

	<b>Policy/Procedure No. 408</b>  <b>Title: Use of State Resources</b>
<b>Other Regulations and Resources:</b>	RCW 42.52.160 & 180 WAC 292-110-010
<b>Related OAH Policies:</b>	
<b>Tools or Forms:</b>	Tools: <ul style="list-style-type: none"> <li>•</li> </ul> Forms: <ul style="list-style-type: none"> <li>•</li> </ul>
<b>Effective Date:</b>	TBD (supersedes November 1, 2002 policy)
<b>Date for Review:</b>	TBD
<b>Contact Person:</b>	<u>Johnette Sullivan, Assistant Chief ALJ and Agency Risk Manager</u>
<b>Phone:</b>	

**Policy:**

This policy applies to all Office of Administrative Hearings (OAH) employees.

The purpose of this policy is to outline the general guidelines for permissible and prohibited uses of all state resources by OAH employees, and has been approved, as of XXXXXXX, by the Executive Ethics Board pursuant to WAC 292-110-010. Further information regarding the use of state resources is located on the Washington State Executive Ethics Board Web Site: <http://www.ethics.wa.gov/>.

All OAH employees are responsible for the proper use of state resources, including funds, facilities, tools, property, and their time.

Violation of this policy may result in disciplinary action up to and including dismissal.

**Guidelines:**

**State law permits employees to use state resources as follows:**

1. Official State Purpose

Employees are permitted the use of state resources for an official state purpose. Examples may include training and career development, membership or

participation in professional associations, state or agency sponsored health, safety or diversity fairs, management of or access to state sponsored benefits, searching and applying for state jobs, placing non-governmental webpage links on the OAH website. See WAC 292-110-010(2)(a).

2. Personal

Employees are permitted *de minimis* use of state resources for personal use.

**OAH permits employees to use state resources as follows:**

The Chief ALJ has authorized the following limited use of agency staff time and resources to support, promote, or solicit for an outside organization or group:

- Supporting, promoting or soliciting for the Combined Fund Drive or other charitable activities approved by the Chief ALJ or his/her designee;
- Employee recognition including birthday, retirement, wedding/baby showers or similar celebrations;
- Activities supporting organization effectiveness provided the use of state resources for such purposes is approved by the Executive Ethics Board;
- State or agency sponsored health activities. For example, vaccinations, diabetes screenings, cholesterol screenings, PEBB wellness programs.

NOTE: State law prohibits employees to use state resources for any political campaign use.

<b>Definitions:</b>	
<i>De minimis</i> use	<p>A use is <i>de minimis</i> only if each of the following conditions are met:</p> <ol style="list-style-type: none"> <li>1. There is little or no cost to the state;</li> <li>2. Any use is brief;</li> <li>3. Any use occurs infrequently;</li> <li>4. The use does not interfere with the performance of any state officers or employees official duties;</li> <li>5. The use does not compromise the security or integrity of state property, information systems, or software;</li> <li>6. 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</li> <li>7. The use is not for supporting, promoting the interest of, or soliciting for an outside organization or group.</li> </ol>
Official state purpose	<p>Includes use of state resources to conduct official duties, activities reasonably related to the conduct of official state duties, activities related to state employment, and activities otherwise allowed by statute.</p>

**APPROVED**  
**Executive Ethics Board**

Date: 11-18-16

State resources	Include all resources under an employee's control including, but not limited to, facilities of an agency, state employees, computers, equipment, vehicles, consumable resources, and state information such as databases and employee lists.
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Lorraine Lee  
Chief Administrative Law Judge

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Date

**APPROVED**  
**Executive Ethics Board**

Date: 11-18-16