

# Computer Usage (AFSCME Service)

HR-07-10



## About This Policy

**Effective Dates:**

07-01-2012

**Last Updated:**

07-01-2012

**Responsible University Administrator:**

Vice President and Chief Financial Officer

**Policy Contact:**

[IU Human Resources](#)

[askHR@iu.edu](mailto:askHR@iu.edu)

## Scope

This policy applies to all Service Staff employees at Bloomington, IUPUI, and South Bend.

## Policy Statement

1. The university is increasingly moving to an environment in which its business with its employees is computer based.
2. With supervisory approval, an employee may access the university's electronic systems using computers available in or designated by the employee's department during work hours (including but not limited to paid breaks) in order to conduct university related business. Examples of university related business include accessing the employee's pay stub, reviewing or changing benefits, establishing or maintaining access to university electronic systems, reviewing job postings or applying for jobs on OLA, and reading IU email notices.
3. Employees are not permitted to use computers designated for students, i.e. student computer clusters, even when they are closed.
4. The university will provide reasonable access to and appropriate training in the use of these electronic systems before requiring their use to conduct university business.
5. Employees shall suffer no loss of pay, benefits or corrective action for problems created by verifiable malfunctions in the university's electronic systems without just cause as provided in the [Corrective Action policy](#).

## Procedure

**1. Use of public computers**

- a. With supervisory approval, employees are permitted to utilize the public computers during any paid working time including break periods.

**2. AFSCME email access**

- a. Each AFSCME Local is required to have email access through Indiana University to facilitate electronic communications between IU and AFSCME. The university will provide an email account to the AFSCME Local for this purpose, if requested.

1. The AFSCME Local President, Secretary, or designee as identified to management will be allowed access to a computer during work hours to check on and respond to IU management emails.

## Sanctions

Managers, supervisors, and employees who violate this policy are subject to corrective action, up to and including separation.

## History

In the Spring of 2012, Indiana University administration and AFSCME Council 62 leadership worked to merge the personnel policies covering Service (SM) Staff at Bloomington, IUPUI, and South Bend into one set of policies. This is one of the 27 policies that is the product of their work. Effective July 1, 2012, it brought together the provisions that were the same on all three campuses; eliminated differences when agreement could be reached; and identified those provisions in which differences remained.