

SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section: **Workplace Practices**
Standard: **PERSONAL USE OF AUTHORITY PROPERTY**
Section #: **D-7**
Effective: May 13, 2008

See Also: Outside Employment; Conflicts of Interest; Electronic Communications and Use of Computers/Software; Misconduct; Formal Discipline; Corrective Action

GENERAL STANDARD

Under limited circumstances and with manager approval, employees are permitted to make personal use of Authority equipment.

SPECIFIC STANDARDS

- ❑ Employees may not make any personal long-distance telephone calls using Authority telephones except in urgent or emergency circumstances and with prior management approval. Employees may use telephones on a *limited* basis for compelling personal business that cannot be conducted outside business hours.
- ❑ Managers may authorize employees to use Authority equipment and tools off-site for personal reasons on a limited basis.
- ❑ Authority copiers and fax machines are to be used for Authority business only. Limited personal use is permitted with management approval.
- ❑ Authority stationery and envelopes are not to be used for personal correspondence under any circumstances.
- ❑ Employees are not to receive personal, non-business-related mail at Authority offices.

PROCEDURES

If a manager becomes aware of violations to this Standard, s/he shall take prompt action to ensure the employee fully understands the Standard and is aware of the potential consequences of any future violations. Repeated infractions of this Standard are grounds for corrective or disciplinary action, up to and including termination of employment.

When managers authorize the use of Authority equipment and tools for personal reasons, they shall have employees sign a release form stating the following:

- The Authority is not liable for any injury resulting from personal use of equipment that malfunctions or from improper use of such equipment;
- The employee will be responsible for replacement or repair of equipment or tools damaged while in personal use.