

# SCOE Information Technology Employee Separation Procedures

When an employee leaves employment at SCOE, the supervisor needs to contact the Information Technology Department regarding the disposition of the former employee's accounts and data.

## SCOE accounts to be disabled upon employee's exit:

- MS Domain/VPN Login/DUO
- Email/Google Workspace
- Financial System Accounts
- EMS
- Adobe
- Zoom
- HelloSign
- Fidelity
- Simple In/Out

## How to manage the Email Accounts of Separated Employees

There are three options (select all that apply):

1. Assign delegate to separated employee's email account, allowing printing or forwarding of important messages. (Limited to 60 days) **OR**
2. Forward emails to a supervisor or another person that has been selected by the department. (Limited to 60 days) **OR**
3. Place a vacation/out of office message on the account for 60 days, informing email senders that the intended recipient has left SCOE employment, and suggesting a new recipient. For example, "This is to inform you that this email account is no longer active. Your message has been forwarded to (designee@scoe.org)."

**At the end of 60 days**, the account will be archived.

**After three years**, per SCOE's Acceptable Use Agreement, the separated employee's email account will be deleted.

## How I.T can take care of the Data of Separated Employees (choose all that apply):

- **COMPUTER DESKTOP/LAPTOP:** Upon request, the separated employee's "Documents" folder, and "Desktop" will be archived, access will be given to a supervisor and the user profile will be deleted.
- **NETWORK FOLDER:** Upon request, the separated employee's Network Folder (e.g., F: Drive) will be made available to the supervisor or another designated employee for **60 days. After 60 days the folder will be archived.**
- **GOOGLE DRIVE:** Upon request, the former employee's entire Google Drive will be migrated to a management designee's Google Drive account. **After 60 days the account will be archived.**

# SCOE Employee Separation Form

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Last day of work: \_\_\_\_\_ Date to disable email (if different): \_\_\_\_\_

Email Options (select all that apply):

**Assign delegate:**

Name of delegate: \_\_\_\_\_ Email of delegate: \_\_\_\_\_

**Forward email to designee:**

Name of designee: \_\_\_\_\_ Email of designee: \_\_\_\_\_

**Place Vacation/Out of Office auto responder on account:**

Please provide verbage for message:

Data Options (select all that apply):

**Archive Data from desktop/laptop hard drive (i.e. C Drive):**  No  Yes

Name of designee: \_\_\_\_\_ Email of designee: \_\_\_\_\_

**Allow access to former employee's network drive (i.e. G or F Drive):**  No  Yes

Name of designee: \_\_\_\_\_ Email of designee: \_\_\_\_\_

**Migrate Google Drive to designee:**  No  Yes

Name of designee: \_\_\_\_\_ Email of designee: \_\_\_\_\_

Phone Options:

**Reassign Phone#/Ext to:** \_\_\_\_\_

**Temporarily forward voicemail to:** \_\_\_\_\_ Ext#: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Please submit this completed form to [helpdesk@scoe.org](mailto:helpdesk@scoe.org)**