

Code of Ethics

Employees – Exempt Employee Code

CWU Policy 305-04

Effective: September 5, 2012

Policy Review Date: YEAR

Policy Executive: Senior Vice President – Finance and Administration

Responsible Office/Unit: Human Resources

Policy Statement:

Applicability:

Content:

Policy

Appendix A – Code of Ethics Procedure

- (1) Exempt employees are expected to comply with the Ethics in Public Service Law (RCW 42.52 and WAC 292-110) included in CWU 701-08 (Ethical Conduct Standards) and CWU 701-03 (State Property). To maintain the public trust, exempt employees may not use their position to obtain personal gain or private advantage.
- (2) Additional Compensation and Compensation for Outside Activities - An exempt employee may accept additional compensation from the university for additional work under the following conditions: The work is outside the employee's official scope of duties assigned by the university; or the work (or teaching and associated activities) is either scheduled outside the employee's regular hours of work or appointment year, or performed while the employee is on work schedule adjustment, annual leave or leave without pay.
- (3) Principal budget administrators are not eligible for additional compensation for any additional work including teaching and associated activities.
- (4) In considering requests for consulting assignments, the employee and supervisor(s) shall be concerned that consulting assignments do not interfere with institutional responsibilities and employee duties. These assignments must comply with the compensation for outside activities specified in CWU 701-08 (Ethical Conduct Standards).

- (5) An exempt employee may not receive compensation from any source except the state for performing his/her official duties. Exempt employees may receive honoraria in accordance with CWU 701-08 (Ethical Conduct Standards). Nothing in the above shall be construed to limit activities during vacation periods provided such activities do not violate the state ethics law.

History:

EEAGB: 4/7/08; BOT: 6/6/08; BOT: 2/09; BOT: 6/09: Responsibility: CFO/BFA; Authority: President's Office; Reviewed/Endorsed Cabinet/PAC; Review/Effective Date: 9-5-12; Approved by: James L. Gaudino, President Reformatted and Assigned new Policy Number - Previous Policy CWUP 6-20-010, June 2025 Attached Procedure CWUR 6-20-010 as Appendix A, June 2025

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- (1) The written request to accept additional compensation and compensation for outside activities is approved in advance by the employee's supervisor and appointing authority. At the time of approval, the supervisor will document in writing for the employee's human resource file how the regular work assignment will be completed.