



Ohio Administrative Code Rule 3337-55-02 Use of university resources.

Effective: August 8, 2016

The version of this rule that includes live linksto associated resources is online at

<https://www.ohio.edu/policy/55-002.html>

(A) Overview

The purpose of this policy is to provide uniform guidelines for the use of university resources.

The use of university monies or resources (such as vehicles and equipment) must have a business purpose. This includes (but is not limited to) computers, internet, and phone usage, and the use of intangibles such as software and employee time.

Abuse of university resources may result in the need to make restitution to the university and in disciplinary action, up to and including termination.

(B) Abuse

Use of university resources is considered abuse when either of the following occurs:

(1) The use is outside the boundaries of that which is customarily provided or reasonably needed by the employee to function in his or her job. For example, drinking water may be provided to employees for everyday use, but filling up jugs of drinking water from a university source, to take home for personal use, is abuse.

or

(2) The use conflicts with federal, state, or local laws or regulations, or with any other existing university policies. Other university policies that deal with resource use include:



- (a) Policy 01.025
- (b) Policy 17.900
- (c) Policy 19.054
- (d) Policy 47.001
- (e) Policy 55.003
- (f) Policy 55.071
- (g) Policy 55.075
- (h) Policy 91.003

Long distance telephone charges for personal calls should never be incurred by the university; they should instead be charged directly to a personal calling card (or use your own cell phone).

Brief personal use of the university's communication resources that operate on a flat-rate basis (land line phones for local calls, internet, or e-mail) is allowable during the work day. Such use should be infrequent in nature and of short duration. After-hours personal use of internet and e-mail services is permitted, subject to policy 91.003.

(C) Avoiding abuse

(1) When using a university resource, always check with your supervisor if you are in any way uncertain of the business purpose or appropriate nature of that use.

(2) Be aware that all capital equipment must be tagged by the equipment inventory (EI) office, as described in policy 19.054.



(3) If an employee will be taking university equipment or items off university property for business use, such activity should be documented, as described in policy 19.054.

(4) Supervisors should always be aware of the resources designated to them, and should track the use of those resources. This includes timely response to the equipment inventory office's reporting requests, and proper oversight of common supply areas, phone bills, and the like.

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