



Terms and Conditions for Temporary Telecommuting

1. I remain obligated to comply with all of Salve's rules, policies, practices and procedures, including without limitation those pertaining to use of sick leave and approval for use of vacation and sick leave, except as may be specifically modified in these Terms and Conditions. These Terms and Conditions do not alter the at-will nature of employment.
2. I agree to be available during my assigned work hours for communication by phone, email, etc.
3. I understand that this agreement is voluntary, does not create an entitlement to continued telecommuting, and may be revoked or modified by Salve or me at any time for any reason. If the agreement is terminated, efforts will be made to provide a reasonable time for me to transition back to the worksite.
4. I understand that I will be covered by any applicable workers' compensation program, but that Salve assumes no liability for injuries to me not covered by that program, including without limitation injuries that occur outside of the home work area, outside of my job functions, or outside of my working hours. In addition, I shall be solely liable for injuries to other persons on my premises and for damages to any property other than equipment furnished by Salve.
5. I agree to implement all generally accepted computing security measures, including ensuring that Salve provided anti-virus and anti-spyware subscriptions are kept current. Any wireless connection must be encrypted using a wireless encryption protocol (WEP or WPA), or the Salve VPN. I agree to notify IT and my supervisor immediately if symptoms of a virus or spyware infection occur, or if my software protection programs are not current.
6. I agree to maintain the confidentiality of materials I access as part of my employment, and to abide by Salve's policies for employees, including those covering information security, software, software licensing, and data privacy, as well as the requirements of applicable state and federal law. I will secure Salve information that is remotely accessible according to Salve's data security policies and guidelines.
7. I agree to access Salve applications and data that are not publicly accessible via the Internet solely with a Salve-provided computer or a personal computer that has been approved for use by IT.
8. I agree to download the minimum amount of authorized Salve data or information needed in order to perform assigned tasks, and only onto Salve-provided or -approved computers. I will not store unencrypted sensitive information on the local disk drive of my computer. Such information will be stored on a Salve network server accessed through the Salve VPN, or stored on Salve approved cloud services, including Office 365, and ensuring transmission of sensitive data is encrypted. Notwithstanding the above, I agree that I will promptly notify IT or my supervisor if a computer containing sensitive Salve information is stolen or lost.

9. I understand that all equipment, records, and materials provided by my department or Salve remain the property of the University. I agree to return Salve equipment, records, and materials immediately upon either termination of this Agreement or Salve's request. I will return Salve equipment in the same condition in which it was originally received, minus normal wear and tear. I am personally responsible for missing or damaged equipment. I will remove any Salve applications installed on personal devices.

10. These Terms and Conditions will be constructed and governed by the laws of Rhode Island. These Terms and Conditions contain the complete understanding between Salve and me with respect to my telecommuting arrangement and supersedes any previous written or oral agreement between us relating to the same subject matter. I also agree that Salve may supplement these Terms and Conditions with additional terms as it may reasonably deem necessary to effectuate our telecommuting arrangement, by providing me written notice.

I have read the contents of these Terms and Conditions. I certify that I will abide by all of the requirements of these Terms and Conditions.

Employee Name _____

Employee Signature

Date