



ADMINISTRATIVE COMPUTER SYSTEMS DISPOSITION AND ACCOUNT MANAGEMENT STAFF CHANGE OF LOCATION OR TERMINATION OF EMPLOYMENT WITH THE BOARD

Responsibility: *Executive Superintendent of Business Services*

Legal References:

Related References: *Administrative Procedure 4020 - Administrative Computer Accounts*

1. Preamble

The following procedures provide guidelines and expectations pertaining to administrative computers in the case of retirement or termination of employment with the Board, or a change in the location of an employee.

2. General

An administrative computer (desktop or laptop) is allocated to a school for use by specific individuals in that school. Laptops, although portable, are permanently allocated to the school just as desktop systems are. Therefore, when an administrator or support staff member retires or changes location, the administrative computer system that he or she uses remains in the school.

3. Procedures

3.1 Retirement or Termination of Employment with the Board - The user will:

- 3.1.1 create a folder called **KEEP** on drive **H:**;
- 3.1.2 move all files that are to be kept for the incoming person into the **KEEP** folder;
- 3.1.3 make a copy of this folder on drive **J: or K:** in the **Admin** subfolder;
- 3.1.4 ensure that all files are removed from the computer's hard drive and from drive **H:** on the Windows XP server (remember the **My Briefcase** folder);
- 3.1.5 hand in the Memory Stick (USB Flash Memory Drive) that was assigned to him or her.
- 3.1.6 On the retirement/termination date, the computer accounts of the user will be deactivated.
- 3.1.7 Note: If particular circumstances warrant, an extension of the date of account deactivation for the employee terminating employment with the Board can be arranged. In this situation, the individual's immediate superior (office manager, principal, superintendent, manager) is to send the request to *CompAccounts*, explaining the reason for the request and include the user's name, EIN and location.

3.2 Change In Location - The user will:

- 3.2.1 create a folder called **KEEP** on drive **H:**;
- 3.2.2 move all files that are to be kept for the incoming user into the **KEEP** folder;
- 3.2.3 make a copy of this folder on drive **J: or K:** in the **Admin** subfolder;
- 3.2.4 ensure that all files are removed from the computer's hard drive, (remember the **My Briefcase** folder).
- 3.2.5 The required computer accounts, according to the user's accounts profile (see Procedure AP 4020) for the user's new location will be automatically activated on

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the day their new assignment begins as per the information provided by Human Resources.

- 3.2.6 Note: If particular circumstances warrant, an early activation date for the accounts for the employee beginning in a new location can be arranged. In this situation, the individual's immediate superior, in the new location (office manager, principal, superintendent, manager) is to send the request to *CompAccounts*, explaining the reason for the request and include the user's name, EIN and location.
- 3.3 Note: WaterWorks access is unaffected, but users who change locations should update their WaterWorks résumé.
- 3.4 Note: If you require assistance with files or folders, please call the Support Desk, ext. 5555.