

## **WVU-HR-56 University Property**

### **PURPOSE**

To outline West Virginia University policy regarding the use of its resources in accordance with the WV Board of Trustees Classified Employees Handbook, Computing and Information Resources Policies and Procedures Manual, the Privacy Act of 1974, WV Code § 61-3-30 and the WVU Key Control Policy.

### **SCOPE**

This policy applies to all University employees, including those on the regional campuses.

### **POLICY**

WVU programs, personnel, time, titles and property; including equipment, systems, vehicles, information, supplies, and office space; are only to be used in conducting authorized business of the University and the WV Board of Trustees. Use of University property for personal gain, pleasure, or benefit is prohibited. Employees are required to return all keys, books, office supplies, ID cards or badges, equipment, etc., upon termination. Costs incurred by the institution as the result of unauthorized or misuse of University or Board of Trustees property such as, but not limited to, rekeying and personal phone calls will be recovered from the responsible employee. It is a criminal offense under state law to remove University property. Unauthorized use, disclosure, alteration, or destruction of University resources is subject to disciplinary action, up to and including termination and/ or legal prosecution.

### **PROCEDURE**

Additional information regarding this policy or the proper procedure to follow can be obtained in the [University Property Procedure](#).

### **RESPONSIBILITY FOR IMPLEMENTATION**

The immediate supervisor is responsible to ensure proper use and security of University property. The Employee Relations Unit in the Department of Human Resources, at 293-5700 or P.O. Box 6640, is available to answer questions or provide additional information regarding this policy.

### **RESPONSIBILITY FOR INTERPRETATION**

The responsibility for interpretation of this policy rests with the Director of Human Resources, West Virginia University.

**EFFECTIVE DATE:** September 10, 1998

**APPROVED BY:** Scott C. Kelley, Vice President