


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Personnel	Procedure Number:	PE-16
Subject:	Working on Personal Property/Business	Effective Date:	December, 1992
		Revised Date:	November 2016
Facilities Officer:		Reviewed Date:	December 2019

Standard Operating Procedure

Working on personal property or conducting personal business on the UT campus and on company time is strictly prohibited.

Purpose

To ensure that time spent on the job is dedicated towards the improvement of the facilities at UT and that no misunderstandings occur in regards to ownership of specific pieces of property.

Procedure

1. All UT personnel are prohibited from working on personal property or conducting personal business within the shop area, regardless of whether or not they are on duty at the time or not.
2. All Facilities Maintenance employees are prohibited from bringing in personal tools to perform their assigned duties at UT.
3. All employees are prohibited from using UT property, such as tools, materials, or any other miscellaneous equipment or property for personal gain or convenience.