All system accounts (network, Datatel, etc...) managed by Technology and Library Services will be removed, or be scheduled to be removed, as soon as possible after official notification is received from Human Resources that an employee is ending employment at the College or is being terminated. This notification should be made via email to the Director of Technology Services. The Director of Technology Services must then call back Human Resources to verify that the email is accurate and legitimate. Since network accounts are tied to email accounts, network accounts will be disabled until the email account is able to be deleted. Please see the Email Retention Policy for Former Employees for more information.

If notice has been given by the employee, Human Resources should notify the Director of Technology Services immediately so that proper actions can be taken. These actions include scheduling the expiration date of the account and setting the account to expire at the end of the employee’s last day of employment.

If the employee is being terminated, the Director of Technology Services should be given the time and day that the employee’s account should be disabled. If the Director of Technology Services is not available, the Manager of Information Security should be notified. This must be done before the employee is notified of the termination, in an effort to protect the employee and the College. This notification can be made via telephone but a follow up email must be sent to the Director of Technology Services acknowledging the termination and the time/date details.

Human Resources is responsible for notifying Technology Services if there is, or possibly will be, litigation regarding the former employees service or termination at Delaware Valley College. Technology Services will then discuss with the appropriate personnel whether the account should be disabled while an investigation is undertaken or if the account should be deleted.

Supervisors are responsible for notifying the Director of Technology Services of the employment ending for any employees whose departure would be unknown by Human Resources. This includes, but is not limited to, adjunct faculty, coaches, contract employees and temporary hires.

If Technology and Library Services discovers accounts that still exist for former employees, the accounts will be disabled immediately. The Director of Technology Services and the Manager of Information Security should be notified that this has occurred. This breach of policy should be immediately investigated and appropriate notifications should be made. This will be handled on a case by case basis.