



## **Kutztown University Policy GEN-012**

---

### **Retired Employee Account Policy**

#### **A. Purpose**

The main objective of this policy is to define the termination of accounts for former or retired Kutztown University (KU) employees.

#### **B. Scope**

This Information Services & Technology Policy applies to all University employees who have officially retired from Kutztown University, unless the user is exempt as defined in the Policy Exceptions section of this document.

#### **C. Definitions**

#### **D. Policy and Procedure(s)**

To adhere with PASSHE (Pennsylvania State System of Higher Education) Legal Counsel regarding use of university resources and Commonwealth of PA property including compliance with software licensing requirements as well as information security best practices, Kutztown University Employees will not retain their campus email account after they retire from the university. Retired employee accounts will be disabled upon the end of employment.

##### Policy Exceptions

Exceptions to this policy are retirees who have been awarded Emeritus/Emerita designation. Emeriti retirees will be granted email account access in accordance with legal, compliance obligations, and software licensing requirements.

##### Procedure

Access to University email accounts for non-Emeriti retired employees will be discontinued as of their last day of employment. Emeriti retirees email address naming convention will be [username@emeriti.kutztown.edu](mailto:username@emeriti.kutztown.edu). Emeriti email addresses will be provisioned within 30 days of being granted Emeriti status.

Access by Emeriti retirees will continue, on the condition that Emeriti agrees to:

- The use of two-factor authentication.
- The acknowledgement that their communications via university email may be subject to Right to Know Law.
- The acknowledgement that their use of these resources would be subject to all applicable university policies including, but not limited to, Kutztown University's Acceptable Use Policy.
- The acknowledgement that accounts may be disabled and subsequently deleted if not accessed within a period of 180 days.

## References

Retirement Recognition Policy: [COT-004](#)

Acceptable Use Policy [GEN-008](#)

## **E. Enforcement**

## **F. Effective Date**

## **G. Approved by**

## **H. Last Review**