



SUBJECT: 400 Human Resources

Policy: 407.4 Personal Business

Effective:

Revised:

Reviewed:

In accordance with State of Montana policies, employees must not use the College's assets, or employ the College's name or other official materials such as logo, etc., in order to conduct personal business. Personal visits, e-mails and telephone calls should be kept to a minimum.*

It is permissible for faculty and staff to make personal use of the College's equipment on a limited basis. Large scale printing and faxing is prohibited since the cost of it is borne by the College. Employees must reimburse the College for personal faxes and copies. Please contact the Business Offices for current rates.

Reimbursement for copying, printing and faxes should be paid to the Cashier at the time of use.

* In the course of their work, it is expected that employees will occasionally engage in social interactions or make/take personal telephone calls or e-mails of short duration to conduct necessary personal business. That is the de minimus standard. When these interactions occur commonly, rather than occasionally, or when they are so lengthy in duration and social/personal in nature as to constitute a significant interruption in the performance of paid work for non-work activities, they are no longer minimal.