Washington State Department of Transportation

Secretary's Executive Order Number: E 1021.01

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Secretary of Transportation

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Employee Use of Electronic Communication Systems

I. Introduction

A. Purpose

This Secretary's Executive Order establishes both permissible and prohibited use of state owned electronic communication systems by Washington State Department of Transportation (WSDOT) employees.

B. Supersession

This Secretary's Executive Order supersedes and replaces the prior version with the same title dated August 1, 2002. All references to the superseded E 1021.00 now reference E 1021.01.

C. What Has Changed

- Formatting and language updated to meet current document standards.
- Language and examples added for clarification.

II. Secretary's Executive Order

Employees are directed to use state-owned electronic communication system resources in an ethical, lawful, responsible, and non-discriminatory manner.

III. Information to Carry Out This Secretary's Executive Order

A. Definitions

Electronic communication systems (ECS): Include, but are not limited to, any agency owned, funded, or acquired electronic media that is used to generate, transmit, display, reproduce, or store communications for business purposes. Examples include but are not limited to:

- Cellular phones
- Email systems
- Facsimile (fax) machines
- Personal computers
- Personal digital assistants
- Portable laptop computers
- Software
- Tablets
- Telephones
- Voicemail systems
- Other electronic message systems that store and transmit communications, including the Internet, pagers, and related resources.

Internet: Internet means the connection to and use of interconnected networks in the public and private domains to access the World Wide Web, email, file transfer protocols, and other state network resources.

B. Permissible Use Established

In accordance with Washington Administrative Code (WAC) 292-110-010 *Use of state resources*, permissible use is:

1. Communications that are reasonably related to the conduct of state business.
2. Agency-approved activities.
3. De minimis personal use is allowed. This means an employee is allowed to make occasional but limited personal use of state ECS, including the telephone, email, and Internet resources, when:
   a) Subject matter is not prohibited.
   b) Cost is minimal or nothing.
   c) Job duties continue without disruption.
   d) The use is brief and infrequent.
   e) State business continues without distraction.
   f) State information and systems remain secure.
4. The Washington State Executive Ethics Board maintains a list of frequently asked questions and examples that provide additional guidance regarding this section at www.ethics.wa.gov.

C. Prohibited Use Established

In accordance with WAC 292-110-010 *Use of state resources*, prohibited use means:

1. No personal use of email distribution lists.
2. No use for the purpose of conducting an outside business, private employment, or other activities for private financial gain.
3. No support, promotion, or solicitation for any outside business interest, organization, charity, or group unless provided for by law or authorized by an agency head or designee. Please refer to Secretary's Executive Order E 1004 *Ethics in Public Service*.
4. No promotion of personal political beliefs or religious affiliations.
5. No harassment. Please refer to Chapter 9, Violence Free Workplace, in the *Human Resources Desk Manual* M 3009 and Secretary's Executive Order E 1014 *Equal Opportunity, Affirmative Action, Freedom from Discrimination, and Freedom from Sexual Harassment*.
6. No downloading or streaming of any software or files via the Internet for personal use. Downloading of software or files for business use will be arranged through the IT Help Desk.

7. No infringement of copyrights.
8. No discrimination on the basis of race, creed, color, marital status, religion, sex, national origin, Vietnam-era or veteran's status, age, or the presence of any sensory, mental or physical disability, or sexual orientation. Please refer to Secretary's Executive Order E 1014 *Equal Opportunity, Affirmative Action, Freedom from Discrimination, and Freedom from Sexual Harassment*.
9. No promotion of unlawful or unethical activity.
10. No use to access, transmit, display, chat, or post sexually explicit content or auction sites.
11. No web surfing of shopping sites.
12. No social media sites such as Facebook, Twitter, or blogs should be accessed from work computers, unless these activities are specifically directed as part of your work activities for the agency.
13. The Washington State Executive Ethics Board maintains a list of frequently asked questions and examples that provide additional guidance regarding this section at www.ethics.wa.gov.

D. Document Understanding

It is the employee's responsibility to read this executive order as part of the New Employee Orientation Mandatory Policies and Procedures list and to complete the Policy Agreement Statement on the New Employee Orientation intranet page. This documents understanding of appropriate and authorized use.

E. Employees Responsible to Maintain Security

The department takes measures to provide ECS that are secure for business purposes. ECS are vulnerable to interception and other security violations. Therefore employees will:

1. Establish and protect confidential passwords and/or access codes that are used to gain access to ECS (e.g., network ID, email, voice mail, screensaver).
2. Access only messages intended for their review.
3. Notify a supervisor if they believe their password or access code has been compromised, and immediately change the password or access code.
4. Understand that supervisors and authorized department personnel may access any communication system used by an employee.
5. Protect confidential or private information when sending emails or files.
6. Understand the rules of document management and public disclosure of records. Information stored on ECS is kept in accordance with retention schedules approved by the Office of the Secretary of State and the department.

F. *Employee Use of ECS is Monitored and Can Be Restricted*

All ECS are public communications media. Monitoring capabilities exist within the agency. The WSDOT Internal Audit Office conducts monitoring of employee use of ECS. This monitoring includes reviewing Internet access logs, emails, and computer logs for inappropriate usage, which will be reported to Human Resources or the Appointing Authority or both.

WSDOT may restrict employee use of, or limit access to, the Internet using gateways and proxy servers, by group, or on an individual by individual basis.

G. *Violation of This Secretary's Executive Order May Result in Disciplinary Action*

Violation of this Secretary's Executive Order may be grounds for disciplinary action up to and including termination of employment.

IV. Contact for More Information

For more information about this Secretary's Executive Order, please contact your supervisor, your Human Resources Representative, or the Office of Human Resources and Safety at 360-705-7504.

V. References

- WAC 292-110-010 *Use of state resources*
  http://apps.leg.wa.gov/wac/default.aspx?cite=292-110-010
- Washington State Executive Ethics Board
  www.ethics.wa.gov
- Secretary's Executive Order E 1004 *Ethics in Public Service*
  wwwi.wsdot.wa.gov/publications/policies/fulltext/1004.pdf
- Secretary's Executive Order E 1014 *Equal Opportunity, Affirmative Action, Freedom from Discrimination, and Freedom from Sexual Harassment*
  wwwi.wsdot.wa.gov/publications/policies/fulltext/1014.pdf
- *Human Resources Desk Manual* M 3009
  wwwi.wsdot.wa.gov/publications/manuals/m3009.htm
- New Employee Orientation intranet page
  wwwi.wsdot.wa.gov/HR/Employees/orientation.htm

VI. Review and Update Requirements

When changes are necessary to update this document, inform the Chief of Staff. The Chief of Staff reviews this document periodically and proposes updates to the Secretary of Transportation for approval.

Americans with Disabilities Act (ADA) Information

Materials can be provided in alternative formats by calling the ADA Compliance Program at 855-362-4ADA. Persons who are deaf or hard of hearing may contact that number via the Washington Relay Service at 711.