



SUBJECT: Remote Network and Internet Access	CATEGORY: Operations & Administrative Services – Information Management	NO. O-3.5
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PREAMBLE

Some employees require access to the SIAST computer network and the Internet from both the office and the home in order to fulfill the duties of the position. In these instances, SIAST will reimburse the employee for the cost of either the basic or high speed Internet connection depending on the facts of each individual case.

POLICY

SIAST will pay for the cost of the basic or high speed internet connection required for remote access under the following circumstances:

1. the employee requires remote access to network resources or the Internet in order to perform authorized work;
2. the employee is required to provide after-hours desktop, network or application support and/or troubleshooting services; or
3. the employee of SIAST is not assigned to normal SIAST facilities or the provision of network services is cost prohibitive.

PROCEDURE

All requests must be approved by the President, Vice-President, Programs, Chief Human Resource Officer or Chief Financial Officer.

Employees will be responsible for arranging the installation of their internet connection. They will be reimbursed by SIAST on a monthly basis for the approved Internet costs. The reimbursement will be based on SaskTel's basic or high speed Internet rates plus applicable taxes. Reasonable initial installation costs will be reimbursed.

Approved by: President & CEO	Prepared by: Finance & Administration	Date Issued: December 5, 2000	Supersedes/New New	Page 1 of 1
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