

De Minimis Use of County Resources for Charitable Organization Fundraising

Policy Number: 2024-0002
Issue Date: 3-5-2024
Supersedes: PER-18-11-EP

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).

POLICY APPLICABILITY

The county's De Minimis Use of County Resources for Charitable Organization Fundraising Policy applies to all employees in the executive branch departments, offices, and divisions, including the Assessor's Office and King County Elections. This includes all career service, provisional, temporary, probationary, and appointed employees.

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.

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

POLICY

King County 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 EGP provided those activities:

- Do not reflect adversely on King County or adversely affect the performance of official duties by the employee or other employees;
- Are limited in duration and frequency;
- Serve a legitimate public interest that aligns with the King County Executive's priorities, such as supporting local charities or volunteer services;
- Benefit an organization that has met the standards for inclusion in the EGP for the year in which the funds are raised and received;
- Create no significant cost to King County; and
- Have been reviewed and approved by the department director or their designee.

Employees shall not solicit businesses or other entities for 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.

Activities related to charitable organization fundraising are strictly voluntary. Supervisors and managers must be especially mindful that:

- Subordinates may feel like they cannot refuse to participate in approved activities, even if they do not want to; and
- Non-exempt (hourly) employees must account for their time, including time spent engaging in approved activities.

PROCEDURES

An employee who wants to support charitable activities at work but outside of the Annual Giving Drive must send a request to their department director (or designee) for approval at least one week prior to the event or solicitation.

The department will screen the request for compliance with this policy and either approve or deny the request. Departments are encouraged to reach out to the EGP with questions related to program activities, etc.

The department must forward approved requests to the EGP at employeeegiving@kingcounty.gov.

RESPONSIBILITIES

All departments shall oversee employee accountability and compliance with this policy and are responsible for:

- Designating who will be the person reviewing and approving employee requests.
- Managing requests within their department to maintain employee accountability and compliance with this policy.

The Employee Giving Program will be responsible for maintaining a record of all requests approved by departments.

QUESTIONS

Refer questions or comments to the EGP Program Administrator or your department's [Human Resources Manager](#).