



To: Indiana Department of Workforce Development employees

From: Elizabeth C. Green, General Counsel and Ethics Officer

Date: January 7, 2018

Subject: DWD Policy 2018-03
JAG – Indiana Fundraising

Purpose

The purpose of this policy is to make clear that the Indiana Department of Workforce Development’s (DWD) fundraising efforts on behalf of Indiana’s Jobs for America’s Graduates (JAG – Indiana) programs are official state business, and DWD employees do not violate the State Ethics Code by engaging in fundraising for JAG - Indiana under the direction of DWD.

References

Ind. Code 4-2-6-17
42 Ind. Admin. Code 1-5-12
42 Ind. Admin. Code 1-5-13

Content

A responsibility of DWD is to expand and support JAG – Indiana. As a result, DWD accepts and solicits donations from individuals and organizations and uses these funds to create and support JAG – Indiana programs throughout the State.

The State Ethics Code’s rule on ghost employment prohibits state employees from engaging in activities other than official state business during working hours. Moreover, the rule on use of state property generally prohibits state employees from using state property for any purpose other than official state business.

Fundraising by DWD employees on behalf of JAG – Indiana under the direction of DWD does not violate the rules prohibiting ghost employment or use of state property because such fundraising activities constitute official state business.

Effective Date

Immediately

Ending Date

Upon rescission.

Contact for Questions

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