



Workforce Innovation and Opportunity Act Policy
Employment System Administration and Policy

Washington envisions a nationally recognized fully integrated One-Stop system with enhanced customer access to program services, improved long-term employment outcomes for job seekers and consistent, high quality services to business customers. In order to achieve this vision, Employment System Administration and Policy sets a common direction and standards for Washington's WorkSource system through the development of WorkSource system policies, information memoranda, and technical assistance.

Policy Number: 5408

To: Washington WorkSource System

Effective Date: July 1, 2015

Subject: Use of Employment Security Department-Provided, State-Owned Information Technology Resources

1. Purpose:

To provide clear guidance on the proper use of Employment Security Department (ESD)-provided, state-owned information technology resources.

2. Background:

The Workforce Innovation and Opportunity Act (WIOA) prompted the review of guidance needed to conduct the business of the WorkSource System.

Washington State Revised Code of Washington (RCW) Chapter 42.52, Ethics in Public Service Law, and Washington Administrative Code (WAC) 292-110-010 Use of State Resources, outline the use of information technology resources by the Executive Branch of State Government. ESD is a part of that Executive Branch and has written ESD Policies and Procedures to ensure that all ESD employees and ESD-provided state-owned information technology resources are in compliance with state law and administrative code.

3. Policy:

In order to ensure that all necessary safeguards are in place, all WorkSource partners, customers and WIOA service providers must comply with ESD policies and procedures when using ESD-provided state-owned information technology resources.

This policy does not pertain to information technology resources purchased locally with WIOA Title I funds and not connected to ESD resources or network.

WorkSource partners and WIOA Title I service providers must follow their established disciplinary processes in the case of substantiated violations involving non-ESD employees and customers. Violations could ultimately result in the Department revoking user privileges for ESD-provided state-owned information technology resources.

Software and equipment added or connected to ESD-provided state-owned information technology resources must be in accordance with ESD's current published policies. These documents are located in Section 5 - References.

ESD-provided state-owned resources may be used to engage in commercial activity including advertising, selling or purchasing goods and services if such activity complies with ESD Policies and Procedures and is within the scope of the organization's business activity.

4. **Definitions:**

ESD-Provided State-Owned Information Technology Resources include, but are not limited to, information technology assets such as computers, workstations, data resources, hand-held computing devices, electronic message systems, networks, business applications/systems, software, software licenses, and Internet connections or accounts which have been purchased or provided by the ESD.

5. **References:**

- WAC 292-110-010 - Use of State Resources
- RCW Chapter 42.52 - Ethics In Public Service Law

Employment Security Department Policies:

- [ESD Policy 0030 - SKIES Data Sharing, Data Disclosure, and Security Administration](#)
- [ESD Policy 2016 - Acceptable use of Computing and Communication Resources](#)
- [ESD Policy 4000 - Information Security Management](#)
- [ESD Policy 4002 - End User Devices](#)
- [ESD Policy 4003 - Enterprise Administrator Access](#)
- [ESD Policy 4100 - Information Security Governance](#)
- [ESD Policy 4200 Information Security](#)

6. **Supersedes:**

Workforce Investment Act Title I-B Policy 3460

7. **Website:**

<http://wpc.wa.gov/adm/policy>

8. Action:

Local Workforce Development Boards and their contractors, as well as Employment Security Regional Directors, should distribute this policy broadly throughout the system to ensure that WorkSource System staff are familiar with its content and requirements.

9. Attachments:

None.

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