

POLICY

CANCELS: New

See PRO 04.17.01
Also: Chapter 42.52 RCW
WAC 292-110-060

Approved By: George Morton, Director

POL – 04.17 OUTSIDE EMPLOYMENT

This policy applies to all Department of Printing (PRT) employees. It permits outside employment of PRT employees if such employment meets the requirements of state statute and PRT guidelines. Any gaps or ambiguities in this policy shall be construed in accordance with Chapter 42.52 RCW and WAC 292-110-060.

1. Outside Employment Must Not Conflict With Assigned Duties

- Outside employment must not conflict with an employee's ability to carry out their assigned duties for PRT.
- Employees may accept outside employment if the work is not connected to their official duties or within the scope of their official supervision.
- Employees may accept outside employment if the position is not expressly created or authorized by the employee in their official capacity.
- Employees may accept outside employment if it is not prohibited by RCW 42.52 and if the outside work is not prohibited by PRT.

2. Employees Are Precluded From Certain Outside Employment

Regardless of hours worked, outside employment includes, but is not limited to: employment by another unit of government or state agency; private employment; owning or operating a private business; employment as a consultant or advisor; or work under personal service contracts with the State.

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Prohibitions:

- Under no circumstances will employees use agency time, material, facilities, equipment, telephone, personnel, or other services in connection with outside employment.
- Employees will not receive compensation from outside sources for services that are part of the employees' assigned duties with the department.
- Employees will not use their state position to influence any representative of any organization doing business with the department to secure compensated services from them or their employer.
- Employees will not engage in any financial, business, or professional transactions, nor incur obligations of any nature on behalf of the agency, unless duly authorized/designated to do so in writing by the Director.
- Employees will not accept, directly or indirectly, any compensation, gratuity or reward from clients, vendors, fellow employees or general public for performing or not performing official duties.
- Employees will not receive, accept, take, seek or solicit, directly or indirectly, anything of economic value as a gift, gratuity, or favor from any person doing business, seeking to do business, or receiving service from this or any other state agency.
- Employees may not accept outside employment if it would require the disclosure of confidential information.

3. Employees Complete Notification of Outside Employment Form

Prior to the onset of outside employment, employees must complete the Outside Employment Notification form.

PRT may periodically require all employees to complete the notification form.

4. Director May Require Prior Review and Approval

If one or more of the following relevant factors apply, an employee must obtain the Director's approval before accepting outside employment.

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- The outside employment involves the same or similar kind of work as the employee's state job.
- The outside employment gives rise to an appearance that the outside employer could be influencing the judgment of the state employee on matters that affect the department.
- The outside employment gives rise to an appearance that the employee is using state resources – such as time, facilities, supplies, telephone, equipment, information, personnel or other resources in connection with outside employment – in the performance of his/her work for the outside employer.
- The outside employer has interests that could be significantly affected by the performance or nonperformance of the state employee's official duties.
- There is the potential that the outside employment could actually, or appear to, conflict/interfere with the duties, objectives, or interests of the department in any manner not previously indicated.
- The outside employer is another agency of the State of Washington, which requires an interagency agreement. In certain instances, outside employment with another state agency may require prior approval by the Executive Ethics Board.

5. Employees Resubmit Notice If Duties Change Significantly

Employees must resubmit notification if the duties of their outside employment or assignment employment duties change significantly.

6. PRT May Require Reapplication Or Withdraw Approval

PRT may at any time require reapplication or withdraw approval for any situation determined to present a perceived, potential, or actual conflict of interest.

PRT may periodically require all employees to complete an Outside Employment Notification form.

7. Violators Are Subject To Corrective And/Or Disciplinary Action

Employees who violate this policy are subject to corrective and/or disciplinary action.

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