



10.1.3 Personal Use of University Resources, Equipment, and Assets

Chapter 10 - Ethics, Standards of Conduct, and Relationships with External Entities	Original Effective Date: April 2000
Section: 10.1 Ethics, Standards of Conduct and Relationships with External Entities	Date Last Reviewed: December 2008
Responsible Entity: Chief Legal Officer	Date Last Revised: December 2008

I. Purpose

To establish prudent and appropriate practices for personal use of UT Health San Antonio resources.

II. Scope

This policy applies to all UT Health San Antonio faculty, staff, students, residents, health care providers, researchers, contractors, or any other individual providing services on behalf of UTHSA (collectively, Workforce Member, including employees and non-employees).

III. Policy

A. State Requirements

It is a violation of state law and UT Health San Antonio (UTHSA) policy to use any UTHSA resources for personal gain. Additionally, use of state funds for the purpose of influencing the outcome of any election or the passage or defeat of any legislative measure is strictly prohibited; the use of state-owned vehicles in connection with any political activity or campaign is expressly prohibited. State funds may not be used to pay faculty and staff of the UTHSA who violate these provisions.

B. Incidental Use

The incidental use of items such as e-mail, the Internet, and telephones (excluding long distance) is permissible provided that the use complies with all applicable policies and that the use does not result in additional cost to UTHSA. A local phone call is an example or occasional use of e-mail or the world wide web. Any use of UTHSA resources for personal financial gain is prohibited.

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

There are no related documents associated with this Policy.

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

Effective Date	Action Taken	Approved By	Date Approved
04/2000	Policy Origination		
12/2008	Policy Revision		