


Effective August 4 2014

Approved by


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Purpose

To clarify the parameters of employment outside of the Department of Archaeology & Historic Preservation (DAHP).

Note: All employees remain individually responsible for compliance with the State Ethics Law, RCW 42.52, which is enforced by the Washington State Executive Ethics Board.

Policy Statement

Outside employment shall not conflict with an employee's official duties for the Department of Archaeology & Historic Preservation (DAHP). Outside employment shall be consistent with the state ethics laws.

The use of state resources, including, but not limited to, time, information, material, vehicles, equipment, office supplies, computers or telephones in connection with outside employment is prohibited. An employee shall not use his or her position at the DAHP to advance their private gain.

All employees must report outside employment to the DAHP. New employees coming to the DAHP that have outside employment must notify the Department of such employment before beginning work for the Department.

In certain circumstances, outside employment with another state agency will require prior approval by the Executive Ethics Board. Questions about such circumstances shall first be directed to the Executive Ethics Board website at www.ethics.wa.gov

Requests for approval of outside employment must be submitted to a supervisor prior to beginning that employment. The employee's supervisor will approve or disapprove the request and forward it to the agency director or designee for final approval or disapproval. If denied, the director or director's designee will provide justification for the denial.

The Department of Archaeology & Historic Preservation may, at any time, require reapplication or may withdraw approval for any situation.

If outside employment negatively impacts on the employee's work at the DAHP, or if there is a situation that is determined to present a perceived, potential or actual conflict of interest, a supervisor may withdraw approval for that outside employment.

The employee and the Department of Enterprise Services (DES) Human Resource (HR) Consultant are to be notified if approval of outside employment is denied or withdrawn. This notification shall provide the reason(s) for this action.

Failure to obtain prior approval for outside employment, or engaging in outside employment when such approval has been denied, may result in corrective or disciplinary action up to and including dismissal.

The Director of the Department of Archaeology & Historic Preservation has the final decision to approve or to deny outside employment.

Primary roles and responsibilities for Outside Employment

Role	Responsibilities
Employee	Be knowledgeable of the policy for outside employment. Submit a written request for approval for outside employment prior to beginning such employment. Notify the supervisor immediately of any action which could be a potential or actual conflict of interest.
Supervisor/Manager	Process written requests as needed and promptly notify the agency director or designee of any outside employment of staff and forward to the agency director or designee for final approval or disapproval and share with the DES HR Consultant.
Agency Director/Designee	Provide final determination of approval or disapproval of request for outside employment. If disapproved, provide written justification for the denial.
DES HR Consultant	Discuss outside employment requests or issues with employees, supervisors, and managers.

Executive Ethics Board Determination of outside employment with another state agency.

Definitions

1. **Conflict of Interest**

Any instance when an employee's actions, decisions, recommendations, or activities outside the agency influence, potentially influence, or have the appearance to a reasonable person of influencing, the employee's official duties or decisions.

2. **Compensation**

Anything of economic value, however designated, that is paid, loaned, granted, transferred, or which will be paid, loaned, granted or transferred to any person, in return for personal services.

3. **Outside Employment**

Is any job other than the current position with the **DAHP**. This could include, but is not limited to, employment by another unit of government or state agency, private employment, self-employment, work under personal service contracts with the state, serving as a consultant or advisor, and volunteer activities that, if compensated, could be considered outside employment. An example of a volunteer would be a bookkeeper who volunteers as treasurer for their church.

References that apply to this policy

1. WAC 292-110-060 (current employees contracting with state agencies)
2. RCW 42.52.050 (confidential information)
3. RCW 42.52 (ethics in public service)
4. RCW 42.52.020 (activities incompatible with public duties)
5. RCW 42.52.040 (assisting in transactions)
6. RCW 42.52.120 (compensation for outside activities)