

OIT Guideline for Email Account Management

Employee Leaves of Absence and Separation

When an employee separates or takes a leave-of-absence, managers are responsible for ensuring UC Merced records stored in the employee's email account remain accessible for business continuity, instructional and/or research functions, and record retention compliance.

OIT is providing the following guidelines and procedure to assist managers with ensuring accessibility to email records. These guidelines set forth the options OIT offers to manage email accounts in different scenarios when an employee takes a leave of absence, leaves UC Merced or transfers to another department.

In each scenario, the employee's email account can be changed to one of the options listed below. Whichever option(s) is selected, please follow the procedure specified.

PLEASE NOTE THE FOLLOWING:

- A request to retain and provide access to a separating or terminated employee's email account must be submitted within 30 days of the employee's last day of work. *After 30 days, the email account is no longer accessible.*
- A request prior to an employee's separation date, must comply with the Electronic Communications Policy (ECP).
- Requests submitted to OIT will be processed within 0-3 business days. Terminations will be processed as outlined in the following scenarios.
- Please include any questions regarding the options or the procedure when submitting the OIT request or contact the [OIT Service Desk](#) for assistance.

To view the options available, select the scenario that best describes the situation:

- Employee is taking a temporary leave of absence
- Employee is voluntarily separating from UC Merced
- Employee is transferring to a new position within UC Merced
- Employee is terminated for cause

Scenarios

EMPLOYEE is taking a temporary leave of absence		
<p>Guideline: When an employee takes a leave of absence, <i>managers</i> are responsible for ensuring UC Merced records stored in the employee’s email account remain accessible for business continuity, instructional and/or research functions, and record retention compliance.</p>		
OPTIONS	CONSIDERATIONS	PROCEDURE
Email Forwarding	<p>Allows the manager to receive a copy of any email sent to the employee.</p> <p>Requires employee consent, or without employee consent, OIT requires a UCOP Request Form for Nonconsensual Access to Electronic Communications Records.</p> <p>Upon the employee’s return, please notify OIT to remove email forwarding.</p>	<p>With Consent: Employee configures email forwarding (O365 (OWA) / Outlook)</p> <p>Without Consent: Manager submits an OIT request. Include the following information:</p> <ul style="list-style-type: none"> • Include the following in the description: “Temp Leave: Email Forwarding” • Employee’s name • Employee’s email address • Indicate employee consent status • Fill out attached UCOP Nonconsensual Access form. (Attach using the paperclip icon in the OIT request page.)
Email Delegation	<p>Another person, known as a delegate, can receive and respond to email messages and meeting requests on your behalf. You can also grant the delegate additional permissions to read, create, or change items in your Microsoft Exchange Server mailbox.</p> <p>Requires employee consent, or without employee consent, OIT requires a UCOP Request Form for Nonconsensual Access to Electronic Communications Records.</p> <p>Upon the employee’s return, please notify the employee or OIT to remove email delegation.</p>	<p>With Consent: Employee to follow Grant email Delegation prior to the leave.</p> <p>Without Consent: Manager submits an OIT request. Include the following information:</p> <ul style="list-style-type: none"> • Include the following in the description: “Temp Leave: Email Delegation” • Employee’s name • Employee’s email address • Name of person getting delegation • Fill out attached UCOP Nonconsensual Access form. (Attach using the paperclip icon in the OIT request page.)
Auto Reply	<p>Send automatic auto reply (Away Message) messages from Outlook providing the sender important information.</p> <p>Upon the employee’s return, please notify the employee or OIT to remove the auto reply message.</p>	<p>With Consent: Employee to Set up Auto Reply (Away Message) (O365 (OWA) / Outlook)</p> <p>Without Consent: Manager submits an OIT request. Include the following information:</p> <ul style="list-style-type: none"> • Include the following in the description: “Temp Leave: Auto Reply” • Employee’s name • Employee’s email address • Include the message to include in the auto reply.

NOTE: Requests submitted to OIT will be processed within 0-3 business days.

EMPLOYEE is voluntarily separating from UC Merced

Guideline: When an employee voluntarily separates from UC Merced, *managers* are responsible for ensuring UC Merced records stored in the employee’s email account remain accessible for business continuity, instructional and/or research functions, and record retention compliance.

OPTIONS	CONSIDERATIONS	PROCEDURE
Close Email Account	If NO action occurs upon separation, the email will be deactivated automatically. This is the default action.	Authorized Personnel must submit the separation information per established HR processes. The account will be closed and no further action required.
Email Forwarding	Allows the designated person to receive a copy of any email sent to the account.	<ol style="list-style-type: none"> 1. Authorized Personnel must change the account to “Affiliate” status in the IDM Admin tool. This can occur before or after the employee separation date. 2. Manager submits an OIT request. Include the following information: <ul style="list-style-type: none"> • Include the following in the description: “Employee Separation: Email Forwarding” • Employee’s name • Employee’s email address • Name of person to receive the forwarded email. • Indicate employee consent status • Effective date of separation
Email Delegation	<p>If a manager needs continued access to the separating employee’s email account the manager can take ownership of the account and respond on behalf of the account.</p> <p>Authorized Personnel to close the account when the account is no longer required.</p>	<ol style="list-style-type: none"> 1. Authorized Personnel must change the account to “Affiliate” status in the IDM Admin tool. This can occur before or after the employee separation date. 2. Manager submits an OIT request. Include the following information: <ul style="list-style-type: none"> • Include the following in the description: “Employee Separation: Email Delegation” • Employee’s name • Employee’s email address • Name of person receiving delegation • Indicate employee consent status • Effective date of separation
Auto Reply	<p>Send automatic auto reply (Away Message) messages from Outlook providing the sender important information.</p> <p>Authorized Personnel to close the account when the account is no longer required.</p>	<ol style="list-style-type: none"> 1. Authorized Personnel must change the account to “Affiliate” status in the IDM Admin tool. This can occur before or after the employee leaves. 2. Manager submits an OIT request. Include the following information: <ul style="list-style-type: none"> • Include the following in the description: “Employee Separation: Auto Reply” • Employee’s name • Employee’s email address • Include the message for the auto reply. • Effective date of separation
Email for life <i>(Emeritus Faculty Only)</i>	Faculty that receive Emeritus status retain email for life automatically.	The Payroll Department is notified when the separation paperwork is submitted to HRPC. This should include the Emeritus Status and the letter the Chancellor issued regarding the status. The account is set to Emeritus Status in the Payroll system.

NOTE: A request to retain and provide access to a separating or terminated employee’s email account *must be submitted* within 30 days of the employees last day of work. After 30 days, *the email account is no longer accessible*. Requests submitted to OIT will be processed within 0-3 business days.

EMPLOYEE is transferring to a new position at UC Merced

Guideline: When an employee transfers from one department to another, *managers* are responsible for ensuring UC Merced records stored in the employee’s email account remain accessible for business continuity, instructional and/or research functions, and record retention compliance.

OPTIONS	CONSIDERATIONS	PROCEDURE
Email History Prior to Transfer	OIT upon request can provide a backup file to the manager requesting access to email. OIT will create an email file up to the date of the transfer.	<p>With Consent:</p> <ul style="list-style-type: none"> • Employee performs the backup procedures • Employee provides a copy of the .PST file created from Steps #1. • Manager performs the restore procedures from the file created by the employee in step #1. <p>Without Consent: Manager will submit an OIT request. Include the following information:</p> <ul style="list-style-type: none"> • Include the following in the description: “Employee Transfer: Email History” • Employee’s name • Employee’s email address • Date of transfer • Name of employee who will receive the file • Effective date of separation
Email/Calendar Delegation - Removal	If the transferring employee has email delegate permission, the previous manager may simply remove delegation or request OIT to remove delegation.	<p>If the manager provided delegation access, the manager can remove the Delegation Access. OR Manager will submit an OIT request. Include the following information:</p> <ul style="list-style-type: none"> • Include the following in the description: “Employee Transfer: Remove Delegation” • Employee’s name • Employee’s email address • Manager’s name where delegation needs to be removed. • Effective date or separation.
Department Service Account(s)	These are department service accounts where the ownership needs to move to an existing employee from the transferring employee.	The department Authorized Personnel will use IDM tools to reassign ownership.
Email Distribution Accounts – Removal	OIT will provide a service to remove the employee from any department distribution lists.	<p>Manager will submit an OIT request. Include the following information:</p> <ul style="list-style-type: none"> • Include the following in the description: “Employee Int Transfer: Email Distribution Account Removal” • Employee’s name • Employee’s email address • Effective date of change

NOTE: A request to retain and provide access to a separating or terminated employee’s email account *must be submitted* within 30 days of the employees last day of work. After 30 days, *the email account is no longer accessible*. Requests submitted to OIT will be processed within 0-3 business days.

EMPLOYEE is terminated for cause

If a security concern exists regarding the employee's ongoing access to University information assets, the supervisor should contact the Chief Information Security Officer or CIO by phone to discuss the need for immediate de-provisioning of an individual's UCM NetID used to authorize employees access to all online resources and services. In such cases, the Unit Head is responsible for ensuring that the employee's access is appropriately controlled and that all information technology devices owned by UC Merced and used by the employee are returned in a timely manner. Human Resources may also direct this action; however, Unit Heads should confirm with Human Resources which party is taking responsibility for completing the necessary steps to control access to information technologies and resources.

For email accounts, the following options are available.

OPTIONS	CONSIDERATIONS	PROCEDURE
Disable Email Account	Prompt notification to OIT is important in these situations to limit access.	For deactivation, the supervisor should immediately contact the Chief Information Security Officer or CIO by phone to discuss the need for immediate de-provisioning of an individual's UCM NetID.
Email Forwarding	Allows the designated person to receive a copy of any email sent to the account.	<ol style="list-style-type: none"> Authorized Personnel must change the account to "Affiliate" status in the IDM Admin tool. Manager submits an OIT request. Include the following information: <ul style="list-style-type: none"> Include the following in the description: "Employee Term for Cause: Email Forwarding" Employee's name Employee's email address Name of person to receive the forwarded email. Effective date of separation.
Email Delegation	If manager needs continued access to the terminating employee email the manager can take ownership and respond on behalf of the account.	<ol style="list-style-type: none"> Authorized Personnel will need to change the account to "Affiliate" status in the IDM Admin tool. Manager will submit an OIT request. Include the following information: <ul style="list-style-type: none"> Include the following in the description: "Employee Term for Cause: Email Delegation" Employee's name Indicate if the employee was <i>EVER</i> a student at UC Merced. Employee's email address Who will be provided access to the email account
Auto Reply	Send automatic auto reply (Away Message) messages from Outlook providing the sender important information.	<ol style="list-style-type: none"> Authorized Personnel need to change the account to "Affiliate" status in the IDM Admin tool. Manager submits an OIT request, including the following information: <ul style="list-style-type: none"> Include the following in the description: "Employee Term for Cause- Auto Reply" Employee's name Employee's email address Include the Auto Reply response you would like sent out when someone emails this account

NOTE: A request to retain and provide access to a separating or terminated employee's email account *must be submitted* within 30 days of the employees last day of work. After 30 days, *the email account is no longer accessible*. Requests submitted to OIT will be processed within 0-3 business days.

Terminations will be processed as outlined.

References

[Electronics Communications Policy](#)

[BFB-RMP-1: University Records Management Program](#)

[BFB-RMP-2: Records Retention and Disposition: Principles, Processes, and Guidelines](#)

[IDM User Guide](#)

[IS-3 Electronic Information Security](#)