FERMILAB

AGREEMENT & AUTHORIZATION FOR REMOTE ACCESS

The Employee named below is hereby authorized remote access to Fermilab Computer Systems to perform work for Fermilab:

EMPLOYEE NAME: _____ **Fermilab Extension:** _____ **MS:** _____

DEPARTMENT/DIVISION: _____ **Employee No.:** _____

Employee understands and agrees:

1. This is a voluntary Agreement
2. that this Agreement does not create a right to perform job duties at any location other than the Fermilab site;
3. that this Agreement is not an entitlement or a contract of employment and may not be construed as such;
4. that this Agreement may be terminated without cause by either party upon ten business day's prior written notice;
5. that Fermilab information and government-owned equipment provided to Employee as a result of this agreement will be protected from unauthorized or accidental access, use, modification, destruction, or disclosure ;
6. that Employee's Remote Access work space will be maintained by Employee in a safe condition, free from hazards to persons and Equipment;
7. that any government-owned equipment provided to Employee by Fermilab shall remain the property of the government, and that all such government-owned equipment will be returned to Fermilab for inspection, repair, replacement, or repossession upon five (5) business day's prior written notice.
8. that government-owned equipment and Fermilab-paid services must be used at least 85% for official Fermilab business. The employee will be required to report business usage at least on an annual basis.
9. that any accident must be brought to the immediate attention of Supervisor;
10. Employee remains liable for injuries to third parties and/or members of Employee's family at the Employee's residence, except where such claims, demands, or liability arise solely from the gross negligence or willful misconduct of Fermilab.
11. Any personal income tax consequence arising out of this agreement is the sole responsibility of the Employee.
12. Employee is solely responsible for observing any local zoning ordinances regulating the performance of work at the remote location.
13. The Official Duty Station for purposes of Pay/Leave & Travel entitlements is Fermi National Accelerator Laboratory (FNAL).
14. Employee is responsible for all costs beyond basic connectivity and communication services, i.e., insurance, electricity, heat, etc.
15. The "Fermilab Policy on Computing" applies to employees using government computing resources at a remote location.

USE OF GOVERNMENT-OWNED EQUIPMENT: If government-owned equipment is to be used by the above Employee away from the Fermilab premises, the following MUST be completed:

Description of Equipment	Quantity	Serial No.	Property No.	Est. Return Date

Fermilab may at any time change the conditions for authorizing remote access.

If government-owned equipment is to be used by the Employee, I hereby approve removal of the above equipment from the Fermilab premises, and the Employee's storage and usage of such Equipment at the above stated location. **(Attach copy of Property Pass.)**

(Signature of Supervisor)	(Date)
(Signature of Division/Section Head)	(Date)

I hereby affirm by my signature that I have read this Remote Access Agreement, understand its subject matter, and agree to all of the above terms and conditions.

(Signature of Employee)	(Date)