

REV. 07/2009

**Employee Separation Procedures
Information Technology Department
Sonoma County Office of Education**

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

Accounts include:

- MS Domain logon
- Email
- EMS
- Financial System Accounts

Data includes:

- Desktop computer (e.g., My Documents, Address Book, Desktop)
- Network folders (e.g., F: Drive)

For email accounts of separated employees, IT will:

1. Change the account password to allow access to a management designee, allowing printing or forwarding of important messages. Optionally, mail can be forwarded to a designee. This access is limited to 60 days.
2. Place a vacation 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 For example, "This is to inform you that this email account is no longer active.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)."
3. At the end of 60 days, the account will be archived and deleted.

MS Domain accounts will be disabled for 60 days, at which time they will be deleted.

EMS and financial systems accounts are deleted immediately.

On the former employee's desktop computer, his/her My Documents folder, and Desktop will be archived, and the user profile will be deleted.

The former user's Skylane folder (F :) will be archived, and have its security set for Administrator access only. For a period of 60 days, it will be made available to management designees. The folder will then be deleted at the end of 60 days.

SCOE Separation Form

PLEASE PRINT LEGIBLY

EMPLOYEE NAME _____

TITLE _____ **DEPARTMENT:** _____

SITE _____

SITE ADDRESS _____

Supervisor's Name (print): _____

Name to delete (print): _____ Date to delete _____

Email should be forwarded to designee (print): _____
limited to 60 days

Archive data from the hard drive of the separated employee No Yes

Please archive the SCOE Skylane (file server) account for this employee. No Yes

Please give access to archived data to _____
for 60 days, at which time the data will be deleted

Supervisor's Signature _____ Phone: _____

**Please return this form to Information Technology by fax to 707-524-2932 or mail to
SCOE Information Technology, 5340 Skylane Blvd., Santa Rosa, CA 95403.**