

## **INSTITUTIONAL EQUIPMENT AND PERSONAL USE**

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**Effective Date:** September 1, 2008

**Responsibility:** Human Resources Coordinator

**Amends Policy dated:** Handbooks, 2004

**Policy Number:** HRA 130

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### **Scope: All Employees**

Institutional Equipment includes computers, data projectors, campus vehicles, machinery and any other capital equipment owned by CUC.

As a general rule, no employee has the right to use institutional equipment, machines or vehicles for personal use. In the case of computers, employees may use institutional computers for personal use of e-mail and internet. However, all use of computers must be in line with the ethical standards expected for use of computers on campus.

Employees wanting to use any other equipment for personal use must make a request to use the equipment from the administrator (director, dean, chair of school or vice president) responsible for that area of campus operation before using the equipment. Approval will be at the discretion of that administrator, who will take the following factors into consideration when making the decision: opinion of the department owning the equipment, the number of times a request is made, the ability of the employee to run the equipment and the amount of wear and tear likely on the equipment. In all cases, permission will be the exception and should not be allowed on a regular basis. Any loan of equipment should also be for a short term period—usually for a specific event only.

Some equipment may not be used for personal use at any time. Heavy or potentially dangerous machinery, expensive and specialized equipment will usually fall into this category. The Vice President for Financial Administration will keep a list of equipment that may not be used.