

Use of University Property or Services

University property and an employee's labor or services are to be used only on University projects or for official University business. University property includes, but is not limited to, such items as supplies, materials, tools, office machines, equipment, and vehicles—anything that is University-owned (State-owned) or leased by the University. The following are examples of practices that are **NOT** acceptable under the terms of this rule:

1. Using computers, cell phones, and office machines such as copiers or calculators for personal use beyond incidental use.
2. Building or repairing personal equipment of any kind in University shops.
3. Borrowing University tools or equipment for personal use such as dollies, shovels, hammers, wrenches, automotive tools, etc.
4. Watching television other than during authorized break times.
5. Using a University vehicle to stop at a place off campus for personal business, including breaks or for lunch.
6. Conducting business for an employer other than Utilities (including a personally owned business) either by appointment or telephone during work hours.
7. Promoting or soliciting outside organizations during work hours.
8. Using University funds such as procurement cards, petty cash, etc. for personal business.
9. Using University telephone for personal long distance calls, unless charged to a private number.
10. Using a University employee's labor or services for private benefit during the employee's working hours.
11. Bringing children to work, including overtime, and thereby using University property and part of your time for babysitting purposes. This also includes meeting and visiting friends and relatives during work time.
12. Using work time to move your personal vehicle or to repeatedly "feed" a parking meter.

In addition, there is no procedure by which any employee can receive any item of University property, no matter what its condition, other than through the programs managed by Surplus Property. This means, for example, that no one is authorized to take scraps of lumber out of a trash barrel, to pick up pieces of scrap copper wire or brass, or to acquire any piece of equipment or materials from a demolition project, even if it is destined for the trash.

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Employees may not accept or remove items that may be considered trash from contractors associated with University projects.

Violations of this policy can lead to severe disciplinary action, up to and including dismissal. Furthermore, criminal action may be taken because use of public property, labor, or services by a public official or employee for private benefit constitutes the offense of theft.