

Use of University Resources

The University resources available within UW Facilities, including but not limited to your time at work, computers, telephones, smart phones, cell phones, equipment, tools and vehicles, are the property of the UW Facilities, and are to be used for the purpose of departmental business only.

University employees may not use state resources in any form for personal benefit or gain, or for the benefit or gain of any other individuals or outside organizations or for any inappropriate or offensive uses. Improper use of University resources and/or a State Ethics Board violation may result in corrective action, up to and including dismissal.

The University reserves the right to access and review University computers, devices, and accounts of any kind at any time and for any reason, with or without notice. UW Facilities employees should understand that their University email accounts, computer files, telephone records and communications are not private and may be made public.

All new employees must complete the Ethics for UW Facilities Employees online course within 30 days of hire. All UW Facilities employees are required to re-take this course every three years. This course helps employees understand the foundations of State Ethics laws and their responsibilities as stewards of University resources. More information can be found here:

<https://uw.bridgeapp.com/learner/courses/b7c8712c/enroll>

PROHIBITED USE

University resources may not be used in any manner that is in violation of UW Facilities, University, state or federal laws, rules, or policies or to violate the rights of any third party. Additionally, University resources may never be used for the following purposes:

- Conducting an outside business or private employment or other activities conducted for private financial gain
- Supporting, promoting, or soliciting for an outside organization or group unless otherwise provided by law and University policy
- Assisting an election campaign, promoting or opposing a ballot proposition or initiative, or lobbying the state legislature
- Advertising and selling commercial goods

COMPUTERS, EMAIL AND ELECTRONIC DEVICES

State law prohibits the use of University computers and other electronic devices to access networks or databases, including but not limited to the Internet and electronic mail, for personal and/or commercial business, campaign or political purposes, to promote an outside business or group, or to conduct illegal activities. All hardware, software and data stored on the University computers, electronic devices, and/or databases are property of UW, are not confidential and are subject to public records. Additionally, employees are prohibited from allowing any member of the public to make personal use of a University computer and/or computing resources. Email and other uses of University computers and/or other electronic devices may constitute an Ethics violation if the use is political, commercial, or excessive.

EQUIPMENT, TOOLS, AND MATERIALS

University-owned equipment, tools, materials, and supplies may only be used in the performance of University job duties and may never be used for personal use. UW Facilities tools and equipment may not be loaned to contractors or students without written approval. Salvaged, broken, or junked equipment, tools, materials, and supplies are University property, are not for personal use, and may not be removed from the campus.

UNIVERSITY VEHICLES

University vehicles may only be used for official University business and may not be altered, customized or personalized. University vehicles may not be driven to private establishments, including banks and eateries, even during designated lunch and/or break times. Rare exceptions to allow for the use of a University vehicle may be made if an employee is on an extended off campus trip or if the employee is on call. Except in rare circumstances, University vehicles are not to be driven on walkways or landscaped grounds. At no time, is it permissible for a University vehicle to be parked in a disability parking space and/or obscure disabled access on pathways, walkways, and sidewalks unless approval is granted by the Disability Services Office. University vehicles are subject to citation when blocking a fire lane or when parked in spaces designated for wheelchair and disabled parking or reserved parking.

Employees who operate a State owned vehicle must have a valid driver license recognized by Washington State and be familiar with and abide by the Motor Pool Policies (Administrative Policy Statement 53.2), Parking and Traffic Regulations (WAC 478-116), and State and local laws.

If an employee's driver license or commercial driver license (CDL) is suspended or revoked, they must inform their supervisor immediately. Parking tickets and citations for moving violations are the responsibility of the designated driver. Operating a University vehicle without a valid driver license or CDL, unsafe driving and/or repeated violations may result in corrective action, up to and including dismissal.

Vehicles should never be left unlocked or running and vehicle keys and key-cards to restricted parking areas must be safeguarded.

Accidents involving University owned vehicles must be reported immediately to the University Police, whether or not there appears to be personal injury, property damage or damage to the vehicle. It is not required to fill out a hand-written CEI Accident Report form. However, a blank form is available to use in the glove box of all University vehicles to help remind drivers what information they will need to give CEI when they report a vehicle accident.

More information can be found at: <http://facilities.uw.edu/catalog/vehicle-rental>

UNIVERSITY & STATE ETHICS POLICIES

Administrative Policy 47.2 Personal Use of University Facilities, Computers, and Equipment by University Employees

<http://www.washington.edu/admin/rules/policies/APS/47.02.html>

UW IT Connect Appropriate Use of UW Resources

<http://itconnect.uw.edu/work/appropriate-use/>

Ethics Personal use of State Resources & Conflict of Interest

<http://hr.uw.edu/policies/ethics/>

Washington Administrative Code 292-110-010 Use of state resources

<http://apps.leg.wa.gov/WAC/default.aspx?cite=292-110-010>

State Ethics Board

<http://www.ethics.wa.gov/>