

INFORMATION SECURITY TEAM PROCESSES FOR EMPLOYEES WHO HAVE RESIGNED, RETIRED OR SEPARATED FROM THE COLLEGE.

These processes have been developed to provide security to the College's information systems and e-mail access.

FULL TIME EMPLOYEES –

FULL TIME Employees who have resigned, retired, or separated from the College and have not been paid for one month, will have their respective e-mail and system privileges disabled.

RETIREES -

Current retirees with e-mail accounts will be grandfathered. For future retirees, HR will ask the retiree if they wish to retain DACC e-mail privileges. If so, they can retain their DACC e-mail account for a period of 2 years. If the retiree does not use the e-mail account for a period of 30 days, the login will be disabled. For retirees who return to part-time employment, the 2 year period will not begin until they are totally retired.

PART TIME FACULTY –

A list of part-time faculty will be generated on a quarterly basis by IT. The list will include part-time faculty who have not been paid for 3 months. This list will be e-mailed to the Deans and other pertinent Administrators. They will advise the Information Security designee of the part-time faculty who will need continuing access to Web Advisor and the e-mail system. All others will have their access disabled.

ALL OTHER EMPLOYEES –

All other employees will have their system privileges disabled after they have not been paid for 1 month.