

Effective: September 1, 2022

## Information Technology Policy

### ACCESS TO MILLERSVILLE UNIVERSITY RESOURCES BY FORMER EMPLOYEES

Approved: August 29, 2022, President's Cabinet

#### Introduction

Employee email accounts are the property of Millersville University and for the purpose of conducting University-related business and are governed by the [Responsible Use of Information Technology Resources](#) policy. Based on guidance provided by PASSHE and PASSHE General Legal Memo #10-99, employees who have separated from the University by any means are not entitled to continued use of their Millersville University accounts.

#### Policy

Effective September 1, 2022, upon separation from the University, access to the employee's account will be removed on the HR approved separation date. The only exception to this policy is retired employees who meet the requirements for Emeritus Status or have been granted Emeritus Status. ([Faculty Emeritus Status Policy](#), [Non-Faculty Emeritus Status Policy](#))

#### Voluntary Separation

Employees who are voluntarily separating from the University should take the following actions BEFORE their last day of employment:

- Save any personal email, contacts, or documents.
- Set up an Out of Office message
- Supervisor can request access be granted to another user

#### Involuntary Separation

Employees who are involuntarily separated from the University may contact HR to arrange for personal information retrieval. HR may permit a supervisor to access the account on a case-by-case basis. Such access is discretionary and is not guaranteed.