

EASTERN MICHIGAN
UNIVERSITY™

**PHYSICAL PLANT
OPERATIONAL & MAINTENANCE
ADMINISTRATIVE PROCEDURE**

Section	Subject	Effective date	Procedure Number
Administration	Personal Use of University Property	May 30, 2013	A-14

Purpose

The purpose of this procedure is to define the use of University Property for employee use.

Procedure

1. Physical Plant employees are **NOT** permitted to use tools and/or equipment for personal use or remove tools or equipment from the University's premises.
 - 1.1. Exceptions to this procedure may be permitted under special circumstances for reasons that include, but are not limited to, the following categories:
 - 1.1.1 Public service
 - 1.1.2 Approved charitable event or purpose
 - 1.1.3 Emergency
 - 1.2. All exceptions must be approved by Director or above.
2. University resources should not be used for outside employment, personal benefit or gain, or the benefit or gain for a family member or business associate.
 - 2.1. This includes all tools, vehicles, buildings, or other resources that belong to the University.

Authorized by:

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