



University of North Alabama

Employee Policy Manual and Handbook

Safeguarding University Equipment

All employees who handle university equipment are responsible for the care, security, and proper maintenance of such equipment while it is under their control. Employees are not permitted to use university equipment or property for personal reasons. Unauthorized or improper use or removal of university equipment or property is prohibited under penalty of severe disciplinary action, including termination of employment by the University and prosecution under the criminal statutes of the State of Alabama. The desired removal of University property should be handled through the Facilities Administration and Planning Department. Misuse of University property should be reported to the Vice President for Business and Financial Affairs.