

UIC POLICIES AND PROCEDURES

NUMBER
312

MANUAL Human Resources	SECTION Employment Guidelines	PAGE 1 of 1
SUBJECT Care and Use of University Resources	EFFECTIVE 04/01/1997	REVISED 09/01/ 2013
ISSUED BY Assistant Vice President of Human Resources	APPROVED BY Chancellor	

PURPOSE

To establish the responsibility of UIC employees and supervisors for the care and use of University resources.

SOURCES AND BACKGROUND

State Officials and Employee Ethics Act
Office of Business and Financial Services Policies and Procedures

APPLICABILITY

All UIC employees and supervisors

POLICY

Employees will exercise care in the use of University personnel, property, and funds. Employees will not use University time, personnel, facilities, or property for other than officially approved activities. The following web sites provide more information about the care and use of University resources:

<http://www.ethics.uillinois.edu/policies/index.html>
http://www.obfs.uillinois.edu/manual/central_p/sec9-2.html
http://www.obfs.uillinois.edu/manual/central_p/sec9-7.html
<http://www.uic.edu/depts/accc/policies/>

PROCEDURES

RESPONSIBILITY

1. Supervisor
2. Employee

ACTION

Provides proper orientation to all employees on the proper care and use of University resources.

Follows University rules and regulations regarding care and use of University property.