Alternate Work Location Safety Attestation and Information Technology Requirements

OFFICE OF HUMAN RESOURCES | UNC PEMBROKE

EHRA Non-faculty and SHRA employees working in an alternate work location are required to adhere to all University safety rules and practices and Information Technology (IT) requirements. Your checkmark and signature below indicate the remote worker has reviewed the safety items and IT requirements. Please attach the completed form to the approved Remote Work Plan Agreement and forward to the Office of Human Resources (OHR).

Safety Rules and Practices

Physical Workspace

☐	The floor, walkways, aisle(s), and doorway(s) are clear.
☐	Flooring (carpet, vinyl, hardwood, etc.) is securely attached to the floor and free of frayed or worn seams.
☐	Furniture is stable and free of defects such as splintered wood or sharp edges that could compromise safety.
☐	Phone lines, cables, electrical cords, and other trip hazards are placed away from heat sources and foot traffic.
☐	File cabinets, bookcases, etc., do not present a tipping hazard.
☐	Alternate work location is kept free of trash, clutter, and flammable liquids.
☐	Adequate temperature control and ventilation are present.
☐	First Aid supplies are readily available.

Electrical Safety

☐	The electrical system is adequate for office equipment, and equipment is turned off when not in use.
☐	Sufficient electrical outlets are accessible and close to the equipment.
☐	Computer/electrical equipment is plugged into a surge protector.
☐	Electrical plugs, cords, outlets, and panels are in good condition with no exposed/damaged wiring.
☐	Surge protector(s) are plugged directly into a wall outlet(s).

Ergonomics/Wellness

☐	Lighting is sufficient for reading or working on the computer.
☐	The chair is sturdy and free from safety defects, i.e., loose wheels, legs, and other parts.
☐	Chair seat adjustable to a comfortable upright position to allow seating with feet flat on the floor.
☐	The keyboard and mouse are positioned to eliminate reaching and allow the wrist to be in a straight, natural position.
☐	The keyboard and mouse are situated at elbow level.
☐	The height of the work surface accommodates the employee so that it does not contact the top of the employee's legs.
☐	Workstation, chair, and other equipment are positioned ergonomically correctly and comfortably for the employee's legs.
☐	The topmost line of the monitor screen is slightly below eye level. Monitor height set, so head tilting is not required.

Information Safety/Security

☐	Adherence to the universities Acceptable Use Policy.
☐	Log off from computer when not present to ensure confidentiality and data is securely stored.
☐	Ensure paper files and data with confidential information are securely stored in a locked filing cabinet.
☐	Timely installation of IT updates to all university/work unit assigned equipment.
☐	Inventory of all equipment, including serial numbers, is maintained.

Fire/Emergency Safety

☐	Attend to severe weather alerts and identify safe shelter locations for evacuation of a severe weather threat.
☐	Maintain contingency plan to work elsewhere in the event of a power outage.
☐	Maintain primary and secondary evacuation plans for emergency exits in the event of a fire.
☐	Working smoke and carbon monoxide detectors and a multi-use fire extinguisher that employees can use are present.
☐	All radiators and portable heat source(s) are located away from combustible and flammable items.
☐	Staircases that must be traveled while working are well lit, free from obstruction, and allow for secure footing on each step.

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Information Technology Requirements

High Quality Broadband Connection

☐	Broadband service is provided by cable or fiber (not DSL, satellite, or wireless broadband)
☐	Do not use DSL, Satellite, or any form of wireless broadband such as Mifi or Aircard (these services are much less reliable)
☐	Guaranteed upload speed of at least 5mbps (50mbps or greater recommended)
☐	Guaranteed download speed of 10mbps (50mbps or greater recommended)
☐	Modem or router is in close proximity to the workspace

University-Managed Computer

☐	The computer is university-owned and managed
☐	The computer is permanently assigned to a university employee
☐	The computer is temporarily assigned through the equipment checkout process

IT Security Tools

☐	Cisco AMP for endpoints
☐	Microsoft Advanced Threat Protection
☐	Cisco Umbrella remote Domain Name Services
☐	Cisco VPN software

Software Requirements

☐	Microsoft Office 365
☐	Webex Calling telephone software (formerly Jabber)
☐	Videoconferencing software (Cisco Webex, Zoom, Microsoft Teams)
☐	Collaboration platform accounts enabled (Microsoft 365 and/or Google G Suite)

Hardware Requirements

☐	Appropriate video display/monitor(s)
☐	Docking station
☐	Headset for communication/privacy

IT Remote Work Practice Standards

☐	The remote worker agrees to provide a secure location for university-owned equipment and materials.
☐	The remote worker will not use, or allow non-UNCP individuals to use such equipment for purposes other than university business.
☐	The remote worker agrees to allow the university reasonable access to its equipment and materials.
☐	The remote worker agrees to return university owned property within five business days of being notified of termination of this agreement.
☐	The remote worker will implement the steps for good information security in the home-office setting and will check with his/her manager / supervisor when security matters are an issue.
☐	Reimbursement of internet connectivity charges at the alternate work location will not be allowable unless the employee is specifically required by management to work remotely and internet use is a requirement of the position.
☐	The remote worker will abstain from local printing and storage of the university's sensitive data without documented approval by his/her manager / supervisor.
☐	The remote worker will ensure the university's electronic sensitive data is stored only in approved locations.

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Employee Attestation

1. I understand the contents of each item listed above and attest that my alternate work location complies with all checked items.
2. I will contact my manager/supervisor if I have any concerns regarding ergonomics or alternate work location safety issues.
3. I will maintain my alternate work location including all items checked on the above list while working remotely.
4. I will immediately provide written notice to my manager/supervisor of any change in location or condition of my alternate work location.
5. I will utilize the same IT requirements, safety rules and habits applicable to my duty station whenever at my alternate work location.
6. I will follow agency procedures for reporting of work-related illness or injury occurring at my alternate work location.

Employee's Printed Name:

Employee's Signature: Date:

Manager/Supervisor's Printed Name:

Manager/Supervisor's Signature: Date:

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