

Board of Trustees of the Nebraska State Colleges

Business and Finance

POLICY NAME: Private Use of Office Equipment

POLICY NUMBER: 6020

A. PURPOSE

To document expectations regarding the private use of certain office equipment.

B. DEFINITIONS

None

C. POLICY

1. Private Use of Equipment

1.1. Telephone Use

Calls on College or System Office telephones are to be for communications related only to College or System Office business. Personal long-distance calls may not be charged to the College or System Office. However, if an emergency need arises, a long-distance personal call may be made. If such a call is made, reimbursement shall be made by the employee to the appropriate office. Employees are allowed to make local personal calls for essential business.

- Each College and the System Office shall develop procedures for review and monitoring of its monthly phone calls. Long distance phone calls that are not official business must be reimbursed by the employee.

1.2 Copy Machines and Printers

College and System Office photocopy machines and printers are intended to be used for College and System Office business. If photocopy machines or printers are made available to students, campus guests or to employees as a convenience, rates shall be established that are comparable to those charged by private providers and shall cover the costs to the institution of operating, maintaining and replacing the equipment.

1.3 Technology Equipment

The use of College technology equipment for private use is addressed in Policy 5008.

FORMS/APPENDICES:

None

SOURCE:

Policy Adopted: March 1994

Policy Revised: August 1997, September 2013, January 2023