

## Division of Human Resources

### Procedures to Request a Retiree Email Accounts

Purpose: To provide faculty and staff retirees of Rensselaer with a mechanism to request a Retiree Email Account.

Definition: A Retiree Email Account is an email account that is provided by Rensselaer as an alternative to maintaining the employee email account that was made available during employment. Retiree Email Accounts are subject to the Electronic Citizenship Policy, and Electronic Communications Policy.

Eligibility: Faculty and staff who retire from Rensselaer in good standing.

Procedure to Obtain a Retiree Email Account:

1. Retirees should submit requests to the Portfolio Owner (Vice President/Dean/Provost) asking for a Retiree Email Account. Retiree requests can be in writing or via email. Requests sent directly to the Division of Human Resources will be forwarded to the appropriate Portfolio for review.
2. The Portfolio Owner will review the request and complete the *Retiree Email Account Request Form*. Portfolio Owners are asked to provide a justification to support the request, including but not limited to, business reason, statement of any risks, and information about any extenuating circumstances. All requests, including those not supported by the Portfolio, are to be forwarded to the Division of Human Resources. The Portfolio is responsible for all costs associated with the approval of Retiree Email Accounts.
3. Requests will be reviewed and a determination will be made by the Vice President for Human Resources and the Vice President for Information Services & Technology and Chief Information Officer, or other respective designees.
4. Retirees will be notified by the Division of Human Resources of the decisions. Requests that are approved will be accompanied by instructions about how to obtain access to their Retiree Email Account.
5. Retiree Email Account privileges must be renewed annually by reapplication, for an annual fee of \$35 to be paid by the Portfolio. This fee is independent of any disk space or other usage

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charges which may be incurred. Renewals are approved in a fiscal year basis (July 1 through June 30).

6. Retiree Email Account privileges may be revoked at any time by the Portfolio Owner, Vice President for Human Resources or the Vice President for Information Services & Technology and Chief Information Officer.
7. Email messages for these Retiree Email Accounts will not be automatically forwarded.
8. Retirees will not be repatriated with their former employee Rensselaer electronic identifiers. New accounts will be provisioned, and will not be populated with previous content.
9. Retiree Email accounts may be provided with a different email service; no Exchange accounts will be provided.
10. The name of the Retiree Email Account will not appear in any Rensselaer directories.
11. A *Conditions of Use Agreement* must be executed by the recipient of the Retiree Email Account and the Division of the Chief Information Officer.
12. Rensselaer maintains ownership of the Retiree Email Account assets.
13. Retirees who receive a Retiree Email Account must also obtain approval for a Retiree ID Card.

## Division of Human Resources

### Procedures to Request a Rensselaer Retiree ID Card

Purpose: To provide faculty and staff retirees of Rensselaer with a mechanism to request Rensselaer Retiree ID Cards for community access to the Rensselaer facilities, such as Rensselaer Libraries, Athletic Facilities and Computer Labs.

Definition: A Rensselaer Retiree ID Card is an ID card that is provided by Rensselaer as an alternative to maintaining the employee ID Card that was made available during employment. Rensselaer Retiree ID Card accounts are subject to applicable Rensselaer Policies, including but not limited to, the Standards of Conduct Policy, Tobacco Use Policy, and Prohibited Discrimination Harassment Policy, Alcohol Use and Possession Policy, and Use and Possession of Illegal Drugs Policy.

Eligibility: Faculty and staff who retire from Rensselaer in good standing.

Procedure to Obtain a Retiree ID Card:

1. Retirees can either submit requests to the Portfolio Owner (Vice President/Dean/Provost) asking for a Retiree ID card or submit their request directly to the Campus Card Office. Requests sent to the Portfolio and the Campus Card Office are to be forwarded to the Division of Human Resources, who will review the request and forward the approval to the Campus Card Office. The Division of Human Resources will then submit approved requests to the Campus Card Office for implementation.
2. The Portfolio Owner will review the request and complete the *ID Card Request Form for a Rensselaer Retiree*. Portfolio Owners are asked to provide a business reason to support or not support the request. The decision regarding a Retiree ID Card does not affect access to public facilities on campus. The Portfolio will forward requests to the Division of Human Resources, who will obtain the approval from the Division of Administration. Approved requests will be forwarded to the Campus Card Office for implementation.
3. Retirees will be notified by the Division of Human Resources, who will provide information about how to obtain the Retiree ID Cards. Retirees will be notified by the Division of Human Resources if the request is denied by the Portfolio Owner.

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4. Retiree ID Cards must be renewed annually by reapplication and approval on a fiscal year basis (July 1 through June 30).
5. Retiree ID Cards privileges may be revoked at any time by the Portfolio Owner, Vice President for Human Resources or the Vice President for Administration.