. In addition, downloading files and distributing them to co-workers can introduce a computer virus, which can compromise state databases.

Question: Can a state employee or state officer access their Linked In, Facebook or Twitter accounts or pages from their state computer if the access is for the purpose of promoting their state agency or state web site and directly linked to their job?

Answer: If the use was for part of the employee's or officer's official duties, there is no ethical issue. If it was not for an official duty, it would fall under the de minimis use rule, unless it was prohibited under WAC 292-110-010(6).

Question: What do I do if I access the wrong Internet site?

Answer: Don't panic! The best thing to do is to back out of the site and remember what it was that got you there and don't go back. Everyone makes this kind of mistake. It is also advisable to contact your supervisor or information systems staff to notify them of your mistake.

Question: May a state agency maintain a direct internet link to private non-governmental web sites?

Answer: Yes - So long as the private organization does not post messages or advertisements on its web site or home page that advocate for, or against, a ballot initiative or political candidate. Providing a direct link to a web page or linked document that includes materials that advocate political positions, however, would violate RCW 42.52.180.

Question: May a state agency establish an internet link to a private web page which does not contain materials that advocate for, or against, a ballot initiative or political candidate even though the private web sites homepage may contain material that advocates for, or against, a ballot initiative or political candidate?

Answer: Yes - So long as any materials or advertising that advocates for, or against, a ballot initiative or political candidate was located on another web page or linked document within the organization's web site. State agencies that provide links to private web sites should initially verify that the linked web page does not contain political advocacy and establish a reporting mechanism or agreement that will allow the agency to suspend the link if the contents are changed.

Question: Can I use my computer to listen to internet radio while at work?

Answer: This is up to your individual agency. Internet radio consumes some amount of computing capacity or "bandwidth", which may, in some settings, interfere with official business. Ask your supervisor for the policy at your workplace.

Use of State or Resources to Support Charities

Question: Can I use state resources to support charities?

Answer: The limited use of state resources to support charities may be allowed if an agency head or his/her designee, approves the activity as one that promotes organizational effectiveness. Approval may be in the form of a specific policy that establishes guidelines for limited use of state resources. (See WAC 292-100-010(3))

Examples of limited use:

- Sending an e-mail to notify employees of a blood drive.
- A bake sale to support an Adopt-A-Family Program. Here, the baking would be performed at home and after working hours. The baked goods are then displayed for purchase during break times and the lunch hour. When gifts are purchased for the family, the purchases are made after working hours.

Question: Is there anything employees shouldn't do while conducting charity work on state time?

Answer: Any use of state resources that results in an expenditure of funds should be avoided. Consider this scenario: a group of employees spend 6 working hours of staff time a week for over a four-week period to plan a charitable fund-raiser, and use the computer, fax, and copier to produce fund-raising materials. This is an expenditure of state funds that would not be considered a de minimis or limited use of state resources. In addition, state resources may not be used for the benefit of any other person, whether or not operated for profit, unless the use is within the course of official duties. The following example addresses another area of concern. (See WAC 292-100-010(3))

Example: An employee is active in a local PTA organization that holds fund-raising events to send children to the nation's capital. Although a parental payment of expenses for the trip is expected, the more raised through individual contributions, the less the parent must pay. The employee uses agency e-mail to solicit contributions to the fund-raiser from a broad distribution list of co-workers. The e-mail asks each recipient to pass along the e-mail to other state employees. This is an ethical violation. The employee is using state resources to promote an outside organization and a private interest. By sending the e-mail to other state employees and asking state employees to pass the solicitation along, the employee is asking other state employees to improperly use state resources in a manner that interferes with the performance of official duties.

Question: May state officers or employees use state resources to coordinate state-wide volunteer construction projects?

Answer: No. It is likely that coordinating state-wide volunteer construction projects would use state resources beyond those permitted by WAC 292-110-010 and has potential to interfere with the performance of official duties. Therefore, this project would violate WAC 292-110-010.

Question: May state officers or employees use state resources to coordinate an occasional fund-raising activity for charity?

Answer: Yes. An occasional charitable fund-raising event, such as a holiday bake sale, would likely not be a violation of WAC 292-110-010 because it involves de minimis use of state resources, would not interfere with official duties, and, if sanctioned by the agency head, would produce indirect public benefit.

Question: Can I sell items from my kid's charitable organization such as Girl Scout cookies and/or school fundraisers that sell candy or magazines in the workplace?

Answer: You may be able to, if it falls within "organizational effectiveness." That means that the agency head has approved the activity and acknowledges that it relates to an agency's

mission and encompasses activities that enhance or augment the agency's ability to perform its mission.

Question: Does the use of state resources such as employee time, equipment, and supplies for the Combined Fund Drive violate RCW 42.52.160(1)?

Answer: No. RCW 42.52.160(1) does not apply to the conduct of state business. The Combined Fund Drive is part of the business of the state, so RCW 42.52.160(1) does not apply. However, the amount of state resources that may be devoted to the drive is a matter left to the discretion of each agency.

Question: What about the employees who are not officially assigned to conduct the Combined Fund Drive?

Answer: The use of state resources to support the Combined Fund Drive charities should be reasonable, involve little or no cost the agency, and should not disrupt the conduct of official business in state offices.

Question: Can an agency participate in a commercial activity that benefits the Combined Fund Drive?

Answer: State agencies should avoid direct involvement in commercial activity even if the proceeds may benefit the Combined Fund Drive. Examples of improper direct involvement include distributing commercial product sales brochures and order forms to agency employees, collecting product order forms in the workplace or on state paid time, and distributing products in the workplace or on state paid time.

Question: Can agency employees solicit donations for charitable events from outside businesses?

Answer: The state's ethics law contains a very strong presumption against solicitation by any state officer or state employee for any purpose, including charitable events. Solicitation by state employees can create the appearance that a donation might result in favorable treatment from the state, whereas a failure to donate might result in unfavorable treatment. A state officer or state employee whose official duties include regulation or the contracting for goods and services needs to be especially careful about solicitation. State officers and employees may not use their official state positions to solicit goods and services from private organizations and businesses. The following examples address solicitation on behalf of charitable organizations. (See RCW 42.52.070, RCW 42.52.140 and RCW 42.52.150(4))

Example A: The head of a state agency purchasing office sends a letter requesting gifts or donations for use at a CFD kick off luncheon to several vendors who provide goods and services to the agency. This is an ethical violation. While the purchasing supervisor will not personally benefit from the gifts, the CFD charities and the gift

recipients would benefit from them. In addition, it would be reasonably expected that vendors who respond favorably to the solicitation did so with the intent to influence the vote, action, or judgment of the purchasing supervisor. (See RCW 42.52.070 and RCW 42.52.140)

Example B: The head of a state agency sends a letter to local businesses, including several vendors who provide goods and services to the agency, requesting gifts or donations for a use that will benefit agency employees and a private charity. This is an ethical violation. While the agency head will not personally benefit from the gifts, the private charity would benefit from them. In addition, it would be reasonably expected that vendors who respond favorably to the solicitation did so with the intent to influence the vote, action, or judgment of the agency head. This expectation in the vendors would be true even if the agency head did not routinely participate in such decisions. (See RCW 42.52.070 and RCW 42.52.140)

Example C: On their lunch break a group of agency employees who work for an agency that regulates or administers benefits for private business, but who are not personally involved in regulating or administering benefits for their agency, solicit holiday gifts on behalf of a family sponsored by Adopt-a-Family. When soliciting the gifts they voluntarily inform the businesses that they are employed by their state agency but are soliciting on behalf of the sponsored family or Adopt-a-Family. This is an ethical violation. By stating that they are employed by an agency that regulates or administers benefits for the private businesses they are using their state positions to influence the private businesses and support the private charity. (See RCW 42.52.070)

Example D: On their lunch break or after work a group of agency employees who are involved in regulating or contracting on behalf of their agency solicit holiday gifts on behalf of a family sponsored by Adopt-a-Family. They do not solicit from agency vendors or other individuals with whom they conduct state business. When soliciting the gifts they tell the businesses that they are soliciting on behalf of the sponsored family or Adopt-a-Family. This is not an ethical violation. By soliciting on behalf of the private charity and not a state agency they are not using their state positions to influence the private businesses. In addition, the employees are not using state paid time or resources for the solicitation.

Example E: After work or on the weekend a group of state employees solicit holiday gifts on behalf of a family sponsored by Adopt-a-Family or their local private school. They solicit door to door in their neighborhood and do not solicit from agency vendors or other individuals with whom they conduct state business. When soliciting the gifts they indicate that they are soliciting on behalf of the private school, the sponsored family, or Adopt-a-Family. This is not an ethical violation. The employees are not using their state positions to influence the private businesses and are not using state resources to support the private charities.

Question: What other considerations should you take into account when conducting charitable solicitations?

Answer: Avoid direct personal solicitations of your co-workers and colleagues and opt for voluntary participation. Managers and supervisors should always avoid direct personal solicitations of employees who work under their supervision.

Question: If you can't solicit, then what can you do?

Answer: A state employee may purchase a gift certificate or other item for its fair market value and donate the item to an agency-sponsored charitable event.

Telecommuting

Question: Can I have our IT department work on my personal computer to fix a problem that occurs while I am working from home on my own personal computer to access our agency's network?

Answer: It would depend upon the type of problem that is occurring. If your computer malfunctions while you are conducting official business on your personal computer, your agency's IT department would be able to assist you in troubleshooting the problem. If the problem is with any agency-provided software or hardware, they would be able to replace or repair that portion, but if the problem is strictly with your own computer, you would have to repair that at your own expense.

Question: Can I bring my personal laptop it into work and have our IT department work on it if I use it for agency work and I experience a virus or other problem?

Answer: No, you would need to repair your personal laptop on your own regardless of how much you used it for agency work.

Question: If an agency substitutes a state officer's or employee's personal computer equipment with state equipment so that the officer or employee can work at home, may the officer or employee make the same private use of the replacement state equipment that he or she could make of his or her personal equipment?

Answer: Yes. RCW 42.52.160 and WAC 292-110-010 limit the private use of state computer equipment and prohibit private use of such equipment to access computer networks and other electronic data bases. However, if an agency, for a legitimate agency purpose, substitutes state equipment for an officer's or employee's personal equipment, the officer or employee may use the state equipment on the same basis that he or she could use his or her personal equipment.

Question: Can I use my own BlackBerry/cell phone for both personal and work related purposes?

Answer: Yes, you may use your personal Blackberry/cell phone for state business, but you cannot use a state Blackberry/cell phone for anything other than use that would qualify under the de minimis use standard. There may be adverse tax implications for using a state Blackberry/cell phone for personal use. Also refer to your agency's policy regarding personal use.

Job Hunting

Question: Can employees use state resources (time and computer) to fill out state applications, prepare resumes for state employment, and then apply for state jobs?

Answer: Yes, within the de minimis use standard. Under WAC 357-31-325, a supervisor must allow a state employee to take paid leave to take state exams and participate in state interviews, but can, depending on agency policies, allow the state employee the ability to complete these tasks without taking leave. However, an agency does not have to grant paid leave if the time requested by the state employee becomes excessive.

Question: Can employees use state resources (time and computer) to apply for, prepare resumes and other correspondence for jobs outside of the state system?

Answer: No, state employees and officers must use their own personal resources and time when seeking employment outside of the state system.

Miscellaneous

Question: Can I take home an empty box, such as the kind copier paper come in, for personal use?

Answer: Yes, if the box merely housed the item that the agency actually needed to use. If the box was purchased by the agency to archive records or for other storage, then the box is considered a state resources and you would not be able to take them home for personal use.

Question: Can state employees take home recycled paper that is going to be hauled away by a for fee vendor?

Answer: It would depend on the information contained on the paper being recycled. If the information on the paper was confidential, then state employees/officers would not be able to take the paper home – it would have to be hauled away by the vendor where it is shredded. If the recycled paper contained no confidential information, it would at the agency's discretion as to whether it would allow agency employees to take the paper home.

Question: Can I put my state business card in a drawing for a free latte or other product/service?

Answer: No. Your state business card is a state resource and cannot be used for personal gain.

Wellness

Question: Is the de minimis use of staff time and resources to support recreational activities as part of an agency wellness program a violation?

Answer: No. WAC 292-110-010 provides for de minimis use of state resources if the use serves a public purpose or benefit. The de minimis usage includes copier supplies, limited e-mail communication time, and the use of departmental conference rooms during non-scheduled work hours for the activity planning process.

Question: Can state time be used for exercising as part of an agency wellness effort?

Answer: It depends on the program. If the agency is having everyone participate in an exercise at the same time, i.e., an afternoon walk for a wellness initiative, then the exercise would be an activity for organizational effectiveness and use of state time would be permitted. If each agency employee just wanted to exercise individually to get or stay in shape, they would have to accomplish that their own time.

Union Activities

Question: Can I use state facilities (email, phone, state time) to assist my union?

Answer: Although unions are private entities, the official purpose of collective bargaining laws is to enhance the relationship between public employers and their employees. Therefore, an agency may agree to allow individual employees to make certain limited use of state resources and state paid time for the purposes of the negotiation and administration of collective bargaining agreements.

Question: May a state employee use state vehicles or other state resources to attend meetings or conduct union business related to contract negotiation and administration?

Answer: The Board and state labor laws recognize a unique relationship between a union as the exclusive representative of state employees and state agencies. Therefore, an agreement between an exclusive representative and a state agency for the use of state paid time and resources for the exclusive purposes of contract negotiation and administration would not violate the Ethics in Public Service Act.

Question: Does the Ethics in Public Service Act prohibit certain uses of State facilities by a union?

Answer: State agencies may not authorize in a written collective bargaining agreement union use of State facilities that would directly conflict with the Ethics in Public Service Act.

Banking/Employee Benefits

Question: May a state employee use state provided Internet access to monitor or update account allocations in a state provided retirement benefit plan, or to update personal information regarding other state provided benefits?

Answer: Yes, an occasional and limited use of state resources, including state provided Internet access, to review and update state provided benefits would not violate the Ethics in Public Service Act.

Question: Can I use the Internet to access my personal bank account to find out my checking account balance?

Answer: Yes. This would fall under the de minimis use rule and your agency's Internet use policies. All transactions done on a state computer may be open to public inspection, so there should be no expectation of privacy even when completing personal banking transactions on your state computer.

Question: Does an employee violate RCW 42.52.160(1) by permitting a business to use state facilities to provide employees with information about insurance products that may qualify for voluntary employee payroll deductions pursuant to RCW 41.04.020?

Answer: No. RCW 41.04.020 authorizes voluntary employee payroll deductions to pay for certain types of insurance. It does not violate RCW 42.52.160(1) for an employee to permit a business selling these insurance products to use state facilities to provide information about their products. Agencies have discretion about whether to permit this use of state facilities. However, if the employee making the decision favors one insurance business over another, there may be a violation of RCW 42.52.070 which prohibits granting special privileges.

Travel

Question: Can I use the state vehicle to drive to a restaurant at lunch time?

Answer: When you are working in the field, you may use a state vehicle to eat at a nearby eating establishment, as long as this use is consistent with management and department policy, and the distance driven is minimal. Use of state vehicles for personal errands is prohibited.

Question: Can a state officer or employee use frequent flyer miles earned from official state travel for personal travel?

Answer: Yes, with limitations – State agencies may allow state officers and employees to use frequent traveler benefits earned on official travel. While the Ethics Act does not prohibit the personal use of frequent flyer miles earned while conducting official state travel, receiving such rewards is a beneficial interest in a state transaction. Therefore, state officers or employees may not participate in the selection of a carrier when they receive frequent flyer miles for travel on that carrier.

Question: Can a state officer or employee use other types of points earned through travel incentive programs for personal use?

Answer: Yes, state employees/officer may use points earned, such as motel/hotel point rewards, rental car rewards, and any other travel benefit of a similar nature for personal use.

Question: Can a state officer or employee donate airline tickets to a state agency for official state travel by using personal frequent flyer miles?

Answer: Yes – The Ethics in Public Service Act does not prohibit a state officer or employee from donating personal property or benefits, such as frequent flyer miles, to a state agency.

Question: Can a state officer or employee purchase airline tickets for official state travel using personal frequent flyer miles and then seek reimbursement of that travel payment from the state?

Answer: This question is governed by state travel regulations, which provide that personal funds can only be used to purchase airline travel in emergencies.

Question: May I use the government rate offered by hotels in I am not traveling on business?

Answer: Yes, unless the hotel requires you to be on official business.