



## Department Policy No. HR-249-12

<b>Title:</b>	Organizational Effectiveness
<b>Authorizing Source:</b>	RCW 42.52 Ethics in Public Service; WAC 292-110-010 Use of State Resources
<b>References</b>	Ethics in Public Service Act RCW 42.52
<b>Information Contact:</b>	Human Resources Director Building #33 (253) 512-7940
<b>Effective Date:</b>	October 15, 2012
<b>Mandatory Review Date:</b>	March 1, 2021
<b>Revised:</b>	March 1, 2017
<b>Approved By:</b>	          Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

### Purpose

The purpose of this policy is to outline the acceptable use of state resources when approved in an effort to provide organizational effectiveness within the Agency. It further describes the limitations and processes required when requesting authorization to sponsor or participate in charitable endeavors or activities where there may be a limited use of state resources.

### Scope

This policy applies to all State Washington Military Department (WMD) Staff.

### Policy

- A. State resources shall be used consistent with state law and, except as permitted by this policy, only in support of WMD goals, objectives and operation. The personal use of state resources for private benefit or gain is prohibited by the WMD, the Ethics in Public Service Act, *RCW 42.52* et. seq., and WAC 292-110-010 (Use of State Resources Rule), with limited exceptions.

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This policy applies to the use of any state resources, including staff, staff time, office space, telephones, copiers, fax machines, computers, office supplies, vehicles and other WMD equipment. The exceptions in this policy are intended to be narrow and must comply with WAC 292-110-010 and the Ethics in Public Service Act. Attached is a *Q and A from the Executive Ethics Board* giving examples of permissible and impermissible activities.

**B. Permitted Use**

Any use of state resources reasonably related to the conduct of official state duties does not violate RCW 42.52.160 or WMD Policy. Additionally, the use of state resources that is reasonably related to an official state purpose, but not to the official duties of an employee or volunteer, is allowable only if a deputy, division chief or equivalent designee authorizes it in writing. An example is conducting the agency's combined fund drive. The written authorization shall contain guidelines for the permitted use.

**C. Permitted Limited Personal Use**

1. In accordance with WAC 292-110-010, all state employees and volunteers are responsible for the proper use of state resources, including funds, facilities, tools, property, and their time. A state employee's or volunteer's use of state resources is de minimis only if each of the following conditions are met:
  - (a) There is little or no cost to the state;
  - (b) Any use is brief;
  - (c) Any use occurs infrequently;
  - (d) The use does not interfere with the performance of any state employee's or volunteer's official duties;
  - (e) The use does not compromise the security or integrity of state property, information systems, or software;
  - (f) The use is not for the purpose of conducting an outside business, in furtherance of private employment, or to realize a private financial gain; and
  - (g) The use is not for supporting, promoting the interests of, or soliciting for an outside organization or group.
2. Use in conformance with this policy does not need prior approval unless otherwise indicated herein. Staff with questions regarding a particular use should contact a supervisor or the assigned Agency Ethics Advisor for clarification.
3. WMD employees or volunteers may use WMD computers and other equipment to access the Internet provided the use conforms to WAC 292-110-010 and this policy. Use of the Internet shall not be for a prohibited purpose under the Internet Services Use Policy.

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**Employees or volunteers should have no expectation of privacy in the use of these resources and should understand that the WMD reserves the right to monitor, and does monitor, Internet usage in appropriate circumstances.**

#### **D. Prohibited Uses**

The following personal private uses of state resources are prohibited:

- Any use for the purpose of conducting an outside business, private employment, or other activities conducted for financial gain;
- Any use for the purpose of supporting, promoting the interests of, or soliciting for an outside organization or group, including, but not limited to a private business or political party, or supporting, promoting the interests of, or soliciting for a nonprofit organization unless provided for by law or authorized by the WMD pursuant to policy;
- Any use for the purpose of assisting a campaign for election of a person to an office or for the promotion of or opposition to a ballot proposition;
- Any use for the purpose of participating in or assisting in an effort to lobby the state legislature, or a state agency head;
- Any use that is otherwise prohibited by federal or state law, or office policy;
- Illegal activity; or
- Any private use of any state property that has been removed from state facilities or other official duty station, even if there is no cost to the state.

#### **E. Permitted Types of Charitable Solicitations**

The WMD encourages WMD staff to participate in charitable endeavors and authorizes some limited use of state resources for that purpose. Such participation can contribute to the overall morale and organizational effectiveness of the Agency. However, the Agency also recognizes that there should be controls on the manner and frequency of charitable solicitations of WMD staff, as too many charitable solicitations can be disruptive to the normal work of the agency and some staff may be sensitive to too many pressures to contribute.

Due to the impact on the workplace of numerous solicitations, the State initiated the Combined Fund Drive (CFD). The CFD was designed in part to channel charitable solicitations into one effort to avoid numerous solicitations of state employees for charitable purposes by a number of worthy organizations throughout the year. However, there has been a tradition of charitable giving in the MIL that goes beyond the CFD. Some of these charitable events not only benefit the recipients of the charity, but also promote agency effectiveness by providing social and other opportunities for MIL staff. Accordingly, the WMD endorses the below listed types of events and authorizes limited use of state facilities or resources for them. Planning and soliciting for these events and activities may be conducted during the workday so long as the planning and soliciting meets the criteria in Section C. above.

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1. *Events or Activity for the Needy.* Divisions, or groups of Divisions sharing office locations may, with approval of the relevant Division Director with consult from the Human Resources Director or Ethics Advisor, undertake events or activities to benefit the needy. These events can include food drives, "giving trees," bake sales, silent auctions, solicitations in conjunction with office social events, or lunches at which some modest donation of food or money is encouraged. In accordance with the guidance of the Executive Ethics Board, these must be conducted outside of office hours or at lunch or break times. Events or activities undertaken on behalf of the Agency must have prior approval of the Agency Director.
2. *Volunteer Work Parties.* With the approval of the relevant Division Director, in consult with the Human Resources Director or Ethics Advisor, divisions or other work groups may volunteer, or solicit volunteers, to provide labor or other services for a charitable purpose outside the regular workday. Examples could include restoring fish or wildlife habitat, cleaning areas adjacent to highways, assisting with a Habitat for Humanity project, or participating in a blood drive. (However, blood drives may also be organized and take place during the workday.)
3. *Traditional Recurring Events Involving Large Segments of the WMD.* There are a few events that, for historic or other reasons, have become traditional in the WMD and in which staff may participate without further approval. These include the Susan J. Komen Breast Cancer Awareness Day, Martin Luther King Food Drive, ICSEW drives, the "Well Fed, Well Read" drive and Earth Day events.
4. *Solicitations to Assist Staff in Need.* Occasionally, a member of WMD staff suffers an unforeseen illness or family tragedy. With approval of the Human Resources Director, members of a Division or a smaller workgroup within a Division may solicit other members within that Division/workgroup to donate money, food, clothing, or personal off duty time to assist a co-worker. With the approval of the Agency Director, such solicitations may extend Agency-wide.
5. *Periodic Other Events.* On rare occasions, the Agency Director may approve other office-wide fundraising for special purposes. Any staff member wishing to coordinate such an event should submit a request for approval and justification in letter format to the Human Resources Director who will, prior to approval, consult with the Agency Director and Executive Management Team. Examples might include a solicitation for the American Red Cross to benefit victims of a national disaster, a march in support of victims of 9/11, and Special events to benefit Northwest Harvest. There may be no more than two or three such special events per year.
6. Individual staff members may also wish to solicit contributions from coworkers, or sell coworkers something, to benefit local charitable purposes of a non-profit organization. Examples may include sales of Girl Scout cookies, candy bars to

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support the purchase of school equipment or support a school band or sports team, tickets to a school or community play, pledges for an event such as the Crop Walk or a charitable "Bowl-a-Thon" where proceeds benefit one of the above-mentioned events. Office resources, such as computer equipment supplies or staff duty time, may not be used for these purposes. The only agency facilities that may be used are bulletin boards or table surfaces in break rooms, coffee rooms, or other common areas.

7. Managers and supervisors should never personally solicit employees who work under their supervision or over whom they have influence. Aside from the above approval requirement under this section, staff engaged in charitable solicitation should similarly avoid conveying any perception that the solicitation is supported or endorsed by supervisors or management. Staff should remember that those from whom they may seek contributions of time or money may not be able to give or may choose to give to other charities.

**F. Responsibilities:**

*All employees and volunteers* must be familiar with the parameters of this policy and related policies, and must use state resources accordingly.

*All Division Directors* have authority to provide approval for limited personal use pursuant to Section C. and E. and must ensure that employees and volunteers are aware of this policy and ensure compliance to the extent possible.

*The Human Resource Director* must approve use of state resources related to official state purposes, but which are not related to a requesting employee's or volunteer's own official duties, as well as those charitable solicitations regularly approved under Section E. above.

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