

**UNIVERSITY OF WISCONSIN-STEVENS POINT
ACTION OF THE COMMON COUNCIL**

Date of Standing Committee Action: Information Technology Council, 11/6/2015

Date of Common Council Action: 11/18/2015 Vote: Voice vote

Action of Common Council: The Common Council **approved/accepted** the following:

Policy Regarding Staff Leaving Service and Information Technology Access and Systems

(see attached)

For your approval

For your information

11/24/15
Date


Ken Menningen, Common Council Chair

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UWSP

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Date received by Office of Chancellor Chancellor's Office

Approved

Approved with modification (see below)

Disapproved

Noted

Comments:

11-25-15
Date


Bernie L. Patterson, Chancellor

Please return to Common Council Office within 20 days of receipt.

Policy Regarding Staff Leaving Service and Information Technology Access and Systems

All retired staff/faculty/emeritus faculty will be expected to adhere to the UW - Stevens Point Acceptable Use Policy, Email Policy, and UWS 18. Failure to abide by these requirements may result in action up to and including discontinuance of account access. Personnel who resign their position and do not retire from the University lose access to all University data systems on their last day of employment.

The University does not provide hardware repair for devices or support for software owned by employees or retirees. The Information Technology Department will provide limited support if the problem the retiree is experiencing is related to a UWSP service that they do have access to.

Information Technology will not purchase items on behalf of former employees or retirees. University departments may not purchase devices or software for a retired faculty/staff member.

Retirees and those resigning need to return University- and grant-owned equipment to the Information Technology department. The Information Technology department will return the equipment to the home department that purchased the device after it has been wiped and reconfigured for another user.

Upon retirement from a university position the following will apply with regards to access to University information technology systems:

Retired Faculty/Staff Member

- Will be granted a University retired/alumni email account.
- Files and email left behind by departing personnel will be transferred to a virtual drive exclusive to the department ~~the Department head for retention~~.
- The retiree will receive this new account prior to their official retirement date so that key research data can be transferred from active employee account to new email account. IT or the University department the employee worked in retains the right to review the data transferred between accounts.
- Student data deemed private and protected by federal and state legislation may not be transferred to a retiree's account. The Information Technology department will scan Office 365 data storage and transfers ~~to it~~ for any private student data, and such data will be removed or prevented from transfer.
- Access to all University computer systems and the University network via the network login credentials will be discontinued. Public access will remain.

Emeritus Faculty

- Obtains all of the same email and file storage privileges that retirees receive.
- May have access to an office within a college or department where a PC is provided. The PC may or may not be specific to an emeritus faculty member.
- Membership on any distribution lists needs to be approved by the user's department in an email to the mail administrator in IT. Access will be reviewed annually and an updated memo will be requested to continue access.
- Volunteer work requiring IT access needs to be requested by the department in a memo outlining specific data systems to be accessed. IT will request an annual written update for continued access.

Retirees Returning to Active Employment Status

- Must be rehired through Human Resources and have an active appointment.
- Access will be provided to University IT systems that are necessary for the terms of employment.
- Access is withdrawn once employment is complete and returned to the previous retiree access level.
- Active employee gets access to WISC software discounts.

Upon resignation or termination of employment the following will apply with regards to access to University information technology systems:

- University email, network, and systems accounts are inactivated based on last date of employment provided to Information Technology by the Human Resources Department.
- The user account will be archived and retained in accordance with University email retention policy. Data will be inaccessible to any former employees.
- All equipment issued to a user will be surrendered to the Information Technology Department and reassigned to the appropriate home department.