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Secretary of Transportation

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Date

Employee Memorials

I. Introduction

A. Purpose

Employee safety is the Washington State Department of Transportation's (WSDOT's) highest priority and an agency value that promotes the safety of our employees at all times.

When a death occurs in the line of duty, the agency, as a whole, rises to support the fallen worker, the employee's family, and each other.

The grief calls for a healing process that is essential for the well-being of all our employees. Compassion, very much a part of the healing process, is expressed through a combination of opportunities to share with the surviving family. Limited use of agency resources to demonstrate compassion for the employee's surviving family members, as well as help the healing process for the employee's surviving co-workers, serves an agency purpose of enhancing employee morale and productivity.

It is to serve these ends that this Secretary's Executive Order is written, in an effort to abide by the letter of the state Ethics Law as stewards of public resources, and, at the same time, repair ourselves by doing right by a fellow employee. We seek that balance as we establish and support employee memorial activities.

B. Supersession

This Secretary's Executive Order supersedes and replaces the prior version with the same title, dated April 3, 2015. All references to the superseded E 1015.01 now reference E 1015.02.

C. What Has Changed

- In Subsection II.B, this revision clarifies the policy by replacing the term "senior executive" with the term "executive" regarding who may authorize use of state paid time for employees to attend a funeral or memorial service.
- In Section V, this revision adds language about leadership review and replaces references to the Assistant Secretary of Strategic, Enterprise, and Employee Services with references to the Director of Human Resources and Safety.
- Direction to employees remains the same.

II. Secretary's Executive Order

It is hereby ordered that if a WSDOT employee is killed in the line of duty, use of state resources in support of efforts to memorialize that employee will be authorized, subject to the authorities and limitations below.

- A. State resources may be used for the purpose of publicizing memorials for the employee, as follows:
1. Funeral or memorial services honoring the employee.
 2. Where to send condolences.
 3. How to make contributions to memorial funds for the employee's survivors or other designated recipients. Contributions may be made directly or by participating in the WSDOT Memorial Foundation, in accordance with Secretary's Executive Order [E 1004 Ethics in Public Service](#).
- B. Some examples of appropriate use of state resources for this purpose include, but are not limited to:
- Internet/intranet announcements and information.
 - Tributes, articles, and information about memorial opportunities in department publications and newsletters for employees.
 - Limited use of employee time, communication systems, and reproduction facilities reasonably necessary to accomplish any of the foregoing.
 - When approved by the Office of the Secretary, limited use of state vehicles as part of a public demonstration of support, for example, by participating in a funeral procession or other memorial event.
 - When approved by the Office of the Secretary, use of state facilities and time for group sessions intended to facilitate the healing process.
 - For organizational effectiveness, use of state vehicles for the sole purpose of transporting state employees to a funeral or memorial service.
 - For organizational effectiveness, use of state paid time to attend a funeral or memorial service when authorized by an executive.
- C. Uses of state resources that **are not** appropriate for such activities include, but are not limited to, requiring participation by any subordinate employee in any of the activities authorized under this Secretary's Executive Order.

III. References

- Revised Code of Washington ([RCW](#)) [42.52.160](#) *Use of persons, money, or property for private gain*
- Washington Administrative Code ([WAC](#)) [292-110-010](#) *Use of state resources*
- Secretary's Executive Order [E 1004 Ethics in Public Service](#)
- *Human Resources Desk Manual* M 3009, [Chapter 15](#), Trauma Support
- *Use of State Provided Motor Vehicles* M 53-50

IV. Contact for More Information

If you have specific questions, please discuss them with your manager or supervisor. You may also contact the Internal Audit Office at 360-705-7003 for ethics information, and your organization's Human Resource Consultant.

V. Review and Update Requirements

When changes are necessary to update this document, inform the Director of Human Resources and Safety. The Director of Human Resources and Safety reviews this document periodically and proposes updates for leadership review and approval by the Secretary of Transportation.

Americans with Disabilities Act (ADA) Information

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