Overview:
This document describes the processing that takes place when an employee concludes their tenure of employment at the Graduate Center.

When an individual is concluding their tenure as an employee at the Graduate Center, the office of Human Resources (HR) is responsible for sending an email to IT Services (ITServices@gc.cuny.edu) identifying the individual’s:

- name
- EMPLID
- GC primary department
- last date of employment

Upon such notification, IT will subsequently:

- Set the individual’s current GC network account to be disabled immediately following the individual’s last date of employment, as identified by HR; the account will subsequently be deleted after the designated timeframe of 90 days has elapsed
- Disable any additional remaining “access to computerized systems” under the purview of IT, no later than the individual’s last date of employment, as identified by HR, in accordance with the CUNY IT Security Procedure
- Retrieve the individual’s desktop telephone and desktop computer immediately following the individual’s last date of employment, as identified by HR
- Delete the individual’s telephone extension and delete the associated voicemail box immediately following the individual’s last date of employment, as identified by HR

Requests by an appropriate manager or supervisor for access to an exiting employee’s network files for the purpose of business continuity must be undertaken pursuant to Section 13 of the CUNY Policy on Acceptable Use of Computer Resources.
Appendix A: Retiree Access to GC IT Resources

Note: Applicable only to individuals officially retiring from the Graduate Center as their designated home campus. Not applicable to employees who resign, are non-reappointed or otherwise terminated.

- **Section 1**: Full-time retiring teaching faculty and librarians
  - Full-time retiring teaching faculty and librarians have the option to retain their existing GC e-mailbox (or to elect a “retiree” email account as described in Section 2). Declaration of such intent is communicated by the individual to the Office of Human Resources during the exit process.
  - Note: The option identified above applies to email only; access to all other GC IT resources provisioned for employees ceases as of the last date of employment, as identified by HR.

- **Section 2**: ECP and other full-time retiring non-teaching instructional staff members
  - ECP and other full-time non-teaching instructional staff members have the option to elect a “retiree” email account at the time of retirement. Declaration of such intent is communicated by the individual to the Office of Human Resources during the exit process.
  - Per the CUNY Office of Labor Relations, “since CUNY negotiated this provision with the PSC, only CUNY (not RF) employees are eligible.”
  - Note: “Retiree” email accounts are created in the ret.gc.cuny.edu domain.
  - Note: The option identified above applies to an email account in the “ret.gc.cuny.edu” domain only; access to all GC IT resources provisioned for employees ceases as of the last date of employment, as identified by HR.
  - Note: In rare and unique circumstances, the Graduate Center President can authorize – via written approval to the Office of Human Resources – an ECP or other full-time non-teaching instructional staff member to retain the individual’s existing GC e-mailbox.

- **Section 3**: All other individuals.
  - For individuals not identified in Section 1 or Section 2 above, access to all GC IT resources provisioned for employees ceases as of the last date of employment, as identified by HR.

Should an eligible individual identified in Section 1 or Section 2 above opt for a retiree email account, HR will send an email from the hr@gc.cuny.edu address to the IT Services identifying the individual’s:

- name
- EMPLID
- GC primary department
- last date of employment
Upon such notification, IT will:

- Create a new email account for the individual in the “ret.gc.cuny.edu” domain
- Send an email to the individual’s current GC email address with the following information:
  - the specific username and initial password for the individual’s “ret.gc.cuny.edu” email account
  - the login page for retirees (located at: http://retireemail.cuny.edu)

Note:

- the ret.gc.cuny.edu domain is hosted by Microsoft, managed by CUNY CIS
- retiree email accounts which are inactive for a period of twelve months may be closed
- an individual who elects for a retiree email account is required to comply with the University’s policies and procedures regarding electronic communications, including, but not limited to, the University’s Policy on Acceptable Use of Computer Resources, to the extent applicable
- the individual is responsible for moving any relevant email from the existing GC email address to new retiree account by the last date of employment, as identified by HR.
- email will not be auto-forwarded from the existing GC email address to the retiree email account
- the individual is responsible for creating an appropriate auto-reply for the existing GC email address; such a reply will remain active for 90 days from the last date of employment, as identified by HR.
- the individual will no longer have access to the existing GC email address as of the last date of employment, as identified by HR.
- the individual is responsible for notifying HR (via email to HR@gc.cuny.edu) and other relevant offices of the individual’s new “ret.gc.cuny.edu” email address