

# WAGNER COLLEGE

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## INFORMATION TECHNOLOGY

### **Employee Email Policy**

**Introduction:** This policy document defines the generation, access, and removal of employee email accounts.

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Employee is defined as any individual who has been employed by Wagner College as a faculty member, staff member or administrator.

#### I. **Account Generation**

All College employees are required to use a Wagner email address for their College business. Accounts are generated for use on the employees first official day of work. Information Technology is informed of all new employees through the Human Resources office. Email accounts will be created using the employee's official name provided on HR paperwork.

##### a. **Email aliases**

In the event of official name changes or the use of preferred names, employees may request email aliases to be created. Requests for email aliases should be directed to the Information Technology Help Desk.

#### II. **Access**

The Human Resources office will be provided all account credentials for distribution to the employee on the first day of employment. All subsequent account access requests should be directed to the Information Technology Help Desk.

In cases where an employee wishes to, or is required to access their College issued email account prior to the first official day of employment, written consent must be forwarded from the Human Resources office to the Information Technology office.

#### III. **Account Removal**

##### a. **Compromised Accounts**

Compromised accounts may be locked out by Information Technology until the situation has been fully investigated and resolved. Accounts which were compromised by malicious activity by the user would be allowed to regain access to their account once Information Technology has completed its duties to secure the account (which includes, but is not limited to, setting a "strong" password, removal of e-mail filters, forwards, as well as non-Google apps

associated with the account). Users who participated in malicious activities will not get their accounts back and disciplinary/legal actions will be taken.

**b. Termination**

Any employee who is terminated by the College loses their email privileges. These privileges are revoked as soon as Information Technology is informed by Human Resources or the department head/vice president to whom that employee reported.

**c. Retirement**

Any employee who retires from the College will lose access to email at the end of business on their last day of employment. If the employee is also an alumnus, they will be given a new alumni account that differs from the original account they held as an employee. Additionally, retirees who are not alumni can request a permanent Wagner College email account. The new email account must differ from the original account held by the employee. Information Technology is informed of retirements through the Human Resources office.

**d. Resignation**

Any employee who resigns from the College will lose access to email at the end of business on their last day of employment. If the employee is also an alumnus, they will be given a new alumni account that differs from the original account they held as an employee. Information Technology is informed of resignations through the Human Resources office.

**e. Emeritus Faculty**

Faculty granted Emeritus status are authorized to retain all email and network access privileges associated with the last position held at the College. Information Technology is informed of Emeritus status through the Provost's Office.

**IV. Access Extensions**

Requests for extensions of email access beyond the last day of employment will be considered in extraordinary situations. Access extension requests should be submitted to the Human Resources office for review. Information Technology is informed of access extension approvals through the Human Resources office.