

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Rules of Conduct
Section 516 – Remote Access/Remote Desktop

1. Policies

- a. Remote access may be provided to the Partnership for Children of Cumberland County, Inc.'s President, Chief Financial Officer, department heads and managers.
- b. Other staff will be considered on a case by case basis by the President.
- c. The User must bring their home computer [iPad/iPhone](#) or PFC-owned laptop computer [iPad/iPhone](#) to the Information Technology staff for evaluation; configuration and setup of remote access as identified on the Remote Access/Remote Desktop form (see attachment 516).
- d. IT staff will have remote access to the at-home system in order to run updates, patches and conduct monitoring of remote access to the network, as needed.
- e. The User must comply with and agree to abide by all PFC policies pertaining to technology use as verified by signing and dating the Remote Access/Remote Desktop form, the original of which will be maintained in the IT department with a copy placed in the employee's personnel file by the Human Resources Coordinator.