

## PERSONNEL POLICY MANUAL

LETA		POLICY No. 6
Section:		EFFECTIVE: 4/93
Subject:	Use of State Property	REVIEW:
Source:	Executive Director	REVISION:
		REVISED:

### **POLICY**

It is the policy of Louisiana Educational Television Authority, in accordance with Article 7, Subsection 14 of the LOUISIANA CONSTITUTION, to prohibit the misuse of state property. This includes the utilization of such property for personal or unauthorized purposes.

### **PURPOSE**

The purpose of this policy is to set forth rules regarding the care and use of state property.

### **APPLICABILITY**

Applies to all employees of Louisiana Educational Television Authority.

### **DEFINITIONS**

State property is any fixed or movable property owned by Louisiana Public Broadcasting, a service of the Louisiana Educational Television Authority.

### **EXAMPLES**

Examples of violations of this policy include, but are not limited to; theft, unauthorized removal from LETA premises, use for personal gain or profit.

### **RESPONSIBILITY**

It is the responsibility of the Executive Director or her designee to ensure the department heads adhere to this policy.

The department heads shall be responsible for assuring that each employee, current and new, is made aware of this policy and its contents as well as forthcoming revisions.

Each Employee shall be responsible for adhering to the stipulations as outlined in this policy.

### **VIOLATION OF THIS POLICY**

Negligence in the care and use of state property may be considered cause for disciplinary action, which may include suspension and/or dismissal.