

## **MSU Billings Personnel Policies**

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**POLICY: Unauthorized Use of University Resources**

POLICY NO.: 406.8

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

DATE ADOPTED/REVISED: 10/08/08

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This policy shall apply to 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” is defined as 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.

MSU Billings shall ensure compliance with Montana State statutes and Board of Regents’ policies. The University shall take appropriate action in instances where an investigation results in a determination that unauthorized use of resources has occurred.