Regulation 7-1

Winona State University

Personal Use of University Equipment and/or Services by Employees

1. PURPOSE: To establish guidelines for the use of university equipment and/or services for personal purposes by its employees.

Administrative and instructional services, areas, and equipment are intended to support the major mission of the institution. No private business is to be undertaken utilizing university services or equipment. Limited personal use of university services and equipment is permitted according to the following conditions:

A. The personal use of university resources must not impede or conflict with scheduled functions pertinent to the prime responsibility and objectives of the University.

B. Employees should not use university equipment or services for personal use without notice to and the consent of the appropriate Vice President.

C. In those instances where consent is granted for the personal use of equipment and/or services of the university, reimbursement to the University is required at rates established by the Business Office at levels that will ensure no loss to the State. In establishing the rates, the Business Office should take into consideration recommendations from the performing service areas.

E. Reimbursement to the University is due immediately upon completion of the work performed. Remittance should be made payable to “Winona State University” and should be submitted to the Cashier’s Office. Records of these transactions are maintained in the Business Office.

2. Procedures for the use of university vehicles are governed by Regulation 2-2.

This WSU Regulation supersedes WSU Regulation 2-20, dated August 18, 1988.

AUTHENTICATED BY:

Judith A. Ramaley     Date of Adoption
President

August 13, 2007

Authoritative References:
MnSCU Policy 5.22 Acceptable Use of Computers and Information Technology Resources
MnSCU Procedure 5.22.1 Acceptable Use of Computers and Information Technology Resources
MnSCU Policy 5.23 Security and Privacy of Information Resources
President

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