

Telecommuting Policy for Employees of the Roman Catholic Diocese of Syracuse

VPN Access

VPN access enables an employee to access Diocesan network resources from their Diocesan provided computer via the installation of Sophos Connect software using their computer logon credentials.

*Please note, this will not be installed on a personal computer, only on Diocesan provided computer.

An employee's manager must request approval from Human Resources detailing why the employee needs this access. Human Resources will have the policy signed by both the manager and employee and notify IT to have this completed.

Information Technology Guidelines

1. If RCD provides me with equipment for use at the designated location, I will use it only for the performance of my duties as an employee of RCD. I will not allow others to use the equipment. If there is any problem or malfunction in the equipment, I will immediately contact my supervisor. If the equipment requires repair, I agree to bring it into the office. If the equipment requires repairs resulting from its misuse, I will be responsible for paying for the repairs.
2. I will return RCD's equipment and property (including, but not limited to, any software, files, intellectual property and documents, in whatever form) no later than the close of business the day after a telecommuting arrangement ends and/or if my employment terminates for any reason. To the extent applicable law permits, I authorize RCD to deduct from my paycheck the value of any property or equipment that is not promptly returned. Upon receiving an accounting from RCD, I agree within fifteen (15) days of receipt to pay all amounts for the unreturned equipment.
3. All policies, rules, and requirements of RCD relating to the use of its computer equipment, telecommunication systems and any other information technology apply to my use of equipment under this telecommuting agreement. I will take all necessary steps to preserve the confidentiality of RCD's information, and of the telecommunication and computer systems.
4. Any work that I perform for RCD, and all work that I perform from my home office, belongs to RCD.
5. Nothing in this agreement alters, changes or supersedes any agreement with RCD to which I am otherwise bound to relate to intellectual property, works made for hire or the ownership of

work that I produce on behalf of RCD while working for RCD or using RCD's equipment or resources.

6. I should use all due diligence to ensure the privacy of the information I am entrusted with. This includes but is not limited to closing out of files and logging off of the computer when not in use, (this includes when taking periodic breaks during the workday).
7. Properly storing or disposing of any handwritten notes or documents which could contain sensitive information.

Telecommuting Policy (if applicable)

Telecommuting is an arrangement in which The Roman Catholic Diocese (RCD) may permit an employee to work at home; however, any telecommuting RCD permits shall be only in accordance with this agreement.

1. I will comply fully with RCD's attendance and time recording procedures and will accurately report and record all working hours and take required lunch breaks.
2. If I am unable to work due to illness, I must abide by the terms of RCD policies, procedures and agreements governing the use of leave, and must report such absence to my supervisor.
3. At all times, I acknowledge that I agree to all applicable Company policies, rules, regulations and directives.
4. If I incur a work-related injury, I will report it immediately to my supervisor. An injury may be compensable under workers' compensation law *only* if it occurs in the designated workspace during my designated working hours.
5. My job responsibilities may require that I commute to the local office, attend meetings at the local office (which I will attend in person) and meet with my supervisor at the local office. I may also be required to work at the local office whenever RCD requests it. (Please refer to the Travel/Expense Reimbursement Policy in the Employee handbook for further details)
 - a. If I'm required to commute to the office, **mileage** is not reimbursed for this expense as this is a personal expense and RCD does not reimburse for this. **EMPLOYEE INITIAL _____**
 - b. If I'm required to commute to an off-site work location for business purposes, **mileage** will only be reimbursed for the miles over the standard commute to the office. For example, if my commute to the RCD office is 10 miles from my home and I'm attending an off-site meeting that is 15 miles from my home, the standard commute to the office should be deducted resulting in 5 miles to be reimbursed. **EMPLOYEE INITIAL _____**
6. I agree that at no time will I receive visitors at my home for Company business. To the fullest extent permitted under applicable law, I agree to defend, indemnify and hold RCD harmless from all

injuries, damages or claim arising from or relating to this telecommuting arrangement. I also agree that RCD is not liable for any claims, injuries or damages that I incur (except injuries covered by workers' compensation laws).

7. I agree that RCD has made no representations concerning the tax implications of this agreement or a telecommuting arrangement or concerning any other legal issues relating to this Agreement. I have been advised to seek professional advice on these matters if I choose.
8. Nothing in this agreement changes the at-will nature of employee's employment or shall be considered a promise of employment for any term or period. RCD or I may terminate the employment relationship at any time.

Employee Acknowledgment: I have taken the time I believe is necessary to read this agreement. I understand this agreement and agree to be bound by it. I understand my participation is voluntary what my responsibilities are under this agreement and understand that RCD can modify or terminate it any time.

Employee Name: _____ Date: _____

Employee Signature: _____

Supervisor Name: _____ Date: _____

Supervisor Signature: _____