



Title of Procedure: Remote Access of College Systems

Applies to:

Faculty X Staff X Students
Division/Department College

Effective Date: October 29, 2007

Purpose:

The purpose of this standard operating procedure is to ensure the proper use of BCCC's resources including, but not limited to computers, Internet access, electronic files, students' private and personal information, and other electronic documents and communications that is accessed from an off-site location. This benefit is extended to eligible employees who have a legitimate need to access pertinent electronic files and services while being away from the college.

Procedure Language:

The employee's duties, obligations, responsibilities and conditions of employment with BCCC will be unaffected by the need to work from home. Therefore, the employee is expected to comply with all rules, regulations, policies and procedures set forth by the college, pertaining to, but not limited to salary, insurance coverage, work hours, overtime compensation, and leave usage.

A. Employee's Responsibilities

- a. The employee must have an area designated as work space in the home.
- b. The work space should be maintained in a safe condition, free of hazards that might endanger the employee or BCCC's equipment.
- c. The employee must have a working telephone in the work space.
- d. The employee is responsible for the cost of maintenance, repair and operation of personal equipment, not provided by BCCC.

B. BCCC's Responsibilities

- a. BCCC will provide all equipment, software, and supplies needed for the employee to access files and services from the college's systems. Equipment includes computers (laptop, desktop), printers, modems, faxes, scanners, and cables. Software includes all operating systems, application software, communication software, and utilities software such as antivirus, spamware, firewalls etc. Supplies include pens, paper, disks drives, storage drives, furniture, etc.
- b. All equipment owned by BCCC, and provided to the employee for the purpose of remote access, shall remain the property of the BCCC and shall be returned to the college upon termination of the employee's participation in the remote access program.
- c. The use of equipment, software, data, supplies and furniture, if provided by BCCC, is limited to use by the employee for BCCC related business.
- d. The employee will be responsible for the security of all items furnished by BCCC.
- e. BCCC will provide maintenance, repair and operation of equipment at one of the college's locations only. Therefore, employees will be required to bring in equipment that requires maintenance or repair.

C. Expenses

- a. Work related long distance phone calls should be planned for in-office hours.
- b. Expenses for supplies regularly available at the main office will not be reimbursed unless pre-purchase approval has been granted by the employee's supervisor.

D. Inspections

- a. The supervisor may make an on-site visit to the employee's remote workplace for the purposes of determining if the site is safe and free from hazards.
- b. The supervisor is expected to provide the employee with at least 24-hours notice of the inspection.
- c. Inspections shall only be made during normal business hours.

E. Confidential Information

- a. The employee shall take appropriate safeguards to secure confidential data and information that is accessed remotely.

F. Liability for Injuries

- a. The employee is covered under the State's Workers' Compensation Law for injuries occurring at the remote site while performing official work related duties.
- b. The employee or someone acting on behalf of the employee shall immediately notify the employee's supervisor of any accident or injury that occurs at the remote site.
- c. The employee and the supervisor shall follow the State's policies regarding the reporting of injuries for employees injured while at work (remotely or in the office).