



Alternative Work Site Guidelines

- Anyone working at an alternative work site is responsible for the safety and security of the UMMS equipment, software, data and supplies in accordance with the Information Services and Asset Management Department guidelines and policies
- Selection, installation, maintenance, repair or replacement of employee owned equipment and software is the responsibility of the employee
- Unless the arrangement to work at home is mandated by UMMS, there is no requirement to provide any technology or to pay for any technology costs for people who work at alternative work sites. In some cases, supervisors/managers may agree to pay for or provide some technology.
- The employee will assume all start up costs and ongoing expenses such as electricity, phone costs, DSL/Cable ISP costs.
- If an employee at an alternative work site is seeking guidance from the UMMS Help Desk, they must call during the Help Desk normal business hours or wait until the next business day
- In order to be eligible for any work at an alternative site that requires a connection to the UMMS network, the employee must view an IS tutorial on the SSL VPN and they must have high speed internet access, and access to an available phone line.
- The UMMS Help Desk will provide limited support related to SSL VPN access, however, an employee must meet the following computer requirements:

PC

Windows XP SP 2
IE 6 or above
Pentium 4 processor 1.8 GHZ or above
512 ram
60 gb HD (at least 10GB available space
DSL or Cable only

Mac

Mac OS 10.3.9 or above
Safari 2.0 browser or above
2GHz processor or above
512 Ram
60 gb HD or above (at least 10GB available space)
DSL or Cable only

- The UMMS Help Desk will make every effort to assist employees in connecting to the UMMS network via the SSL VPN through phone consultation, written instructions and the like. The Help Desk cannot perform any physical work on the personal PCs of employees or load any software on the employee PCs.