



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY DEPARTMENT WIDE		
REVISION DATE 6/23/21	PAGE NUMBER 1 of 6	NUMBER DOC 850.025
TITLE OUTSIDE EMPLOYMENT/VOLUNTEER ACTIVITIES		

POLICY

REVIEW/REVISION HISTORY:

Effective: 7/1/83 DOC 854.025
 Revised: 10/1/85
 Revised: 8/1/87
 Revised: 3/1/93
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 Revised: 3/1/10
 Revised: 2/1/12
 Revised: 6/3/13
 Revised: 6/23/21

SUMMARY OF REVISION/REVIEW:

Major changes. Read carefully!

APPROVED:

Signature on file

CHERYL STRANGE, Secretary
 Department of Corrections

 5/24/21
 Date Signed



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POLICY

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OUTSIDE EMPLOYMENT/VOLUNTEER ACTIVITIES

REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 42.52](#); [WAC 292-110](#); DOC 530.100 Volunteer Program; DOC 800.010 Ethics; DOC 800.020 Use of State Resources; [Collective Bargaining Agreements](#)

POLICY:


- I. The Department has established guidelines to approve outside employment, volunteer activities, and honorariums which may present a potential conflict of interest (i.e., any activity that may conflict with official duties).
 - A. Outside employment is defined as providing goods or services in exchange for monetary or other material compensation, including self-employment. Income received from rental properties or the sale of family or personal household goods will not be considered outside employment.
 - B. Volunteer activities are activities performed during the employee/contract staff's time off work for which no monetary or material gain is expected or received (e.g., participating as a board member or consultant to boards in community affairs, committees, councils, or other similar groups).
 - 1. Employees/contract staff serving as a Department volunteer will follow DOC 530.100 Volunteer Program.
- II. For represented employees, collective bargaining agreements will prevail if this policy is determined to be in conflict.

DIRECTIVE:


- I. Approval Requirements
 - A. Employees/contract staff will obtain Appointing Authority approval for all outside employment, volunteer activities, and honorariums which present a potential conflict of interest using DOC 03-026 Outside Employment/Volunteer Activity.
 - 1. Employees/contract staff should be notified of the decision within 21 days of submitting the request.
 - 2. The Human Resources Director has the delegated authority to approve/deny outside employment/activities for the Secretary and Assistant Secretaries.
 - 3. Approval will be obtained before the employee/contract staff begins employment or the activity.

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- a. Newly hired/appointed employees/contract staff who are currently engaged in outside employment or volunteer activities will submit DOC 03-026 Outside Employment/Volunteer Activity within 30 days of hire/appointment.
 - 1) If the request is denied, the employee/contract staff must choose to discontinue employment with the Department or the outside employment/activity.
 - B. Changes to/terminations from previously approved outside employment/volunteer activities will be reported using DOC 03-026 Outside Employment/Volunteer Activity.
 - 1. Employees/contract staff must renew the approval if there are any changes in duties/activities and/or before accepting a new position which presents a potential conflict of interest.
- II. Outside Employment/Volunteer Activities
 - A. With proper approval, employees/contract staff may hold outside employment or participate in volunteer activities provided the employment/activity does not:
 - 1. Create an actual, potential, or appearance of a conflict of interest,
 - 2. Use Department resources, even on a limited basis, as outlined per DOC 800.020 Use of State Resources, including use of:
 - a. Their Department phone number or email address to send or receive messages.
 - b. State equipment or supplies (e.g., computers, information systems/software, copy machines, fax machines, office supplies, vehicles, facility space).
 - c. State time.
 - d. Confidential information gained through employment with the Department.
 - 3. Create financial obligations for the Department,
 - 4. Interfere with the proper performance of official duties, and/or
 - 5. Conflict with the code of ethics per RCW 42.52.

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- B. Employees/contract staff will not engage in outside employment/volunteer activities:
1. With a person or organization that provides direct or contractual services or goods to the Department, uses the services of the Department (e.g., education, Housing Voucher Program), or whose operations are regulated by the Department, unless:
 - a. The nature of the employment, as determined by the Appointing Authority/Human Resources Director, is clearly unrelated to official duties, and
 - b. The employee/contract staff does not have, or appear to have, the opportunity to influence the relationship between the employer or organization and the Department.
 2. If the employment/activity would require or encourage disclosure of confidential information acquired as a state employee/contract staff, or information accessed through Department systems would benefit the employee/contract staff or another person.
 3. If the employment/activity is with a Department employee/contract staff in the chain of command.
 4. With individuals under the Department's jurisdiction, their family members, or known associates, except as defined in DOC 530.100 Volunteer Program or the employee's position description.
- C. Employees/contract staff will not volunteer as a board member or consultant if, in their official duties with the Department, they would have any responsibility for acting on applications from the organization, for evaluating, monitoring, or making referrals to the services provided by the organization, or if their service would conflict with their responsibilities to the Department.
1. If necessary, participation will be limited to avoid questions of conflict of interest (e.g., disqualifying themselves from discussion of or voting on certain matters).
 2. Employees/contract staff will not serve in any capacity that would involve responsibility for signing applications for allocation or granting of funds to the Department.
 3. Employees/contract staff will not actively participate in soliciting funds or grants from the Department, including letters of support for funding requests.

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4. Exceptions must be approved by the appropriate Assistant Secretary.

D. In certain instances, outside employment with another state agency will require prior approval by the Executive Ethics Board. Information is available on the Executive Ethics Board website at <http://ethics.wa.gov>.

1. Employees/contract staff will receive approval per WAC 292-110-060 before entering into/benefiting from a contract/grant with a state agency if:

- a. Only one bid/application was received, or
- b. The process for awarding the contract/grant was not open and competitive.

III. Honorariums

A. With proper approval, employees/contract staff may accept a monetary honorarium for a one-time speech or presentation in connection with their official duties.

1. State time and resources may be used to prepare and conduct the approved speech/presentation.

B. An honorarium will not be authorized when the person/organization offering it is:

- 1. Seeking or expected to seek a contract with the Department, and the employee/contract staff might participate in the acceptance or terms of the contract.
- 2. Regulated by the Department, and the employee/contract staff may participate in the regulation.
- 3. Likely to seek or oppose legislation or policy changes influencing the Department, and the employee/contract staff may participate in the changes.

C. An honorarium does not include payment for travel, lodging, or meals, which are gifts subject to RCW 42.52.150 and DOC 800.010 Ethics.

IV. Violations

A. Failure to comply with the requirements of this policy may result in corrective or disciplinary action, up to and including termination.

DEFINITIONS:



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Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

DOC 03-026 Outside Employment/Volunteer Activity