IT Temporary Remote Working FAQ

- Remote Working Capabilities are limited and not automatically approved.

- All requests must follow the attached Workflow.

- Information Systems and Information Security must consider all risks and will provide specific guidance on securing your equipment and material needed for home.

- Not all job functions can be performed remotely. Please make sure to fill out the Request form completely with all information requested.

- Equipment cannot be removed from any building without a PMH Asset form being completed and signed off by both the local IT Site manager, HR and the Employee.

- Printing from home is strongly discouraged. Without proper shredding equipment or containers privacy and security concerns arise. If you anticipating needing to print, this must be discussed as part of the request form.

- Responses to all requests will be provided, however we do not guarantee the speed of the response

- IT does not have the capability to send technicians to people's homes. Anyone approved to work remotely will have to be "self sufficient" with their computer and workspace setup.