



## President’s Council Guidelines & Protocols

Effective Date: July 25, 2019

<b>Protocol/Guideline Title:</b> Personal Use of UVU Property		
<b>Responsible Office:</b> Human Resources		
<b>Date Approved by President’s Council:</b> 7/25/2019		
<b>UVU Web Host Page:</b> <a href="https://www.uvu.edu/policies/guidelines/guidelines.html">https://www.uvu.edu/policies/guidelines/guidelines.html</a>		
<b>UVU Web Pages that Link to Host Page:</b>		
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*The following is not official university policy but rather a guideline used to facilitate the internal actions of the University or a particular unit within the University. Guidelines are not binding on the University and may be amended by the University at any time. A guideline, such as the one to follow, does not establish any contractual rights or obligations between the University and any individual.*

# President’s Council Guidelines & Protocols

## Executive Summary

Utah Code § 76-8-402 *Offenses against the Administration of Government Act (2019)* makes the personal use of public property by public employees a criminal act unless the use is authorized by law or university policy. This university guideline clarifies for Utah Valley University employees what personal use of public property is authorized.

## Related University Policies

UVU Policy 421 *Property and Equipment*

UVU Policy 441 *Appropriate Use of Computing Facilities*

UVU Policy 448 *Use of University Technology Equipment*

## Definitions

**UVU property:** For the purposes of this guideline, the term “UVU property” shall have the same meaning as “public property” in Utah Code § 76-8-101, which includes real property (for example, land and all that is attached to it) and personal property (for example, property that is movable, such as laptops). Therefore, “UVU property” means real property or personal property that UVU owns, leases, holds, or manages.

## Personal Use of Public Property

UVU employees may use UVU property for personal use under the following conditions:

- 1) The employee must be authorized by UVU to use or possess the public property to fulfill their UVU duties or assignments;
- 2) Personal use of UVU property for matters unrelated to the employee’s university duties or assignments must not burden UVU with non-negligible incremental costs or equipment wear-and-tear, or interfere with the employee’s job duties or other obligations to UVU;
- 3) The value to UVU of the employee’s use of UVU property for UVU duties or assignments must substantially outweigh the personal benefit received by the employee from their personal use of UVU property; and
- 4) The employee’s use of UVU property must not violate UVU policies or applicable law.

HISTORY		
July 25, 2019	Approved.	President’s Council