

APPENDIX L

USE OF COLLEGE EQUIPMENT, FACILITIES, SERVICES FOR PERSONAL (NON-STATE) REASONS

Background

Recent reports have prompted an examination of current practices on campus which involve the use of college equipment, services or facilities by any employee of the college or college-related organizations for personal reasons.

General Policy Statement

It is inappropriate for college employees or the employees of college-related organizations to use any state-owned equipment, facilities, or services for personal, non-work related purposes, except in accordance with the State University Trustees policies on Patents, Invention and Copyright (8 NYCRR 355.28, 355.29); guidelines on the use of University facilities by Emerging Technology Enterprises; and University-Industry Cooperative Use of University Research Equipment.

It is recognized that there may be a few situations which may permit employees to utilize state-owned equipment, services or facilities for personal reasons. These situations are varied and no attempt will be made to list or define them. They are, however, subject to the following constraints.

1. No utilization of state-owned equipment, services or facilities for personal reasons may take place if such utilization interferes in any way with the normal functioning of equipment, facilities or service operations.
2. No utilization of state-owned equipment, facilities or services may take place during an employee's normally scheduled work time.
3. No utilization of state-owned equipment, facilities or services may take place without obtaining the permission of the appropriate vice president or designee.