

Employee Responsibility and Activities: Theft and Fraud

1. As stated in SBHE Policy 611.10, each employee assumes responsibility for safeguarding and preserving the assets and resources of the state and university system, particularly those for which the employee is responsible.
2. An employee with knowledge of theft, fraud or unlawful or improper use of public funds or property (as defined in SBHE Policy 611.10) involving Mayville State University, shall report that information to the Mayville State University employee designated with responsibility for receiving such reports, a supervisor, the vice president for business affairs, or the president.
3. The Mayville State University employee designated with responsibility for receiving reports under this policy is the university controller. The university controller shall take reasonable and appropriate action in response to receipt of a report, which may include an internal investigation, commission of an audit, referral to law enforcement officials, recommended policy or procedure amendments, a report summarizing findings or other steps. The university controller is also responsible for periodical review of NDUS office policies and procedures, making recommendations for appropriate controls and staff training to minimize opportunities for theft or fraud.
4. An employee found to have engaged in theft, fraud or unlawful or improper use of public resources, or an employee with knowledge of such acts by another who unreasonably fails to report such information as required by this policy is subject to discipline, up to and including dismissal.

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