

Procedure for recovering college assets when an employee leaves

The following procedures are to be followed when an employee resigns, is terminated, changes departments, or retires. Supervisors should set aside time to work with the employee to recover the following items before the employee leaves the college. Please note that employee access is disabled at the date and time specified by Human Resources, and the office of Information Systems will delete all electronic assets belonging to the employee – such as H: drive, voicemail and email – one week after the effective date. The computer’s hard drive will also be wiped of any data at this time. If the employee is considered a primary contact for any outside vendors or agencies, supervisors should work with the Helpdesk to make arrangements to avoid missing future notifications from those contacts.

College Asset	Action items
H: drive	Supervisors should work with the employee to review the contents of the employee’s H: drive and determine what needs to be retained according to the College’s Document Retention policy. These items should be moved to a departmental share and the remainder should be deleted.
Shared Folders / Departmental shares	Access to shared folders is disabled when an employee leaves. Prior to the employee leaving, supervisors should work with the employee to make sure that any college related data is moved from personal storage, H: drive and email to departmental shares.
Email – including contacts and calendar sharing	Direct access by supervisors to their employee’s mailbox is not permitted. Exceptions to this policy are only allowed with VP approval. Supervisors should encourage the employee to clean their mailbox and save to departmental shares any items relevant to the functioning of the department. If applicable, supervisors should contact the Helpdesk for assistance regarding preserving contact lists and calendar sharing.
Phone and Voicemail	Supervisors must make arrangements with the Helpdesk to discuss the best procedure for handling incoming calls to the employee’s extension.
Computer – Laptops, Desktops, Tablets (e.g. iPad), Printers	Supervisors should encourage the employee to remove any personal information from college owned equipment. They should work with the employee to review the contents of the employee’s hard drive and determine what needs to be retained according to the College’s Document Retention policy. These items should be moved to a departmental share and the remainder should be deleted. The employee must return all college owned computers and peripherals to their supervisor. The supervisor must notify the Helpdesk of the returns.
Cell Phones	The employee must return any college owned cell phones to their supervisor. The supervisor will bring the items to the Helpdesk for wiping and provisioning.