

**WALLA WALLA COMMUNITY COLLEGE**  
**ETHICS**  
**ADMINISTRATIVE PROCEDURE 5610**

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**I. RECEIPT OF HONORARIUM APPROVAL**

No state officer or state employee may receive honoraria unless specifically authorized by the agency where they serve as state officer or state employee. [RCW 42.52.130](#).

A. An employee may request receipt of an honorarium if the honoraria meets the following criteria:

1. The person, organization, or company offering me an honorarium for a speech, appearance, article, or similar item or activity in connection with my role at Walla Walla Community College (WWCC), is not seeking or expected to seek contractual relations with WWCC.
2. The person, organization, or company offering the honorarium is not regulated by WWCC.
3. The person, organization, or company offering the honorarium is not seeking or opposing, or is not reasonably likely to seek or oppose, enactment or adoption of administrative rules or action or policy changes by WWCC.
4. The speech, appearance, article, or similar item or activity that I have been asked to give, produce, or engage in does not detract from or interfere with my duties and obligations to WWCC.

B. To request approval to receive an honorarium, the employee must complete the [Honorarium Authorization](#) form for WWCC employees.

**II. RECEIVING AND DISPOSAL OF COMPLIMENTARY TEXTBOOKS**

WWCC faculty routinely receives complimentary copies of textbooks from various publishers for review and potential use in the classroom. These materials are considered State of Washington/WWCC property.

- A. Materials are shipped to the College Stockroom, where they are sorted and delivered to the faculty addresses on a regular basis.
- B. Packages must be signed for by the departmental designee at the time of delivery.
- C. When faculty have no further need of such textbooks, they should be forwarded to the WWCC Bookstore (Warrior's Locker) for buyback/sales purposes.
  1. Bookstore staff will log each textbook submitted and track its sale, whether sold back to a publisher, to a student, or other interested party.
  2. All proceeds from these sales will be deposited into a special fiduciary account of the College.
  3. Funds in this account will be used in ways such as books for disadvantaged students, or other needs as recommended by faculty and/or staff representatives.
  4. Books that are declared "No Cash Value" by the Bookstore, using the current edition of the textbook buyer's guide, and stamped by the Bookstore as "NCV," can be offered to students. (Although textbooks cannot be sold by faculty.)

**III. RECEIPT OF GIFTS**

A. Employees receiving gifts, other than the statutory exceptions, must report the gift in writing to the Vice President of Administrative Services to ensure that the gift is accepted by the College through the normal approval process.

1. If accepted, the gift will be recorded in the College inventory (if required), and put in general use to benefit College programs and students.
2. Gifts that bear a value of greater than \$50.00 but have no general use that would benefit College programs and students are to be sent to the College purchasing officer for disposal.

**IV. APPROVAL TO CONTRACT WITH A STATE AGENCY**

- A. A state officer or employee seeking to contract with a state agency to perform work that is unrelated to their official duties may need to obtain Ethics Board approval to do so. The officer or employee must receive Ethics Board approval before entering into, or obtaining a beneficial interest in, a contract with a state agency only if the process for awarding the contract or grant was not open and competitive, or, whenever only one bid application was received.
1. A state officer or employee seeking the approval of the Ethics Board for a contract or grant application, must provide the required information to the Executive Director no later than thirty (30) days prior to the commencement of the contract or grant.
    - a. A list of information required by the Ethics Board can be found on their website: <https://ethics.wa.gov/>, and includes a statement that the appropriate WWCC officer has reviewed or approved the outside contract.

**V. DISCLOSURE AND COMPLAINTS**

- A. A person may, personally or by his or her attorney, make, sign, and file with the appropriate ethics board a complaint on a form provided by the appropriate ethics board.
1. Formal Ethics Board complaint forms are available at the Ethics Board’s web site at <https://ethics.wa.gov/>.
  2. The complaint shall state the name of the person alleged to have violated this chapter or rules adopted under it and the particulars thereof, and contain such other information as may be required by the appropriate ethics board. [RCW 42.52.410](#)
- B. WWCC employees may file complaints with the Executive Ethics Board directly as noted above or may make complaints known to the Vice President of Human Resources.
- C. Informal complaints may be presented orally and will be investigated as deemed appropriate by the College.
1. The kind of investigation and subsequent action remains the sole prerogative of the College.
  2. Filing an informal complaint does not preclude a subsequent filing of a formal complaint.
- D. Retaliation against a complainant is forbidden.

<p><b>Policy Contact:</b> <u>VP of Human Resources</u></p> <p><b>Approved by (Department/Body):</b> <u>Dr. Chad Hickox, President</u></p> <p><b>Date Originally Approved:</b> <u>April 20, 2005</u></p> <p><b>Last Reviewed/Revised on:</b> <u>October 18, 2006 / August 1, 2022</u></p>
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