

**CLOVER PARK TECHNICAL COLLEGE
POLICY**

CHAPTER	SECTION	TITLE	HISTORY		
2	5	ETHICAL CONDUCT	Adopted 1997	Campus Forum 2019	Reviewed 2019
			Revised 2019		Next review 2022

To give the highest public service to Washington’s citizens, college employees are obligated to treat their positions as a public trust, using their official powers and duties and the resources of the college only to advance the public interest. RCW 42.52, Washington State Ethics in Public Service Law, sets the ethical standards for all state employees, including Board of Trustee members.

All CPTC employees are responsible for knowing and adhering to the State Ethics Law (42.52) and regulations (WAC 292-110). Employees should notify their supervisors of any actual or potential violations of this policy. When in doubt, employees should consult with their supervisors and/or the Ethics Advisor. Violations of State Ethics Law and/or this policy may lead to corrective or disciplinary action up to and including dismissal.

The Executive Ethics Board has the authority and responsibility for investigating alleged violations(s) of the State Ethics Law and may take punitive action against the employee, in addition to any corrective/disciplinary action taken by the college. Ethics related complaints may be filed directly with the Executive Ethics Board using the form provided on their website at: www.ethics.wa.gov. Employees who file an ethics complaint shall be afforded the protection of a whistleblower under RCW 42.40. See college policy 2.7.

Prohibited

Employees shall not:

- a. have a financial or other interest or engage in any business or professional activity that is in conflict with their official duties.
- b. use their official position to secure special privileges for themselves or any other person.
- c. receive any compensation from a source, except the state, for performing or deferring the performance of any official duty.
- d. accept any gifts. CPTC has designated all employees as “Section 4” employees. (See Procedure for a list of items employees are allowed to accept (those not considered gifts), specific prohibitions, and any exceptions.
- e. disclose confidential information to an unauthorized person or use confidential information for benefit or to benefit another.
- f. use state resources for personal benefit or to benefit another, except as required during the execution of their official duties.
- g. use state resources for political campaigns or lobbying.

h. assist another person in a transaction involving the state if they participated in that transaction or the transaction was part of their job responsibilities within the past two (2) years, except as required during the execution of their official duties.

Additionally, there are rules governing former employees and those who leave state employment should review that section of the law.

Allowed

The use of state resources is permitted for official state purpose. "Official state purpose" includes use of state resources to conduct official duties, activities reasonably related to the conduct of official state duties, activities related to state employment, and activities otherwise allowed by statute.

The President or his/her designee authorizes occasional and limited use of agency staff time and resources for the following purposes:

- a. honoring all employees, contract staff, and volunteers (e.g., staff appreciation days),
- b. honoring individual employees/contract staff/volunteers for work-related accomplishments and retirements
- c. departmental/group meetings and strategic planning sessions
- d. professional development activities
- e. activities in support of CPTC Foundation and charitable events directly related to the college's mission.
- f. allowing participation in state or intermittent agency sponsored health activities (e.g. vaccinations, diabetes/cholesterol or other biometric screenings or recording participation in an agency of PEBB sponsored wellness program), or
- g. donating blood during an on-campus drive.

An employee may make occasional personal use of state resources with prior Supervisor approval only if:

- 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 the 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; and
- g. the use is not for supporting, promoting the interests of, or soliciting for an outside organization or group.

APPROVAL:	
By: <u>J. Loveday</u>	Date: <u>8-14-19</u>
Dr. Joyce Loveday	
Board Chair Review: <u>[Signature]</u>	Date: <u>8/14/2019</u>