



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

GCA-2 Access Management: Employee Separations and Absences

APPROVED: January 10, 2006 **REVISED:**
Year of last review: 2021
AUTHORIZING BOARD POLICY: GCA

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: This procedure protects the El Paso Community College’s (EPCC's) interests by establishing guidelines for ending or suspending an employee’s Information Resource (IR) accounts and ending their access to EPCC systems. The actions prescribed herein must occur when an employee’s work assignment is ending or has ended and a separation from EPCC is prescribed. Action to suspend an employee’s access must occur when the employee will be absent, except for a vacation, from the employee’s workplace for a period of more than two weeks.

It is important that the Information Technology (IT) Department knows when an employee who has access to classified or sensitive El Paso County Community College District information or personal, financial, or health information of students, faculty* and staff, is leaving EPCC or is away from their office for an extended period. Failure of the administrator of the department, area or program to notify Information Technology so that access to Information Resources can be suspended is a serious breach of Information Security. Every occurrence of this failure jeopardizes institutional and student financial, administrative and personal information, to include identities.

This procedure does not supersede or replace requirements to perform the requirements of the Notice of Employee Separation or the Employee Exit Clearance Forms (Proponent: Human Resources Department).

GENERAL:

I. Interpretation

Authority to interpret this procedure rests with the Chief Information Officer, who is the proponent. The authority to interpret is further delegated to the Director, Information Technology. Direct any questions to either of these officers.

II. Definitions

- A. **Administrator/supervisor:** The person in the channel of supervision that has budget authority for the area or program where the employee is assigned.
- B. **Separation:** When a full-time or part-time employee of EPCC ceases to be an active employee for any reason, including retirement, resignation, discharge, or dismissal.
- C. **Transfer/change of position:** When a full-time or part-time employee of EPCC ceases to be an employee for one unit within the College and is assigned to a position in another unit, either voluntarily or involuntarily.
- D. **Leave or Absence:** Being away from work for reasons of illness, sabbatical, professional development, or other reasons, but, for the purposes of this procedure, not including vacation.
- E. **Information Resources (IR):** The procedures, equipment, facilities, software and data which are designed, built, operated and maintained to collect, record, process, store, retrieve, display, and transmit information and the information, itself.

* Note: The word “faculty” denotes instructors, counselors and librarians.

III. Responsibilities

Supervisors have primary responsibility for adherence to this procedure by closely overseeing the process of:

- A. Employee separation
- B. Transfer of their employees to another work assignment within EPCC
- C. Monitoring employee absences, other than for vacations, greater than two weeks duration

Supervisors are responsible for ensuring that the IT Help Desk is notified of a separation (A, above) or a transfer to another assignment (B, above) because it involves the withdrawal of the justification that allowed an employee's access to Information Resources. IT Help Desk notification of the employee's last work day is due as soon as possible after the supervisor becomes aware of an employee who is going to be absent from their place of work, except for a vacation, for a period in excess of two weeks (C, above). This notification is required at the beginning of the leave period or, as in the case of prolonged illness or hospitalization, as soon as known and once again at the employee's return to duty so access can be reinstated.

The information required by the IT Help Desk is listed in Section V. B.

Information Technology is responsible for ensuring that the separating employee's access to all EPCC technical accounts and data is ended in accordance with this procedure. Information Technology is responsible for ensuring that access to technical accounts and data by the employee going on extended leave or moving within the College has been suspended. The IT Help Desk will generate a work order in their job tracking database based on the supervisor's request. The IT Help Desk will then notify the appropriate System Administrators and offices based on the procedure described below (Section V.).

IV. Sanctions

Sanctions against those who ignore this procedure will be commensurate with the severity and/or frequency of the offense.

V. Procedure

- A. This procedure applies to every employee of all categories of employment at EPCC. This procedure will be exercised by the administrator/supervisor who is losing the employee because his/her work assignment is ending, they will be losing the services of an employee during a two week or longer absence, or the employee is moving to another position within the College.
- B. When an employee is separated or begins a period of extended absence from his/her workplace for any reason other than a vacation, the supervisor will immediately inform the IT Help Desk, ITHelpDesk@epcc.edu or telephone 831-6440. The following items of information will be provided:
 - 1. Administrator's/Supervisor's name
 - 2. Department name
 - 3. Employee's name
 - 4. Employee's EPCC-ID
 - 5. Action to record for this employee: Separation from EPCC; extended leave; movement to another office.
 - 6. Termination date for those separating
 - 7. Last day of work for those going to "Leave" status or moving
 - 8. If moving to a new EPCC department, state the department of assignment
 - 9. Telephone number of the caller to provide for verification of this transaction
- C. The Help Desk will, based on a check list, via electronic mail, advise all IT system administrators of the pending separation or absence of the employee by communicating the items of information, above. The systems the IT Help Desk will notify include:
 - 1. Operations (Separations and Transfers)
 - 2. Banner System Administration (Separations, Transfers and Absences)
 - 3. EPCC Directory Services (Separations, Transfers and Absences)
 - 4. EPCC E-mail Services (Separations and Transfers)
 - 5. EPCC Telecommunications (Separations and Transfers)

6. Student E-Mail System (Separations only)
 7. WebCT System Administration (Separations only)
 8. Library Technical Services OPAC Server Administration (Separations only)
- D. When an employee transfers from one unit to another within EPCC, the employee's former supervisor is responsible for the notice required by this procedure.
1. The employee's former supervisor will ensure that the employee's Banner access and network logins are terminated or suspended, as appropriate.
 2. Should the employee need access in a new EPCC position, the former supervisor should request the employee account be suspended. Future access will be based on a request and justification by the new supervisor. The employee's new supervisor is responsible for requesting new, renewed or expanded access based on the employee's new job requirements. The employee's new administrator/supervisor must submit an IT Help Desk Work Order for network access and complete and forward the Banner System Account Request for Banner access to Information Technology Operations.
 3. All desktop computers on which the employee had user accounts must have another account with administrative rights available or created. The leaving employees' account can then be removed on their last productive day. Submit a work order request to the IT Help Desk, if necessary.
 4. When an employee is placed on administrative leave, all access to College systems must be terminated immediately. The Executive Director of Human Resources will contact the Chief Information Office or the Director, Information Technology to advise them of the need for immediate termination of access to all systems. A follow-up e-mail message by the Executive Director of Human Resources will be necessary to document the action.
- E. Exception: Part-time faculty - The procedure, above, is modified for part-time faculty members, who are under separate separation procedures because of the unique nature of part-time or adjunct faculty employment. For instance, because the vast majority of part-time faculty members for whom separations are submitted to the Human Resources Department have already agreed to return to their part-time assignment the following semester, their access will be suspended but not be ended until 120 days following the separation date. This will allow them to keep their e-mail access, course Web site, course WebCT account, etc., unless they are not returning the following semester. Campus deans are responsible for providing notification, at the end of the teaching assignment, of non-returning part-time faculty. They are also responsible for causing access to be ended should the part-time faculty member not have an active instructional assignment within the 120 day period.