

ADMINISTRATIVE PROCEDURE

Southwestern Oregon Community College

AP 6535

Authorized Use of College Equipment and Materials

Purpose

It is the administrative policy/procedure of Southwestern Oregon Community College that college equipment and materials shall be used only for college business. College equipment shall be used in conformance with [Oregon Revised Statutes 244](#) and the [Oregon Government Standards and Practices Commission Advisory Opinion Number 98A-1003](#) (henceforth referred to as "the Opinion").

Board Members, candidates for Board positions, and employees shall avoid actions as public officials or public employees that result in private, personal or financial benefit or avoidance of detriment of the person or the person's relatives.

On occasion, and only if it does not interfere with college operations, college equipment may be used for activities in support of other public agencies, community functions and/or promotional events which result in enhancement of college goals or of the College's public image.

Personal Use of College Computing Facilities and Services

As a benefit for employees of the College, personal use by employees of the College's computing facilities, internet connections and email are acceptable as long as it does not violate the provisions of acceptable use as contained in the College's *APP 5059 Acceptable Use of Information Technology Resources*.

1. It does not interfere with the employee's ability to perform job duties;
2. It does not interfere with the ability of others to carry out their job duties; and
3. It does not interfere with student use of these facilities and services.

Management and bargaining unit retirees may be allowed the same computing privileges as employees under the restrictions cited above.

Access for employees and retirees will be discontinued if it becomes economically unfeasible.

Explanatory Notes and Examples

In general, an employee may not use college equipment for personal gain. The Opinion from the Government Standards and Practices Commission should be read carefully by all employees. This document is particularly helpful in addressing the "gray areas" of computer and telephone use.

Other uses of college-owned facilities and equipment offer various challenges of interpretation and judgment. The following Questions and Answers are an attempt to address some specific examples:

- Q: May an instructor in Welding bring their car in to college facilities and use college tools and equipment to repair it?
- A: If the instructor is improving skills needed in teaching by repairing their car, then they may use the facility. They may use college tools and equipment as long as such use does not shorten the useful life of

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the equipment or tools. Determining whether the instructor would be improving skills needed in teaching is primarily a judgment call of the department head or supervisor.

Q: May this instructor use college purchased welding wire or other disposable supplies?

A: No.

Q: May the instructor use college welding wire if they reimburse the College for its cost?

A: No. The College usually pays a bulk cost for disposables. The instructor would be receiving personal benefit not generally available to the public.

Q: May the instructor (following the above rules) repair a neighbor's car and charge the neighbor for the repair?

A: No. The instructor may not receive personal financial gain.

Q: May a college employee borrow a piece of equipment (such as a computer, wheelbarrow or calculator) to use off campus for doing college work?

A: Yes. However, the employee should receive permission from their supervisor.

Q: May a college employee borrow a piece of equipment (such as a wheelbarrow or a calculator) for personal use?

A: No. Even though the useful life of the equipment is not shortened, employees cannot benefit from their employment at the College by having personal use of equipment, regardless of whether the equipment is used on or off campus (except as provided for in this or other policies. See *Personal Use of College Computing Facilities*, above).

Q: An employee who is not enrolled in a ceramics class wants to use the kiln on college premises to make a Christmas gift using their own disposable materials. May they do so?

A: No. Unless the employee is using the kiln to improve their own job skills, they may not use the kiln to make personal gifts.

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