

January 12, 2016

SUBJECT:**ORIGINATING DEPARTMENT:****ACCESSING COUNTY INFORMATION
TECHNOLOGY RESOURCES OFF-SITE****Systems Management**

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POLICY:

In certain circumstances personnel are allowed to access County Information Resources from a remote location to perform normal work duties. It is the desire of the Board of County Commissioners to establish Policies and Procedures for this purpose. Personnel who have been approved to work from home or remotely access these resources must follow and adhere to the following stipulations:

PROCEDURE:

1. Personnel are required to provide all equipment and services to connect to the County's Information Technology Systems. Unless authorized by the County Administrator, Systems Management will not provide any equipment, software, or installation to enable an employee to work from home. In this event personnel must provide a receipt for the equipment, agree that it be used only by them for County business, and must prohibit other persons from accessing the machine.
2. The employee's computer must have the capacity to perform the necessary tasks, must have a high speed broadband connection to the Internet, and must be using an operating system approved by Systems Management with the most current upgrades. It must also have an approved Anti-Virus/Malware program maintained with current definitions. The employee is expected to bear the expense of these items and any maintenance and or repair of their computer.
3. If access software is provided by Systems Management it must be used in the manner prescribed. No other software or access methods will be allowed, nor will any alterations in the configuration of the software be allowed. Systems Management is not responsible for any damage caused to the Employee's computer by the installation of the required software. In the event the employee sells or disposes of the computer, or the need to work from home has expired, the Employee must agree to uninstall and remove any remnants of County software.

FOOTNOTES & REFERENCES TO RELATED AR's: Supercedes AR 16.13 dated July 27, 2010.