



REMOTE ACCESS REQUEST FORM

I hereby authorize the following individual(s) to use Remote Access on the City of Corona's computer system.

I certify that each employee listed below is an Exempt Employee under the Fair Labor Standards Act (FLSA).

Employee Name(s)

Position

Approved by:

Department Head

Date

Received by:

Human Resources

Date

CITY OF CORONA

INDIVIDUAL CONFIDENTIALITY AND REMOTE ACCESS AGREEMENT

Name: _____

I am employed by the City of Corona (“City”) and in order to perform my work for the City I may require remote access to the City’s computer system. As a condition of being allowed such remote access, I agree that:

- (a) I acknowledge that, as an exempt employee, I am being provided remote access as a convenience and a privilege. I understand that abuse of the remote access or breach of the following agreements may result in the termination of the privilege and, potentially, discipline;
- (b) I will use only the log-in ID assigned to me by the City when logging onto the City’s computer system;
- (c) I will log-off the City’s system immediately upon completion of each session of service;
- (d) I will not allow other individuals to access the City’s computer system. I understand that the remote access privilege is granted only to exempt employees and may not be utilized by any employee as a substitute or in furtherance of compensable hours worked;
- (e) I will keep strictly confidential the log-in ID and all other information that enables such access;
- (f) I will not intentionally access any information or data other than that which I have been specifically authorized to access by the City;
- (g) I will not simultaneously access third party networks while logged onto the City’s computer system;
- (h) My access to the City’s computer system is subject to monitoring by the City, and I have no right of privacy with respect to my remote access of the City’s computer system;
- (i) I will not make any change to any of the City’s systems without the City’s prior written approval for the specific change;
- (j) I will not download, transfer, copy or remove any documents or other materials from the City’s computer system to my own or another system; and
- (k) I will not violate the City’s Use of Computer Resources policy (Administrative Policy 100.25), attached hereto as Exhibit “A”, or other City policies while remotely accessing the City’s computer system.

I also agree to keep strictly Confidential Information to which I have access or which I otherwise acquire. I understand that "Confidential Information" means: (a) any and all information about the City that is not public information, including information relating to trade secrets or other proprietary matters; (b) non-public information that belongs or relates to third parties to whom the City has an obligation of confidentiality, such as its customers, vendors and software licensors; and (c) non-public information about the City's employees and business associates such as legal, payroll, medical, or other confidential personal information.

I agree that I will not, directly or indirectly, disclose any Confidential Information to any person except specified personnel of the City and others providing services relating to the City who have a need to know to fulfill their job responsibilities and business obligations and have undertaken a similar confidentiality obligation. I agree that I will not appropriate any Confidential Information to my own use or to the use of any other person or entity. I further agree not to download, transfer or remove any Confidential Information from the City's premises or systems.

Use of Software

If I have received software from the City to facilitate the conduct of business with the City, I understand that my use of the software is governed by the terms of a separate license agreement between the City and the software provider. I agree to use such software only on a computer that I use to conduct business with the City. I will not install the software on any other computer. I further agree that I will not: (a) copy, distribute, rent or sublicense any portion of the software or documentation; (b) modify, enhance, add to, improve or prepare derivative works from the software or documentation; (c) transmit the software electronically by any means; (d) decompile, disassemble, decrypt, extract or otherwise reverse engineer the software; or (e) remove or modify any copyright, trademark or other proprietary notices that appear on any copy of the software or documentation.

Violations

I understand that if I violate any of the terms of this Agreement, I may be subject to disciplinary action, up to and including termination of employment, and may be liable for copyright infringement and subject to substantial civil damages and/or criminal penalties.

By signing below, I agree to the terms of this agreement.

Signature of Employee

Date