Computers, monitors, and desk phones for separating employees must be returned to the Office of Information Technology. Supervisors of separating employees are responsible for collecting the technology equipment and submitting a ticket for IT to pick up the equipment.

Rarely are devices sold to separating users. In the event separating users have a device that is eligible for resale and are interested in purchasing the wiped device, separating users must follow the Technology Acquisition and Decommissioning Policy to request purchase consideration.

Access to databases, email, and the network will be deactivated/removed on the date indicated in the User Separation Ticket. For involuntary terminations, all account access is deactivated immediately. Supervisors are responsible for understanding the implications of deactivated access before the separation date.

Deactivated accounts shall remain deactivated for the duration stated in the Technology Handbook before deletion.

The Office of Information Technology shall notify the supervisor of the separating employee of offboarding information and responsibilities of the supervisor. Supervisors are responsible for ensuring that the new hire follows the information contained in the notification.

Separating users are prohibited from copying or transmitting sensitive information from their company-issued technology resources to other locations. Doing so may violate policies such as the Acceptable Use Policy, Data Governance Policy, and related employee offboarding guidelines. Any confidential information authorized during the active work period must be returned to the organization. Likewise, any personal mobile device with