

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 The College does not normally review the c

files are stored on College computer systems and the College reserves the right to retain ~~at the~~ access 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.

6. With respect to email, when the account is disabled, the original message would bounce back to the sender indicating the message is undeliverable.
7. The overall goal of these procedures is to disable 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 one week to remain compliant with College software license 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

#### 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 includi