

**The College of Saint Rose**  
**Electronic Systems Account Termination Policy**

**1.0 Overview**

This policy covers the disposition of email and other files stored on an individual's college-owned computer or assigned space on the campus network when an individual's employment with The College of Saint Rose (the "College") is terminated.

**2.0 Purpose**

The College does not normally review the content of an employee's electronic communication, but these files are stored on College computer systems and the College reserves the right to retain and access these files as part of its responsibility for maintaining the College's technology infrastructure or when deemed necessary for business reasons. It is important, therefore, that when an individual leaves the employ of the College the correct procedures are followed to ensure that all necessary files are transferred from these individual spaces to the appropriate person at the College. The "appropriate person" will be identified by the departing individual's supervisor.

**3.0 Scope**

The scope of this policy includes all employees who have e-mail or other system accounts provided by the College.

**4.0 Policy**

**Voluntary Termination**

A "voluntary termination" is characterized by mutual agreement between the employee and his/her supervisor or manager about the terms and timing of the departure, and by a determination by the supervisor/manager that he/she can work cooperatively with the departing employee to follow these procedures. It is the responsibility of the supervisor/manager to make this determination.

In all good-will termination cases, the following procedures shall apply:

1. Upon notice of termination, an individual's supervisor will work with the departing employee to arrange for the preservation of all business-related files both from the employee's network space and email box.
2. It is the responsibility of the manager to submit to Information Technology Services (ITS) any requests that relate to the transfer of email or other (computer hardware, software, networks, services, data, databases, and other information) that need to be migrated from the departing employee to a different individual in the department, even if this is on a temporary basis.
3. The manager will decide whether files are to be transferred to a designated location on the network, such as a shared departmental space, for example, or transferred to a CD or flash storage drive.
4. It is the responsibility of the departing employee to delete or transfer all files and email messages that are of a personal nature. These may be transferred to a CD or flash storage drive. The supervisor and employee may request assistance from ITS in this process.
5. The Human Resources Department (HR) will include an item on its "employee exit" checklist for the supervisor to indicate that the above steps have been completed.
  - HR will send an email to [netadmin@strose.edu](mailto:netadmin@strose.edu) to ensure proper notification of termination.
  - HR will identify if that employee is also an active adjunct faculty member before doing so.
  - If an email is not sent to this address regarding the termination then the account is considered live.

6. With respect to email, when the account is **disabled**, this the original message would bounce back to the sender indicating the message is undeliverable.
7. The overall goal of these procedures is to disable the accounts of the departed employee within 24 hours of his/her last day of work unless previously approved by the Human Resources Department and the respective manager, in which case the account will be **deleted** after one week to remain compliant with College software licensing agreements. This includes computer hardware, software, networks, services, data, databases, Banner, Blackboard, and other information as well as facility and service access privileges.
8. Professors Emeritus will have the right and privileges to keep their email accounts.
9. Employees who are enrolled students will continue to have access to student email and Blackboard.

### **Involuntary Termination**

“Involuntary termination” usually involves little or no notice to the employee and/or the supervisor/manager, under circumstances that warrant prudent measures to protect the business interests of the College.

In all cases of involuntary termination, the following procedures shall apply:

1. As part of the termination process and after consultation with the Human Resources Department regarding timeliness and “need to know,” the supervisor of the individual being terminated should arrange with the designated staff person in ITS to secure all files both from the employee’s network space and email box.
2. It is the responsibility of the manager to inform the Executive Director of ITS or Director of ITS Infrastructure & Programming in advance of any involuntary termination so that appropriate arrangements may be made for the transfer of files and the timely closing of the account of the person to be terminated.
3. The manager will decide whether files are to be transferred to a designated location on the network, such as a shared departmental space, for example, or transferred to a CD or flash storage drive. At the discretion of the manager, a copy of some or all of these files may be given to the terminated employee.
4. If so desired, ITS will arrange to transfer all files and email messages of the terminated employee as part of the process of closing the account. These may be transferred to a designated network space, CD or flash storage drive if approved by the manager and HR.
5. In terms of email when the account is disabled this process would bounce the original message back to the sender indicating the message is undeliverable.
6. The overall goal is to disable the account of the terminated employee immediately upon termination. This includes, computer hardware, software, networks, services, data, databases, Banner, Blackboard, and as well as facility and service access privileges.
  - HR will send an email to [netadmin@strose.edu](mailto:netadmin@strose.edu) to ensure proper notification of termination.
  - HR will identify if that employee is also an active adjunct faculty member before doing so.
7. Employees who are enrolled students will continue to have access to student email and Blackboard.
8. In the event of the death of an employee ITS will transfer all files and email messages to a designated network space and disable the account. The circumstances for access to the account will be determined by the employee’s supervisor.

**5.0 Enforcement**

Failure to comply with this agreement/policy will be addressed through the College’s Corrective Action process as noted in the College’s employee handbooks. If warranted, an employee’s failure to comply will result in disciplinary action up to and including termination of employment. Failure to comply may also be a violation of civil/criminal law and may cause the employee to be subject to applicable penalties.

**6.0 Definitions**

**Terms**

**Definitions**

**7.0 Revision History**

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Revisions</b>
Version 1.0	June 1, 2012	John Ellis	Original