Purpose and Scope

This procedure describes examples of gross negligence by employees when using University property. However, gross negligence is not limited to the examples cited. This procedure also describes the methods of reimbursement for University property lost or damaged through gross negligence.

For more information contact
Controller's Office
Authority & Responsibility

1. Employees are expected to properly utilize and safeguard University equipment. Employees are personally responsible for reimbursing the University for equipment lost or damaged through gross negligence.

2. Departments are required to implement internal controls and procedures to account for University property.

3. The Director of Auxiliary Services and/or the Director of Financial Affairs/Controller will advise the Controller's Office Procedure and Systems Analyst whenever changes to this procedure occur.

For more information contact
Controller's Office
Definitions

Gross negligence is the failure to exercise reasonable and proper care for University property.

For more information contact
Controller's Office
Examples of gross negligence are

a. A worker leaves his tools unattended in a public area while he leaves the work site for lunch. Upon return, some tools are missing.

b. An instrument is broken when it is used for something for which it was not intended.

c. A University vehicle is entrusted to an employee for on campus use only. The vehicle is involved in an accident on Pulaski and the University employee is cited for reckless driving.

For more information contact
Controller's Office
Reimbursement Methods

The University’s loss will be reimbursed by direct payment or payroll deduction.

For more information contact
Controller's Office
Questions regarding on campus use of property should be directed to Property Control, D 006, extension 5132.