

Shawnee State University

POLICY TITLE:	USE OF UNIVERSITY RESOURCES
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RESPONSIBLE OFFICER(S):	VPF&A
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

The purpose of this policy is to establish expectations regarding the temporary use of university property and resources that are determined to be appropriate to an employee's assigned role with the university.

2.0 GENERAL STATEMENT OF POLICY

2.1 The use of university resources must have a business purpose and may include the use of vehicles, equipment, computers, internet, telephone, and software.

2.2 Abuse of such resources may result in restitution to the university or, if deemed necessary, disciplinary action, up to and including termination in accordance with applicable policies and/or collective bargaining agreements.

2.3 Abuse could be determined when either of the following occurs:

2.3.1 The use is outside the boundaries of that which is customarily provided or reasonably needed by the employee to function in his or her position.

2.3.2 The use conflicts with federal, state, or local laws or regulations, or with an existing University policy.

3.0 Brief personal use of the university's communication resources that operate on a flat-rate basis (land line phones for local calls, internet, or email) is allowable during work hours. Such use should be infrequent in nature and of short duration. After-hours personal use of internet and email services is permitted, subject to Policy 5.30 Campus Computer and Network Use.

4.0 Long distance telephone charges for personal calls must be charged to a personal calling card or personal cellular device.

- 5.0 To the extent that university property is to be used at locations other than on campus for an extended period of time, the following conditions will apply:
- 5.1 A written request specifying the need for the item, identifying that such use is for business purposes, and an estimated duration for the use, must be submitted to the employee's supervisor.
 - 5.2 Use of university property off-campus must not interfere with normal on-campus activities and operations of the University.
 - 5.3 The property may not be used for personal gain or personal profit-making purposes.
 - 5.4 The university will not be responsible for claims by employees for damages arising from the use of university property and equipment off-campus.
 - 5.5 Permission to use university property can be withdrawn at any time.
- 6.0 Policies and procedures related to the use of specific university resources are found under the applicable department website.

History

Effective: 04/16/04

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