

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

7/29/2014 – Reformatted to new IS&T Policy Template

2/11/2021 – Reformatted to new WCU Policy Template

Initial Approval: 12/9/2011

Review Dates:

Amended: