

SECTION 400.17.01

OFF-CAMPUS USE OF STATE PROPERTY

There are legitimate circumstances when it is advantageous for employees to take Lake Region State College (LRSC) property to an off-campus worksite for a temporary period of time to facilitate the completion of LRSC-related job assignments. Employees may use LRSC property at an off-campus worksite for such purposes provided the employee accepts full responsibility for any loss or damage to the property if a loss is incurred and the LRSC's insurance does not cover the property specified because said equipment was not on campus at time of loss. The LRSC's insurance only covers equipment that is "temporarily" off campus. "Temporarily" normally means no longer than three months. Personal use of LRSC property is a misdemeanor in violation of Section 12.1-23-07 of the North Dakota Century Code.

The supervisor responsible for the unit's property inventory shall determine the legitimacy for relocating property to an off-campus site. Before approving a request, the unit supervisor must consider whether the use of the property at an off-campus site will create a hardship or impact negatively other employees in the department. It is up to the discretion of the unit supervisor whether to approve or deny a request to take property to an off-campus worksite.

The property must be returned to LRSC when its use at the temporary off-campus worksite is no longer necessary as authorized, or when the employee terminates employment. Failure to do so may result in appropriate sanctions or other action being brought against the employee, including withholding money due to the employee from LRSC until the property is returned.

History

Administrative Council Approved 05/17/10