**BUSINESS OPERATIONS**

**De Minimis Use of Public Resources 4505**

ESU 2 prohibits its members and employees from using public resources for personal or

political purposes as prohibited in the Nebraska Political Accountability and Disclosure Act

(“Act”). However, the board recognizes that incidental or de minimis uses of public resources

are sometimes necessary and within reason. The purpose of this policy is to comply with the

Act and to authorize certain uses of public resources as permitted by the Act.

The following uses of public resources are permitted as incidental or de minimis:

* Limited communications with family members or other non-district employees for

personal purposes, such as e-mails or text messages with a spouse using district

hardware, software, internet, accounts, or other public resources so long as this communication does not distract from or interfere with official duties or performance. Interference shall be determined solely by an employee’s immediate supervisor or the ESU administrator;

* Traveling to or from the person’s home when the primary purpose serves the interests of the ESU. If an employee is unsure whether the primary purpose serves the interests of the ESU, the employee should obtain the approval of his or her immediate supervisor;
* Making a limited number of copies of personal documents when the person cannot make alternative arrangements;
* Using personal social media accounts or accessing appropriate websites which are consistent with the ESU’s digital citizenship curriculum while off duty;
* Using ESU-owned computer programs, such as Word, Excel, Adobe, and others for personal purposes while off duty;
* Any other uses contained in the collective bargaining agreement or individual contract of the employee;
* Other uses by employees authorized by immediate supervisors or the ESU administrator. The board intends to allow such authorization on a case-by-case basis to the maximum extent permitted by the Act.

All uses pursuant to this policy must be (1) consistent with other ESU 2 policies, (2) consistent

with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska

Department of Education “Rule 27”), and (3) reported as compensation in accordance with the

Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy.

It is the responsibility of each board member or employee to account for their own tax liability, and the ESU will not indemnify or account for any personal use of public resources.

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