



## **Technology Support for Libraries Employees Working from Home Policy**

The Systems Department provides limited information technology support for Libraries' faculty who work at home and for staff who work at home under an approved Flexplace arrangement (if applicable) <http://ucblibraries.colorado.edu/adminservices/manual/admin/FlexplaceAgreement.pdf>.

This support is limited to providing access to an employee's work computer from a remote location. The department provides assistance with establishing this connection but cannot support employee-owned hardware or software. Neither the Systems Department nor the Libraries assumes responsibility for work time lost due to equipment or network outages or failures. Employees who require a remote connection must provide equipment that meets minimum technical requirements as well as provide minimum network connectivity. Employees who utilize remote connections to Libraries' computers must be well acquainted with and conform to established Libraries, Campus, and University policies related to information security. Home workstations should follow campus guidelines and policies related to "mobile" computers. Systems will offer regular required training for users of this service.

Current requirements and training information are located on the Systems Website at <http://ucblibraries.colorado.edu/systems/computing.htm>

Approved by Council June 19, 2008.

Approved by Cabinet August 11, 2008.