

## **Use of State Resources While Consulting (October 2013)**

The State Code of Ethics prohibits State employees (full-time or part-time) from receiving personal financial gain as a result of their State position. Usually, this is interpreted to mean that a State employee can have no more use of such resources than any other State citizen who is not a State employee.

There are four exceptions to this rule:

- a) With prior permission, a State employee may use State resources if s/he fully reimburses the State for such use. Departments may have policies in place for the use of phone, fax, photocopier, computer printer and similar equipment and these should be followed. Other expenses need a more formal agreement that is attached to their request to consult form when it is submitted. Such expenses must be at the rate that other non-employee citizens would pay for them.
- b) State employee staff time spent in helping a faculty member submit a request to consult form or in explaining the consulting rules to the faculty member. Note, this pertains only to the submission of the request to consult form and not to other activities such as making travel arrangement relating to the consulting or interacting in any way with the contracting entity sponsoring the consulting.
- c) A State employee may make de minimis use of State resources. This is defined as up to a total of \$100 per year of State resources. This is an aggregate across all consulting and other personal uses.
- d) A State employee may make use of “idle, non-consumable resources”. Such resources are defined as those that do not incur an additional material expense to the State through their use. The most common example of this is the use of a faculty member’s office. Such use would not be available to a normal citizen but is allowable. Another example is use of your State issued computer or the University’s access to Internet, but only if such use does not put a burden on the network’s bandwidth and thereby negatively impact on the service available to other employees. In a similar vein, use of a State email account is allowed, but only if this doesn’t impair the email system AND only if it is made clear to those receiving emails that even though the email address is a University address, the work you are doing is being performed as a private citizen. It is very important to note that any usage of a State computer, our network (i.e. Internet) or our email system are only allowed if the faculty member also has access to their own private computer, network and email system. To put that differently, access to State computer, email or Internet cannot result in you deferring the expense of you having to obtain these yourself as a private citizen. The use of State resources in such cases is one of convenience rather than resulting in monetary savings to you.