Subject: STANDARDS OF ETHICAL CONDUCT

Administrative Procedure Number: 207.01
Date Adopted: October 3, 1995
Date Revised: March 5, 2007

Approval of Honoraria

RCW 42.52.010 defines honorarium as: money or thing of value offered to a state office or state employee for a speech, appearance, article, or similar item or activity in connection with the state officer's or state employee's official role. Honorarium would not include payment for so-called "moonlight" employment so long as that employment has no connection to the employee's official duties and the employee did not use official position to obtain the moonlight employment. However, such outside employment would violate another part of RCW 42.52 if any part (including preparation) takes place during the employee's normal duty hours unless the employee is on annual or unpaid leave. For purposes of approving honoraria, Peninsula College defines "normal duty hours" as 8:00 a.m. to 5:00 p.m., weekdays, unless a different schedule has been approved in writing by the employee's supervisor.

The Vice-president for Educational Services has been designated to approve all honoraria for faculty. The Vice-president for Administrative Services has been designated to approve honoraria for the remaining employees. Any requests for approval should be sent in writing, and no honoraria may be agreed to or accepted without prior written approval.

Procedures for Resolving Issues or Complaints

Employees seeking advice regarding potential conflict of interest issues are encouraged to contact the Vice-president for Administrative Services. Complaints may also be filed with the Vice-president of Administrative Services and will be investigated. Employees making such complaints will be protected from retaliation. Employees may also make complaints with the Washington State Auditor's Office under the provisions of the Whistleblower Act.

If it is determined, after an investigation, that a conflict exists, the employee shall take immediate action to end such conflict and shall so advise the president.

Penalties

1. The president may dismiss, suspend, or take such other action upon finding that a Peninsula College employee has violated the conflict of interest statutes.

2. The Attorney General of the State of Washington may bring civil action in Clallam County Superior Court against any college employee, former college employee, or other person, who has violated or knowingly assisted any other person in violating any provision
of the Executive Conflict of Interest Act and in such action may recover the following damages on behalf of the State of Washington:

a. from each person a civil penalty of either five hundred dollars or an amount not exceeding three times the amount of economic value of anything received or sought; and,

b. any damages sustained by the college resulting from the violation.

3. The Attorney General of the State of Washington may bring civil action in Thurston County Superior Court against any person who shall violate 42.18.230. In such action, the attorney general shall be awarded the following damages for the State of Washington:

a. a civil penalty of either one thousand dollars or an amount not exceeding three times the economic value of anything which has been given, transferred, or delivered; and

b. any damages sustained by the state resulting from the violation.

Responsibility of All College Employees

Nothing in these procedures, including language paraphrasing statutory provisions, is intended to alter or relieve employees of the responsibility for ethical and legal conduct, pursuant to the laws and regulations of the State of Washington.