

**Title:** Personal Use of University Policy

**Responsible Official:** Senior Director, Accounts Payable & Business Operations

**Responsible University Office:** Procurement and Distribution Services

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**Related university policies:** none

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**Relates to:** Faculty, Staff, Students

## **Case Western Reserve University**

### **Personal Use of University Property**



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### 1. General Principles

The University provides a wide variety of resources, including computers, networks, software, printers, office telephones, cellular phones, personal digital assistants (PDAs), and office facilities, for use by faculty and staff. Property, facilities, and other resources may be acquired only to support the educational, research, and service missions of the University. The University recognizes, however, that the productive use of a person's time sometimes requires the minor use of University resources for use for personal activities.

The reasonable and incidental personal use of University resources is permitted if all of the following criteria are satisfied:

- The University incurs no additional cost from that use other than the minimal cost incurred from ordinary wear and tear;
- The use does not inappropriately interfere with or reduce the hours worked by the employee;
- The use does not preclude others with work-related needs from using the resources; and
- The use does not violate any applicable laws, regulations, or other University policies.

While occasional and appropriate use is acceptable, excessive or abusive use that interferes with job-related functions is prohibited.

Examples of unallowable uses of University resources include, but are not limited to:

- Any personal use that could reasonably be expected to cause congestion on or disruption of electronic communications resources or violates the acceptable use standards for computing and information technology resources;
- Use for private income-producing activities or for other commercial purposes (e.g., consulting services or sales of goods or services);
- Using University systems and services for personal purchases (e.g., charging a personal computer to a departmental account and then reimbursing the account for the cost);
- Uses that are unlawful, such as improperly copying licensed or copyrighted software materials;



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- Using University funds, copiers, computers, telephones, fax machines, or other equipment or supplies on behalf of, or against, any candidate for public office, political party, or political action committee; and
- Uses that violate other University policies or guidelines.

## **2. University Name, Address, Letterhead and Logo**

The University's name, address, letterhead and logo should not be used in a manner that suggests that personal business or other personal activity is University business. For example, correspondence for a personal business activity should not be written on University letterhead. The University's address should not be provided as an address of record for an unrelated business. The University has specific rules on how and when its logo can be used. See <https://case.edu/umc/our-brand>. The University's logo cannot be used in a form other than that approved by the University.

## **3. Personal Fiduciary Responsibility**

Because of IRS regulations, special rules apply to University property in the custody of an employee. Normally, only very minor personal use incidental to business purposes is allowed. Abuse of computing and information technology resources is clearly defined in the acceptable use standards for computing and information technology resources. In the case of occasional personal use that results in additional cost to the University, such as copying, employees must reimburse the University for additional costs incurred beyond a nominal amount. Employees and supervisors are responsible for keeping the incidental personal use of University resources to a minimum. Supervisors are expected to monitor activities periodically for abuse. Violations may result in disciplinary action.

## **4. Exceptions**

Exceptions to this policy may only be granted by the Chief Financial Officer or Senior Vice President for Administration. The employee must provide a written justification when requesting the exception. If the request is approved, the employee or student must track the amount of personal use and report it to the Department of Human Resources so that the value may be added to the individual's W-2 form as a taxable fringe benefit.