

PROPERTY USE AND DISPOSAL POLICY

State directives and university policy prohibit personal use of any government property for personal gain. Under no circumstances are *faculty, administrative or classified staff* to use university property, equipment, supplies or facilities for any reason other than those duties assigned as a direct result of employment. This includes past practices such as:

- loaning or borrowing university tools to perform personal tasks at home or at work;
- borrowing university supplies for personal use and replacing those supplies at a later date;
- ordering personal supplies from university vendors for delivery at university work site;
- servicing personal vehicles or other personal equipment in university facilities or on university property regardless of whether or not that work is performed outside working hours;
- removing surplus waste or discarded university supplies from university property, i.e., dumpsters, trash receptacles, etc.

Any action in which university property, equipment, supplies or facilities are not used for the purpose intended is considered inappropriate, and disciplinary action will be initiated when any infraction is disclosed.

Additional information on the Property Use and Disposal Policy may be found in the Administrative Staff Handbook and the Classified Staff Handbook. There is no reference to this policy in the Charter's Faculty Handbook although the policy does apply to faculty.

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