

WEST LIBERTY UNIVERSITY BOARD OF GOVERNORS
POLICY 46: USE OF UNIVERSITY PROPERTY

STATEMENT:

Section 1. General.

The use of University-owned property is governed by the WV Ethics Commission under the Ethics Act (WV Code 6B-1-1 et. seq.), "A Code of Conduct for Public Servants", and by Board of Governors Policy 48. Improper use of such property is grounds for disciplinary action up to and including dismissal. Disciplinary penalties are determined by University administration.

Section 2. Examples of Improper Use; Questions.

2.1 Using a West Liberty University computer to conduct a personal business (e.g. an eBay business, a business selling Amway consumer products, or a business providing professional consulting services).

2.2 Using a University vehicle for a personal purpose, e.g. moving household furniture and goods, hauling building materials and/or equipment for a non-University project, or transporting a person or persons for reasons unrelated to the University's mission.

2.3 Using a University-owned photocopier to print menus for a relative's restaurant business.

2.4 Using University premises to conduct a private business seminar for which a fee is charged by the employee who owns the business.

2.5 Using University-owned landscaping equipment to perform yard work on an employee's private property.

2.6 Using a University telephone to make personal, non-work related long-distance phone calls, even if reimbursement is intended/made.

Questions regarding the proper and/or allowable use of property owned by the University should be resolved in advance by the CFO/CPO.

Approved by the West Liberty State College Board of Governors on 12/11/06.

Revision approved by the Board of Governors executive committee on April 15, 2009.