



Administrative Policy

Title: Network Access at City Facilities				
Administered By: Administrative Services (Human Resources)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
01400.006	07-02-12 (N/A)	01-03-17	<i>Kenneth Eden</i>	



This Policy had been numbered Policy 200.50. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy 200.50
 Issued: 07-02-12
 Revised: N/A



Administrative Policy

Policy: Network Access at City Facilities					
Administered By: Human Resources					
Section No.	Policy No.	Issue Date	Revision Date	Dept. Head Approved	City Manager Approved
200	50	July 2, 2012	n/a		

I. PURPOSE:

Based on network system limitations, the City has certain facilities which do not have the ability to access the city-wide information technology network. Employees housed at those facilities may require access to the city-wide network in order to complete their duties over the course of the work shift. It is necessary to grant these employees the ability to remotely access the city-wide network from City facilities. This policy differs from the remote access policy as access to network systems will only be allowed during scheduled work shifts and is only granted from City facilities.

II. SCOPE:

Whereby City employees do not have access to city-wide information technology network when they are scheduled to work at the following City facilities which do not have the ability to access the city-wide information technology network:

- *Senior Center* located at 921 S Belle Avenue, Corona, CA
- *Auburndale Recreation Center* located at 1045 Auburndale Street, Corona, CA

III. PROCEDURE:

Department heads or their designee will fully direct and discuss this policy and conditions with the employee to ensure adherence. Department heads or their designee will ensure access is restricted to employee's work shift and is always at the designated City facility. Department heads or their designee will not assign non-exempt employees network access outside of their assigned work shift or City facility.

Details related to the individual employee requiring network access will be provided by the employees' department head on the prescribed form which will include the following:

- Name of the individual;
- City facility where they are assigned which the employee will be allowed to have network access from;
- Operating Hours of City facility;

- The days of the week and times of the day in which network access should be granted; and
- Any other special access requirements.

Completed forms should be submitted to the Human Resources Department for approval. Upon approval, Human Resources will route to the Information Technology Department for confirmation and processing.

IV. GUIDELINES:

As a condition of being allowed such network access, City employees working at City facilities which do not have the ability to access the city-wide information technology network must agree that:

- they understand that abuse of the network access or breach of this policy may result in the termination of the privilege and, potentially, discipline;
- they will use only the log-in ID assigned to them by the City when logging onto the City's computer system;
- they will log-off the City's system immediately upon completion of each session of service;
- they will not allow other individuals to access the City's computer system;
- they will only use the City's system while at their assigned City facility, during their scheduled work hours;
- they understand that they are prohibited from accessing the City system outside the provisions of this policy;
- they will keep strictly confidential the log-in ID and all other information that enables such access;
- they will not intentionally access any information or data other than that which I have been specifically authorized to access by the City;
- they will not simultaneously access third party networks while logged onto the City's computer system;
- they understand that their access to the City's computer system is subject to monitoring by the City, and there is no right of privacy with respect to remote access of the City's computer system;
- they will not make any change to any of the City's systems without the City's prior written approval for the specific change;
- they will not download, transfer, copy or remove any documents or other materials from the City's computer system to their own or another system;
- they will not violate the City's Use of Computer Resources policy (Administrative Policy 100.25), or other City policies while remotely accessing the City's computer system;
- network access is only permissible during the employees scheduled work shift; network access beyond the employees work shift will be grounds for discipline up to and including termination; and
- remote access from home or any other computer outside the employees scheduled work shift at the assigned City facility is not permissible and will be grounds for discipline up to and including termination.



NETWORK ACCESS REQUEST FORM

Employee Name		Position	
Department		Exempt/ Non-Exempt	
Work Site for Network Access		Operating Hours	

Please indicate the scheduled times in which network access should be granted using the space below.

	Network Accessibility Hours	Special Access Requirements
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Employee Acknowledgement

I hereby acknowledge receipt of Corona's Network Access at City Facilities Policy. I understand that I am responsible for reading this document and complying with the guidelines set forth therein.

Employee Signature Date Employee ID

Department Head Acknowledgement

I hereby agree to fully direct and discuss this policy and conditions with the employee and to ensure compliance with the guidelines set forth therein.

Department Head Date

Approved by:

Deputy Human Resources Director Date

Information Technology Director Date