

APPROVED

**USE OF BOROUGH EQUIPMENT AND RESOURCES****I. GENERAL**

Fairbanks North Star Borough provides equipment and resources to facilitate the timely and efficient conduct of legitimate Borough business.

II. PURPOSE

This policy is provided to clarify and highlight the importance of appropriate use of Borough equipment and resources by Borough employees.

III. RESPONSIBILITY

A. Department Directors shall ensure that their department staff follow this policy.

B. Human Resources shall maintain this policy.

IV. POLICY

A. All Borough equipment and resources are the property of the Fairbanks North Star Borough and are to be used for official Borough business. Personnel time, borough equipment and facilities are paid for and operated with public funds and therefore should be used only for a public purpose, except as authorized under this policy.

B. Using Borough assets for personal financial gain and/or business venture is prohibited.

C. In general, Borough employees cannot use Borough equipment and resources for personal use unrelated to an official Borough business purpose. However, occasional and limited personal use of Borough equipment and resources may be allowed under the following conditions, subject to prior approval of the Department Director or designee:

1. There is minimal or no cost to the Borough and the use does not interfere with performance of official duties;
2. The use is brief in duration and does not disrupt or distract from Borough business due to volume or frequency;
3. The use does not compromise the security, integrity or longevity of Borough equipment and resources and;
4. The use does not create a situation of increased liability or exposure to the Borough.

- D. All products developed using Borough equipment or resources are the property of the Borough.
- E. Violations of this policy may result in loss of privileges and/or disciplinary action, up to and including termination and/or criminal prosecution. In addition, employees may be held accountable for the costs to include time and resources required to correct damage to Borough equipment and systems, and reimbursement of any personal gain acquired by the use of the equipment.

V. PROCEDURE

- A. Any alleged misuse of Borough equipment or resources should be reported to the Human Resources Director. The complaint procedure is defined in Borough Code 6.32.110.

VI. SUPPLEMENTAL INFORMATION

A. References-

- 1. FNSB Code 6.32 Code of Ethics for Mayor and Borough Employees

B. Definitions-

- 1. Minimal - means de minimus or of minor/insignificant consequence.

C. Attachments-

- 1. Training Tool

D. Revision History-

Supersedes Policy No.	Effective Date
None	None
FNBS 01.03	09/16/08