

# POLICY STATEMENT 101 APPROPRIATE USE OF UNIVERSITY EQUIPMENT, MATERIALS, SERVICES AND OTHER PROPERTY

## POLICY DIGEST

Monitoring Unit: Facility & Property Oversight

Initially Issued: October 11, 1997

Last Revised: April 1, 2016

## I. PURPOSE

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

## II. 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

agencies, or by other administrative processes.

Employees charged with misuse of University equipment, materials, services and other property and