



INDIANA  
**WORKFORCE**  
DEVELOPMENT  
AND ITS **WorkOne** CENTERS

**TO:** All DWD employees and special state appointees

**FROM:** Steven J. Braun  
Commissioner, Indiana Department of Workforce Development

**DATE:** July 1, 2015

**SUBJECT:** DWD Policy 2015-02  
Limited Personal Use of State Resources

**Purpose**

Effective July 1, 2015, IC 4-2-6-17 prohibits state employees and special state appointees from using state materials, funds, property, personnel, facilities, or equipment for purposes other than official state business unless the use is expressly permitted by a general written agency, departmental, or institutional policy or regulation that has been approved by the State Ethics Commission. This policy establishes guidelines for limited personal use of state property/resources by state employees and special state appointees of the Indiana Department of Workforce Development (DWD). This policy was approved by the State Ethics Commission on June 11, 2015.

**Applicability**

This policy applies to all state employees and special state appointees of the Indiana Department of Workforce Development. This policy replaces/rescinds the previous limited use policy adopted by DWD; specifically DWD Policy 2013-09 issued September 27, 2013.

**Policy Statement**

DWD recognizes that state employees and special state appointees are responsible individuals who are the key to making government work for its citizens. It further recognizes that employees and special state appointees occasionally need to use state property/resources for emergencies and other infrequent personal activities that cannot reasonably be handled away from work. These activities might include communicating with schools, child-care providers, physicians and others. DWD believes that accommodating occasional and limited use of state resources provides a public benefit of attracting and maintaining a diverse, well-rounded workforce. Such limited, personal use of state property/resources should not be considered a violation of the Indiana Code of Ethics.

**Parameters of Permissible Use**

The parameters of permissible use under this policy are as follows:

- 1)e The use must not interfere with the performance of official duties and work e responsibilities;e
- 2)e The use must be infrequent, of short duration and, unless not reasonably practical,e made on the state employee's or special state appointee's personal time;e
- 3)e The use must not be for the purpose of conducting business related to an outsidee commercial activity;e
- 4)e The use must not be for an illegal activity;e
- 5)e The use must not be for a political purpose. A political purpose does not includee handling or disposing of unsolicited political communications;e
- 6)e A state employee or special state appointee shall not make private use of any statee property which has been removed from state facilities or other official duty stations,e even if there is no cost to the State, unless otherwise approved.
- 7)e The use must be in accordance with the current version of the Information Resourcee Use Agreement ("IRUA"). The restrictions in the IRUA apply to all Informatione Resources including, but not limited to, state hardware, software, data, information,e network, personal computing devices, phones and other information technology;e
- 8)e The use must not violate any other ethics rules or agency policies.e

### **Compliance**

Directors, supervisors, and managers are responsible for monitoring the appropriate use of state property/resources within their areas of supervision and for referring matters for investigation and/or discipline to the Office of Inspector General. Employees and special state appointees who violate this policy are subject to disciplinary action by both DWD and the Office of Inspector General & State Ethics Commission.

### **Legal Reference**

42 IAC 1-5-12 Use of State Property

42 IAC 1-5-13 Ghost Employment

IC 4-2-6-17

IC 4-2-7-5

### **Effective Date**

Immediately

### **Ending Date**

Upon Rescission

### **APPROVAL**

Steven J. Braun, Commissionere  
Indiana Department of Workforce Development

5.27.2015  
Date