

Shawnee State University

AREA: BUSINESS AFFAIRS POLICY

POLICY NO.: 4.75REV
ADMIN CODE: 3362-4-46
PAGE NO.: 1 OF 2
EFFECTIVE DATE: 4/16/04
RECOMMENDED BY: Roger Murphy
APPROVED BY:

SUBJECT: USE OF UNIVERSITY PROPERTY
(MOVEABLE EQUIPMENT) BY EMPLOYEES

1.0 PURPOSE

University property (defined here as moveable equipment) is acquired and maintained to support the mission and operation of Shawnee State University. Such property shall be devoted, therefore, to support University-related activities. To the extent that University property is available for uses at locations other than the campus, without impairing or interfering with University needs and without exposing the University to unreasonable liability, Shawnee State University may permit employees to use such property under specified conditions.

2.0 GENERAL STATEMENT OF POLICY

The President or designee may authorize full-time employees of Shawnee State University to use University property in compliance with this policy and procedures and conditions placed on such use by the President's designee. At the minimum, the policy includes the following:

- 2.1 Use of University property is for work-related purposes;
- 2.2 Non-interference with the normal activities and operations of the University;
- 2.3 Prohibition on use for personal gain or profit-making purposes;
- 2.4 Reimbursement to the University for losses and/or damage, or to cover normal "wear and tear," operating expenses, or additional costs except as these may be specifically waived by the University.
- 2.5 Protection of Shawnee State University from claims by employees for damages arising from any use of University property and equipment; and
- 2.6 Compliance with the terms of negotiated agreements with authorized employee bargaining representatives;
- 2.7 Completion of a most-recent Property Authorization Form as provided by Shawnee State University.

The use of University property by employees is an accommodation to employees. It must be clearly understood by all parties to such relationships that the use of SSU property is a privilege that can be withdrawn immediately by the President and/or designee at their discretion except where such use is specifically protected by a negotiated agreement.

3.0 CELL PHONES, PAGERS, AND OTHER ELECTRONIC EQUIPMENT

3.1 Vice presidents may authorize the purchase and use of cell phones, pagers, and other personal communication devices in their divisions where there is a demonstrated
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University need. The president may authorize the purchase of this equipment for vice presidents and the vice president of Business Affairs may authorize these purchases for the president.

- 3.2 Personal (non-University) use of these devices is permitted provided any additional costs incurred for such use is reimbursed to the University upon receipt of cost information. Personal usage which does not incur additional cost beyond basic service fees does not require reimbursement.
- 3.3 Any invoices for these devices must be reviewed and approved by the employee's supervisor prior to payment. Validation of payment for reimbursable personal use (Bursar Office receipt) must be attached to the invoice at the time it is submitted to the supervisor for review.
- 3.4 Within 45 days of adoption of this policy, the appropriate vice president/president will review for appropriateness all existing University cell phones, pagers, and other personal communication devices within their division. Documentation of this review will be provided to the Controller's Office.