East Tennessee State University

Personal Use of University Assets and Services Policy	
Responsible Official: Chief Financial Officer	Responsible Offices: Office of Business and Finance

Policy Purpose

This policy establishes procedures for employee's personal use of ETSU assets and services.

Policy Statement

University Assets and services are to be used in support of ETSU's teaching, research, service, and administrative functions.

Employees shall not use University Assets and services for personal gain and/or purposes outside the scope of their employment or by students beyond their instructional requirements.

I.   Use of Email, Internet, or Office Phone.

Employees are permitted to use ETSU email, internet, and office phone services for reasonable personal use if the University incurs no additional incremental cost for personal use. Employees shall not use these services to conduct personal business or any other for-profit venture from which the employee (or a member of their family) would receive personal gain.

Employees should not use these services for personal use if additional costs are incurred (i.e., long-distance phone calls). If incremental charges are incurred, the employee must reimburse ETSU for the cost. Reasonable personal phone calls and faxes may be permitted at the discretion of the employee's supervisor, and if authorized, any tolls and extra charges must be reimbursed by the employee to the ETSU budget charged for the initial service. Excessive personal use which interferes with the employee's job performance is not appropriate and can be limited as needed by supervisors to assure employee productivity.

II.   University-owned Equipment.

Employees are generally not permitted to use University-Owned Equipment for personal use, except for technology equipment used for reasonable personal use as noted under this policy.

Before an employee removes a University Asset from an ETSU facility, the employee must receive, written permission from their supervisor that is kept on file. Certain university-Owned Equipment, such as computers, may be permitted to be housed at an employee's home if there is a business need for the use of that equipment at home. Appropriate documentation should be completed and maintained at the department level. Upon return of the asset to the originating department in good condition, a departmental representative must sign a closing copy of the form to evidence the return of the asset.

III.   Request for Employees to complete Personal Services.

Supervisors and employees may not request or compel another employee to perform services that would be
be considered personal (e.g. running errands, typing personal documents, picking-up pets, or children).

IV.   Use of Non-Public Facilities.

Employees shall not use Non-Public ETSU Facilities for personal meetings or family events.

V.   No Expectation of Privacy.

If an employee chooses to use University Assets or services for personal use, the employee does not have an expectation of privacy with regard to the use of University Assets, services, or communication technologies (e.g. communications resulting from University computers and equipment may be subject to disclosure under the Public Records Act, in litigation involving the University, or for audit purposes).

VI.   Application of Policy.

 Employees may make independent assessments, consistent with this policy, of the permissibility of the use of University Assets and services for other than official state job purposes, but are encouraged to consult with and seek approval from their supervisors about the permissibility of a use of University Assets and services. Supervisors at all times retain discretion to restrict uses of state resources, including University Assets and services, in response to concerns regarding an employee's work performance or use of University Assets and services that exceed the permissible uses outlined in this policy.

VII.   Reporting Noncompliance.

Employees are encouraged to report concerns or observations of misuse or theft of University Assets or services to any of the following: the employee's immediate supervisor (unless they are the individual conducting the misuse), Internal Audit, their college/business unit business manager or Office of Human Resources business partner, and/or University Public Safety.

Anonymous reporting may be done through the [Office of Internal Audit's anonymous "Fraud, Waste and Abuse" reporting tool](#).

Authority: TCA 8-19-501 (Statute, regulation, THEC policy, Executive order, or other authority governing the policy)

Previous Policy:

Defined Terms

A Defined Term has a specific meaning within the context of this policy.

Non-Public University Facilities	Those facilities that are not available to the public or for employee's as defined by ETSU Facilities and department policies and procedures
University Assets	include, but are not limited to equipment, software, computers, communication technologies (such as email, voicemail, website visits, and Internet) audio-visual material, work tools, theatrical costumes, etc.
University-Owned Equipment	equipment purchased with state funds, grant funds, or donated by a third party to the university.

Policy History

Effective Date:
Revision Date:

Procedures

When a report of misuse or theft of University Assets or services is received by a supervisor or employee, the supervisor or employee should report the information received to the Office of Internal Audit. The Office of Internal Audit shall investigate as needed.

When a report of misuse or theft of University Assets or services is received by the Office of Internal Audit or the Office of Human Resources, they may consult and discuss with each other as necessary to insure the matter is properly addressed. If a decision is reached that the matter should be turned over to Campus Safety, the Chief of Police should be notified. .

When a report of misuse or theft of University Assets or services are received directly by Campus Police, they shall notify the Office of Internal Audit before moving forward with an investigation.

Procedure History

Effective Date:
Revision Date:

Related Form(s)

Scope and Applicability