

**Title/Topic:** Appropriate Use of University Equipment, Materials, Services and Other Property

**Number:** 101.02

**Functional Classification:** Faculty & Staff Employment

**Monitoring Unit:**

**Initially Issued:** October 11, 1997

**Last Revised:** April 1, 2016

**Last Reviewed:** April 1, 2016

## **APPROPRIATE USE OF UNIVERSITY EQUIPMENT, MATERIALS, SERVICES AND OTHER PROPERTY**

### **PURPOSE**

To state LSU's policy governing the appropriate use by employees of equipment, materials, services and other property of the University.

### **STATEMENT OF POLICY**

University equipment, materials, services and property are provided to employees for the accomplishment of their work as LSU employees and not for personal use.

In addition to provisions of the Louisiana Revised Statutes, this policy has been given emphasis in the Bylaws & Regulations of the LSU Board of Supervisors as follows:

"Chapter V, Section 5-8. Custody and Control of University System Property. No one shall use for his or her own benefit or for any other personal purposes any University property of whatever description; and no one shall be permitted to remove from the buildings or grounds any property belonging to the University, unless approved by the President or appropriate official designated by the President."

"Chapter V, Section 5-9. Use of University Vehicles. All transportation equipment of the System shall be used only on official business and shall be operated only by employees of the University and others authorized by the President."

Violation of this policy constitutes misuse of University equipment, materials, services and other property and may result in University disciplinary action and/or criminal charges.

Misuse of University materials, services and other property may represent a minor or major violation of this policy depending upon the circumstances of a particular occurrence. For example, misuse may be only a single, isolated

occurrence or it may represent a pattern of such activity. Misuse may also constitute a violation of one or more provisions of the criminal law.

Consistent with its commitment to provide for fair and consistent treatment in all matters involving employee discipline, the University reserves the right to investigate misuse of University materials, services and other property through its Internal Auditor, the LSU Police Department, both of these agencies, or by other administrative processes.

Employees charged with misuse of University equipment, materials, services and other property and subject to University disciplinary processes shall be afforded such rights and protections as provided by law and University policy.

Employees criminally charged in connection with the misuse of University materials, services and other property shall be subject to such disposition of the matter as is made by the Office of the District Attorney and/or the judicial system.

The University reserves the right to both take disciplinary action against an employee and to refer the employee for prosecution under the criminal law.

Examples which are deemed to constitute misuse of University equipment, materials, services and other property include but are not limited to the following:

1. Personal use or possession of tools, equipment, supplies.
2. Use of University vehicles for a personal purpose.
3. Falsification or other misuse of University documents such as time sheets, payroll vouchers, annual and sick leave reporting and other official University documents.
4. Personal use of telephone and telefax services resulting in toll charges to the University. Telephone calls or telefaxes of a personal nature may not be charged to your LSU charge code other than in emergencies or in rare instances when the LSU charge code is inadvertently used when returning a call. Should such a personal call be made, prompt reimbursement to LSU must be made.
5. Use of postal and shipping services for personal purposes.
6. Personal use of duplication and related services and supplies.