

# HUMBOLDT STATE UNIVERSITY

Facilities Management

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Facilities Management Policy No: 007-150520

Title: Personal Use of State Property & Equipment

The following policy shall be followed by Facilities Management personnel effective immediately:

Use of state time, facilities, mechanical equipment or related supplies for any purpose other than for the performance of official University business is inconsistent and incompatible with the duties of a state employee. Accordingly, the use of any mechanical equipment or related supplies from the campus, which includes all shops in Facilities Management, for any non-work-related purpose, is impermissible. In addition, no home or third party project may be brought into the shops to be worked on by state or third party persons, nor may any mechanical equipment or related supplies be taken off campus unless intended for use at other campus-owned or leased facilities.

Failure to comply with this policy may result in disciplinary action.

Employee who have questions regarding this policy, are encouraged to seek clarification from their immediate supervisor or the Associate Vice President, Facilities Management.

## REFERENCES

- N/A