

SUMMERS COUNTY BOARD OF EDUCATION POLICY

ADOPTED: 6-30-15

CODE: IV-C-4

REFERENCE: AUDIT REPORT-2013 Page: 1 of 1

**PROCEDURES RELATING TO EMPLOYEES LEAVING
EMPLOYMENT**

When an employee leaves the system due to retirement, resignation or termination, all access to computer systems operations will be removed.

This will include, but not be limited to the following:

1. Immediate deletion of profile in windows and applications.
2. Immediate change of all locks or passwords giving access to hardware or software.
3. Collection of system and operations document.

If an employee is assigned to a school, the principal will notify the computer technician as to which hardware and software accounts need to be disabled.

If an employee is assigned to the county office, the technology director will notify the computer technician as to which hardware and software accounts need to be disabled.

The county WVEIS coordinator will be responsible to delete all WVEIS access.