

Rice University General Policy No. 831

STEWARDSHIP AND PERSONAL USE OF UNIVERSITY PROPERTY

Faculty, staff and students of the University are expected to be good stewards of University resources and use them for their intended purposes, consistent with the mission and tax-exempt status of the University. University property or facilities should not be used for personal benefit or the benefit of a non-University organization without proper approval. In no event shall University property be used for partisan political activity.

However, the University recognizes that some minor personal use of University property may support employee productivity. Therefore, the University does allow reasonable and *de minimis* personal use of its property when that use does not involve inappropriate use, a disruption to University activities, a conflict of interest or commitment for the user, or potential liability or additional costs or burden to the University.

University property includes, but is not limited to, such items as supplies, materials, tools, office machines, equipment, and vehicles - anything that is University-owned or leased by the University.

The Controller's Office or individual departments or units may have additional rules or procedures relating to use of particular University resources, personal use of the resources by the employees of the particular department or unit or use of resources specific to that area.

Roles and Responsibilities

Vice President for Finance

Update policy and procedures related to personal use of University property.

General Counsel

Advise on proposed use of University property as appropriate.

Controller

Provide guidance on tax requirements for use of University-owned automobiles and other regulatory requirements, as appropriate.

Deans, Vice Presidents, and Department Chairs/Heads

Field questions as needed from employees and students regarding use of University property and establish procedures as needed for property in their respective areas.

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December 4, 2013

David Leebron, President