



STAFF DEVICES DISPOSITION AND ACCOUNT MANAGEMENT STAFF CHANGE OF LOCATION OR TERMINATION OF EMPLOYMENT WITH THE BOARD

Responsibility: *Superintendent, Student Achievement & Well-Being
Senior Manager, Information Technology Services*

Legal References:

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

Revisions: **December 2020**

Reviewed:

1. Preamble

The following procedure provides guidelines and expectations pertaining to all WRDSB owned staff devices in the case of retirement or termination of employment with the board, or a change in the location of an employee.

2. General

A WRDSB owned staff device is allocated to a specific staff member. When a staff member retires or leaves the board, the device that he or she uses remains with the board.

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 10 server (remember the **My Briefcase** folder);
- 3.1.5 on the retirement/termination date, the computer accounts of the user will be deactivated;
- 3.1.6 the staff member will leave the device at their reporting location for pick up by board designated staff.

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 AP4020) for the user's new location will be automatically activated on

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

3.2.6 **Administrative staff, Superintendents, Principals and Vice Principals** will keep their assigned devices and bring them to their new location. **All other staff will be assigned a new device when moving to a new school location.**

3.3 Note: If you require assistance with files or folders, log a ticket at <https://itservicedesk.wrdsb.ca>