**FACILITIES, PLANNING & ENVIRONMENTAL SAFETY**

**COMPUTER USE**

**PROCEDURE #F&P-4800**

**PURPOSE**

To define computer use parameters for all staff of Facilities, Planning & Environmental Safety Department.

# OBJECTIVE

To allow computer access for University communications without the disruption of primary work function.

**DEFINITIONS**

Primary work functions are defined as the duties assigned to an employee through his/her individual job description

# PROCEDURE

Facilities, Planning & Environmental Safety Department employees will have access to computers for internal communications and information purposes.

Employees whose primary job functions do not involve computer usage, such as the maintenance and custodial crews, will be granted access to computers before and after their assigned shifts and during scheduled breaks and lunch periods.

Additionally, such employees using computers will be permitted a reasonable time during the work day provided such time does not conflict with the maintenance of efficient operations.

All employees are subject to the Slippery Rock University’s computer usage policy found at: [http://www.sru.edu/pages/1229.asp.](http://www.sru.edu/pages/1229.asp) Violations of this policy or the University policy may result in disciplinary action.

Computers and printers are available in the Maintenance Center and in the majority of the administrative and academic facilities. The list of available computers in other campus buildings will be provided upon request.

Implementation of this policy will result in many University communications to employees being sent solely through electronic mail.