

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:		Effective:	July 2012	Category:	All University Employee Policies
Name:	UNIVERSITY PROPERTY				

1.0 PURPOSE

The purpose of the policy is to provide guidance to University employees regarding the policy below in order to comply with the standards set forth by the University. This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

2.0 SCOPE

University Employee Policy

3.0 POLICY

The University provides various items to employees for their use in performing their job. This may include, but is not limited to, such items as information, telephones, computers, iPads, e-mail access, intranet/internet access, desks, chairs, work stations, tools, supplies, etc. The appropriation or use of University property for private enterprises or similar gain is prohibited. While employees may reasonably use some University property, such as local phone calls, for limited and necessary functions, any abuse of University-owned property could be grounds for serious disciplinary action up to and including termination.

Inspecting and Monitoring

To ensure the safety and protection of employees, students and members of the public, as well as to protect the interest of the University in ensuring that its departments operate in an effective and efficient manner, the University reserves the right to inspect any University provided items as well as employees' personal property located on University premises when there are reasonable grounds for suspecting that an inspection or search will turn up evidence that an employee is guilty of work-related misconduct, or that the inspection or search is necessary for a non-investigatory work related purpose. It is the express intention and policy of the University that any such inspection or search be conducted in compliance with prevailing state and federal law. The employee may avoid exposing personal belongings to inspection at work by simply leaving them at home.

The University also reserves the right, except where prohibited by state or federal law, to monitor telephone and computer usage, and to use cameras in all non-restroom areas of its facilities to monitor the activity of any individual on the premises. If this monitoring demonstrates that an employee has exhibited poor performance or improper conduct or activity, he or she will be subject to disciplinary action up to and including termination.

4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

5.0 RELATED DOCUMENTS

