

Shawnee State University

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| POLICY TITLE: | USE OF UNIVERSITY RESOURCES |
| POLICY NO. : | 4.75REV |
| ADMIN CODE: | 3362-4-46 |
| PAGE NO.: | 1 OF 2 |
| EFFECTIVE DATE: | 12/09/2022 |
| NEXT REVIEW DATE: | 12/2025 |
| RESPONSIBLE OFFICER: | VPFA |
| 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 office space, vehicles, equipment, computers, internet, telephone, and software.

2.2 When necessary, abuse of such resources may result in disciplinary action, up to and including termination in accordance with applicable policies and/or collective bargaining agreements. An individual who abuses or misuses university resources may also be required to pay restitution to the university.

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 their 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 (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 Incurring long distance telephone charges for personal calls is not permitted.

- 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 may be found under the applicable department website.

History

Effective: 04/16/2004

Reviewed: 12/09/2022 with minor revisions