

# Standards for Using University Resources

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## Legal Authority

RCW <u>42.52</u>	Ethics in Public Service
RCW <u>42.56</u>	Public Records Act
RCW <u>42.17A.555</u>	Use of Public Office or Agency Facilities in Campaigns
WAC <u>292-110-010</u>	Use of State Resources
WAC <u>434-750</u>	State Combined Fund Drive
DES <u>12.20.05</u>	Enterprise Wide Transportation Policy (WA State)

## University Authority

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## See Also

<u>WWU</u>	Ethics in the Workplace
<u>POL-U3000.02</u>	Using Electronic Methods for University Communications
<u>ATUS</u>	Ethical Conduct with WWU Network and Computing Resources
<u>POL-U5346.03</u>	Safeguarding University Assets
<u>POL-U5300.25</u>	Reporting Loss of University Funds or Property Policy
<u>PRO-U5300.25A</u>	Reporting Loss of University Funds or Property Procedures

## Required Standards

### **1. Employees Responsible for Proper Use**

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

### **2. University Resources to be Used for Official State Purpose**

University employees are permitted use of University resources to conduct official state duties, activities reasonably related to the conduct of official state duties, activities related to state employment, and activities otherwise allowed by statute.

Examples of official state purposes include:

- a) Training and career development approved by the University under RCW 41.06.410,
- b) Membership or participation in professional associations that enhance job-related skills of the employee, so long as use of state resources for this purpose has been authorized in writing,



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- c) State or University sponsored health, safety, or diversity fairs,
- d) Management of or access to state-provided or state-sponsored benefits, including health, deferred compensation, insurance, retirement, and the employee assistance program,
- e) Searching and applying for state jobs, including taking an examination or participating in an interview, and
- f) Placement of nongovernmental web page links on the University web site for official University purposes as long as the use does not violate RCW 42.52.180.

**3. University President may Authorize Limited Use of University Employee Time and Resources**

The University President or designee may authorize limited use of University staff time and resources for the following uses as long as that use is specifically authorized in a University policy and conforms to that policy:

- a) Supporting, promoting, or soliciting for charitable activities,
- b) Employee recognition, including birthday, retirement, wedding/baby showers, or other similar celebrations,
- c) Activities supporting University organizational effectiveness provided the agency's policy allowing use of state resources for such purposes is approved by the executive ethics board,
- d) State or intermittent agency sponsored health activities, for example, vaccinations, diabetes screenings, cholesterol screenings; or recording participation in an agency or PEBB sponsored wellness program.

**4. Personal Use of University Resources Limited**

This section applies to any use of state resources not included in section (2) of these standards.

Personal use of University resources is limited to de minimis use. A University employee'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 University employee'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,
- g) The use is not for supporting, promoting the interests of, or soliciting for an outside organization or group, and

- h) A University employee may use University resources for wellness or combined fund drive activities as long as use conforms with the de minimis conditions listed above or as authorized in state law and rule.

Exception:

Personal use of state vehicles is strictly prohibited (DES Policy 12.20.05).

5. **Electronic University Records not Considered Private and are Subject to the Public Records Act**

Technologies such as electronic mail, facsimile transmissions, the internet, and voice mail may create an electronic record. This is what separates these from other forms of communication such as a telephone conversation. The ethics rules do not distinguish between the various forms of communication. Electronic records are reproducible and therefore cannot be considered private. Such records may be subject to disclosure under the Public Records Act (RCW 42.56), or may be disclosed for audit or legitimate state operational or management purposes.

6. **University May Seek Reimbursement for Approved Personal Use**

In some limited situations, such as employees working at remote locations, the University may seek reimbursement for limited personal use of University resources by the University employee.

7. **Employees Required to Report Known or Suspected Loss**

Employees are required to comply with the *Reporting Loss of University Funds or Property* policy (POL-U5300.25) when any known or suspected loss resulting in the unauthorized taking of University fund or property or other illegal activity.

8. **Use of University Facilities in Campaigns Prohibited**

No University employee may use or authorize the use of any of the University's facilities, directly or indirectly, for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition. Facilities of the University include, but are not limited to, use of stationery, postage, machines, and equipment, use of University's employees during working hours, vehicles, office space, publications of the University, and clientele lists of persons served by the University.

Exceptions: See RCW 42.52.180 for a list of exceptions.



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