Policy for Employee Accounts
After Employment Separation

Approved by NNU Technology Advisory Group (TAG), September 17, 2012
**COMMUNICATION PROCEDURE**

The Office of Human Resources will inform the Director of Network Administration, The Director of Administrative Computing, and the Director of Technology and Media Resources of the date of separation.

**STAFF (EXEMPT AND NON-EXEMPT) and FACULTY (excluding emeriti)**

A. Active Directory Account (Network access). On midnight of the date of separation, the password for access to network files, ANGEL, the portal and any other LDAP-dependent service will expire; 30 days later, all files associated with that account will be terminated. Upon request to the TMR by the direct supervisor or the Director of HR, network files and Google Drive files may be copied to a location for use by others. The Director of HR may also request that the files be preserved in the user account and not deleted for a length of time for legal purposes.

B. Gmail account. On the next working day following employment separation, access to the users Gmail account will be suspended. There are a number of scenarios that may follow:

   a. An employee may request to keep the use of their email account. If the director of HR knows of no information security concerns that would jeopardize the institution, the email account can remain active and available to the employee after separation, granted that they agree to two stipulations.

      i. The employee must agree to delegate (or give proxy) to their mailbox to a person designated by their supervisor if the supervisor so chooses. This will allow access to the account to look for any business-related emails. This delegated access must remain for six (6) months.

      ii. The employee must agree to have an auto-response on their account that states that they are no longer employed by Northwest Nazarene University, informing the sender where inquiries can be addressed. The auto-response must remain for three (3) months.

   b. A supervisor may deem that these two stipulations are unnecessary based on the job responsibilities of the employee.

   c. If the employee does not request the continued use of their email account, the supervisor may still ask to keep the account accessible by an employee in their office. Since the TMR does not know the situation, this request must come from the HR office to the TMR. The TMR will change the password and delegate access to the person that HR requests.

   d. On occasion, an employee becomes a student at NNU after separation. The TMR will not know if they left on good terms or for cause; therefore, before re-activating an account, the TMR will contact the Office of Human Resources for advice. One of the factors will be the amount of time that has passed since separation.

C. Administrative Software Access (Jenzabar CX). On the next working day following separation, all access to the administrative software system will be terminated.

**FACULTY EMERITI**

Faculty Emeriti will be granted full access to network resources that are commonly available to permanent faculty.