



CONNECTICUT DEPARTMENT OF TRANSPORTATION

POLICY STATEMENT

POLICY NO. F&A-7
March 25, 1999

SUBJECT: Policy on Employee Use of Department Resources
for Personal Reasons is Prohibited

It is the policy of the Department that no employee shall use State time, equipment, or materials for other than State business purposes, including but not limited to computers; telephones; and State vehicles.

The Personnel Administrator shall be responsible for issuing periodic updates and/or clarifications of previously released Personnel Memorandums concerning this Policy on Employee Use of Department Resources as is deemed appropriate.

(This Policy Statement supersedes Policy Statement No. ADMIN-7 dated April 15, 1988)