

Employment Separation

Leaving Rollins' Employ – Email and OneDrive Accounts

Application of Policy

This policy applies to individuals whose primary association with Rollins College is as an employee (not as a student). A given individual may become a student after employment or they may be hired into a staff position while also happening to be a student. However, in all cases, their employment is independent of their student classification.

This policy does not apply to the accounts of individuals whose primary association with Rollins College is as a student (undergraduate or graduate). Their employment is dependent on their being a Rollins student. Students maintain their email accounts and addresses after graduation. Department heads are never provided access to student accounts, even if the student leaves the College prior to graduation. Therefore, if a student is working in a departmental capacity that will result in their email and/or OneDrive account being critical to the department when the student leaves the department's employ, they should request a departmental account for the student to use.

Email Accounts

All Rollins employees receive an email account upon hiring and this account is considered an official form of communication within the institution. When a department head knows that an individual will be leaving the employ of the College, the department head is required to inform Human Resources as to the dispensation of the email account. Below are guidelines for making that determination.

Should the individual be allowed to keep their email account for a period of time?

Many people would appreciate being able to keep their Rollins account for at least a short time after they leave the institution to assist with their transition. However, some individuals may continue to receive business critical email and it would be inappropriate for them to maintain the account.

May maintain their account:

- A. Individual may maintain their Rollins email account permanently (offered to retiring faculty and staff only)
- B. Individual may maintain their Rollins email account for three months post-completion (common for faculty and professional staff)
- C. Individual may maintain their Rollins email account for one month post-completion

May not maintain their account:

D. An automatic reply is placed on the account by Information Technology: [Insert Name] is no longer employed by Rollins College. You may contact [Insert Department] at [Insert Department Phone Number].

E. Information Technology changes the password on the account, allowing the department head or their designate to access and monitor the individual's account. After three months, the account is deleted.

Should the email address re-enter the pool of available addresses or never be used again?

Once an account is deleted, the actual address (jdoe) would be available for the next jdoe (faculty, staff or student) who becomes affiliated with Rollins. Some positions on campus may be sufficiently sensitive that the department does not wish for the actual address to be reassigned.

- A. The address may be reassigned
- B. The address may not be reassigned

OneDrive Accounts

All Rollins employees receive a OneDrive account upon hiring. OneDrive is the portion of Sharepoint that is accessible only to the employee. When a department head knows that an individual will be leaving the employ of the College, the department head is required to inform Human Resources as to the dispensation of the OneDrive account.

- A. Information Technology may delete all material within the account
- B. Information Technology moves all of the material to the department shared drive, restricting access to a list of individuals provided by the department.

Failure to Complete Form

If the department head does not return completed form to Human Resources, Information Technology will

- Maintain the account for one month (Part I, C)
- Reassign the address (Part II, A)
- Delete all material in the OneDrive account (Part III, A) when convenient for Information Technology

Individual Leaving Rollins' Employ – Email and OneDrive Accounts

All Department Heads should circle their selection for the three items below and return to Human Resources as soon as they know that an individual will be leaving the employ of the College.

Part I

Should the individual be allowed to keep their email account for a period of time?

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May not maintain their account:

- D. An automatic reply is placed on the account by Information Technology: [Insert Name] is no longer employed at Rollins College. You may contact [Insert Department] at [Insert Department Phone Number].
- E. Information Technology changes the password on the account, allowing the department head or their designate to access and monitor the individual's account. After three months, the account is deleted.

Part II

Should the email address re-enter the pool of available addresses or never be used again?

- A. The address may be reassigned
- B. The address may not be reassigned

Part III

What should be done with any data left in the individual's OneDrive?

- A. Information Technology may delete all material within the account
- B. Information Technology moves all of the material to the department shared drive, restricting access to a list of individuals provided by the department.

If B., please provide the names of the individuals who should have access: