



**King County**

Executive signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

*Don Condit*  
6/6/17

## I. Purpose

This policy allows employees to make de minimis personal use of county resources to support volunteering and fundraising throughout the year for charitable, non-profit organizations that are part of the Employee Giving Program (EGP).

## Applicability and Audience

This policy applies to all Executive Branch Departments unless specifically excluded by the definitions below.

## II. Definitions

"De Minimis personal use" means personal use that is brief and infrequent, incurs negligible or no additional cost to the county and does not interfere with the conduct of county business.

"Department" means an Executive Branch department or office.

"Employee Giving Program or EGP" means the King County sanctioned, employee-based program as defined in King County Code 3.36.

"Executive Branch" means the executive branch as defined in the county charter, except for the Department of Public Safety, the Department of Assessments and the Department of Elections.

## II. Policy

A. King County Executive Branch employees may make de minimis use of county resources to support volunteering and fundraising throughout the year for charitable, non-profit organizations that are part of the Employee Giving Program (EGP) provided that those activities:

1. Do not reflect adversely on King County or adversely affect the performance of official duties by the employee or other employees
2. Are limited in duration and frequency.

3. Serve a legitimate public interest that aligns with the King County Executive's priorities, such as supporting local charities or volunteer services.
4. Benefit an organization that has met the standards for inclusion in the EGP for the year in which the funds are raised and received.
5. Creates no significant cost to King County.
6. An employee may not ask businesses or other entities to give money or in-kind donations to support charitable activities, unless the employee is off duty and does not use the employee's position with King County to induce or encourage donations.
7. Are entirely voluntary. Supervisors and managers must be especially mindful that subordinates and colleagues may feel like they cannot refuse to participate even if they do not want to, and that many staff are hourly and must account for their time.
8. It has been reviewed and approved by the department director or his/her designee.

B. Procedures

1. An employee who wants to support charitable activities at work but outside of the Annual Giving Drive must send a request to his/her department director (or designee) for approval at least two weeks prior to the event.
2. The department will screen the request for compliance with this policy and either approve or deny the request.
3. The department must forward approved requests to the EGP.

C. Responsibilities

1. All departments shall oversee employee accountability and compliance with this policy and are responsible for:
  - a. Designating who will be the person reviewing and approving requests.
  - b. Managing requests within their department to maintain employee accountability and compliance with this policy.

**III. Implementation Plan**

- A. This policy becomes effective for the Executive Branch on the date that it is signed by the Executive. Each department is responsible for implementation of this policy in their office or department.
- B. Each department is responsible for communicating this policy within its management structure and other appropriate parties.

**IV. Maintenance**

- A. This policy will be maintained by the Department of Executive Services or its successor agency.
- B. This policy will automatically expire five (5) years after its effective date. A new, revised, or renewed policy will be initiated by the Department of Executive Services or its successor agency prior to the expiration date.

**V. Consequences for Noncompliance**

Employees that do not comply with this policy may be in violation of the County Code (Employee Code of Ethics, King County Code 3.04).

