Employee Separation Email/Network Account Policy

Background
In order to ensure technology resource security and to avoid proliferation of inactive email/network accounts, the following policy applies to all employees who separate from Worcester State College. Any termination of an employee's email/network account, as termination of any other server or resource accounts, will be implemented only upon written request from Human Resources.

Policy
- Employees who retire from Worcester State College may retain their email/network user accounts indefinitely as per the guidelines outlined in the College’s inactive account deletion policy. Employees who retire from Worcester State College will not retain access to Colleague or other secure campus systems.

- Employees who voluntarily separate from Worcester State College may request that their WSC email be forwarded to an alternative address for a period two months. During this time, an automatic message will be sent in response to each email receive to notify users of a change in email address. Employees who voluntarily separate from Worcester State College will not retain access to Colleague or other secure campus systems. At the discretion of the College, mail sent to such WSC email accounts also may be forwarded to an appropriate WSC designee as identified by the employee’s direct supervisor or other appropriate College official.

- Employees who are terminated involuntarily from Worcester State College will lose all email and network account privileges immediately upon notification from Human Resources. Email sent to such individuals may be forwarded to an appropriate WSC designee as identified by the employee’s direct supervisor or other appropriate College official.