Retired Employee Accounts Policy

Accommodations for individuals with disabilities in accessing these policies are available upon request by emailing accessiblepolicy@wcupa.edu

Purpose and Scope
The main objective of this policy is to define the termination or extension of accounts for retired employees.
This Information Services Policy applies to all university employees that have officially retired from West Chester University.

Policy Statement
WCU Employees may retain their campus email account after they have retired from the university. The desire to keep the account active must be requested through Human Resources. Accounts that are not requested to remain active will be disabled and deleted 30 days at the end of employment.

Policy Framework

Compliance
Information Security will validate retirement with Human Resources.

Policy Exceptions
All exceptions must be approved by AVP of Information Services & Technology and Human Resources Director (or designee).

Procedures
Procedures may be included or developed as a separate companion University Procedures document and usually outlines steps or tasks that are taken to carry out the policy.
References (if needed)

ODP-ACC001-Retired Account Procedures

**IS&T Policy Number:** ISP-ACC001

**IS&T Domain:** Account and Identity Management

**Reviewed by:** Human Resources, Information Security Officer, Sr AVP of Information Services & Technology

**Policy Owner:** Frank Piscitello, Information Security Officer, Information Services & Technology

**Approved by:** Adel Barimani

VP of Information Services

12/9/2011

**Effective Date:** 12/9/2011

**Next Review Date:** Currently under review

**History:**

11/2/2011 – Initial Draft

12/9/2011 – Approved by VP of IS&T

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**Review Dates:**

**Amended:**