

MSU Billings Personnel Procedures

POLICY REFERENCE: **Unauthorized Use of University Resources**

OTHER REFERENCES: MUS 760, 770, 1901.1; Title 2, Chapter 2, M.C.A.;
Collective Bargaining Agreements

DATE ADOPTED/REVISED: 10/08/08

I. DEFINITIONS:

Covered Individuals: All employees, including student employees, and any other individual permitted by an employee to use MSU Billings resources for unauthorized purposes or in an unauthorized manner.

Resources: Include, but are not necessarily limited to equipment, tools, computer hardware and software, information technology resources, facilities, time during which an employee is paid by the University, supplies, personnel, and funds.

Unauthorized: Any use not directly related to the official business of Montana State University Billings or in a manner not in the best interest of the University.

II. NOTIFICATION:

Each employee has the responsibility to report any perceived unauthorized uses of MSU Billings resources. The Director of Human Resources shall be notified of any complaints in this regard.

The Director of Human Resources will notify the supervisor and/or senior administrator of a complaint. An investigation will then be conducted by the Director or designee.

III. INVESTIGATION RESULTS:

Upon completion of the investigation, the employee allegedly using University resources in an unauthorized manner may be subject to disciplinary action in accordance with the principles of progressive discipline.