



AVTEC Policy

Use of State Assets

Effective Date

11/3/2025

Responsible Party

AVTEC Administration

Johnny Provost, Division Operations Manager 907-224-6151

Scope and Audience

AVTEC Employees

Policy Purpose

To establish and maintain clear professional boundaries regarding the use of State-owned equipment, facilities, and resources. This policy ensures that all use aligns with job responsibilities or curriculum and protects AVTEC's legal, operational, and ethical standing.

Policy Statement

All AVTEC employees are expected to uphold the integrity of the organization and adhere to State ethics laws. Any personal use of AVTEC's equipment, facilities, or materials that is not explicitly permitted or that conflicts with AVTEC's mission, curriculum, or job duties is prohibited.

Although incidental and infrequent (i.e., *de minimis*) use of AVTEC assets may be allowable under limited circumstances, any use for personal financial gain or benefit is strictly prohibited. AVTEC assets exist to serve students and support instruction, not to support personal projects, repairs, or business ventures.

Definitions

De Minimis Use: Use of AVTEC assets that is brief, incidental, infrequent, and that does not interfere with AVTEC's mission or daily operations. Even when de minimis, such use must not result in personal gain or private benefit.

Boundaries of Acceptable Use

Employees must not engage in any activity that diverts AVTEC resources for personal purposes. The following are examples of prohibited use:

- Using AVTEC-owned tools, equipment, or materials to complete personal or commercial projects—whether for yourself or for others.
- Performing mechanical, electrical, or construction work on personal property in AVTEC labs or shops.
- Borrowing tools, equipment, or supplies for personal use or off-campus activities.
- Conducting any freelance or business activities (e.g., side hustles, commissions) using AVTEC property, facilities, or time.
- Leaving personal projects, parts, or tools in AVTEC spaces overnight without express approval.

Any exception must be explicitly approved in writing by the Division Operations Manager or designee.

Forms

None required for this policy.

Related Information

This policy is effective immediately and must be incorporated into all departmental practices. Any deviation requires prior written approval from AVTEC Administration.

Relevant regulations and ethical definitions are found in:

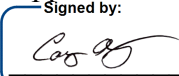
- Executive Branch Ethics Act, Alaska Statute (AS) 39.52.960
- Alaska Administrative Code (AAC), Chapter 52

Last Review Date

10/27/2025

Approval:

Signed by:



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Cory J. Ortiz, PhD
Director, AVTEC

10/30/2025

Date: _____