

Guidelines and Timeframes to Notify Information Systems of Separated Employees.

Separating Employees in Sensitive Positions

Sensitive positions include:

- College or system head
- Direct report to a college or system head
- Information System management and professional staff
- Any other position/person that a college or system office deems to have access to sensitive information or access to critical computer systems for which immediate suspension of access rights is needed upon notice of separation.

Process

Before Separation Occurs

- Notify the LCTCS Information Systems Director at least 48 hours in advance of the intended day for separation.
- It is the responsibility of the appointing authority to ensure that *successful notification* occurs.
 - *Successful Notification* - conveying notice of intent to execute a specific action (e.g. separation, a request to inactivate, or not to inactivate an account), within the prescribed timeframes, and receiving *positive acknowledgement* of that notification.
 - *Positive Acknowledgement* - a written statement declaring that the notification has been received. It may be a hardcopy document or an email message from the person making the acknowledgement.
 - Simply sending an email message or leaving a voice mail message is not considered successful notification.
- The appointing authority or its agent must repeatedly try to make contact until a *successful notification* occurs.

Day of Separation

- The appointing authority contacts the LCTCS Information Systems Director or designee requesting that the affected person's account be inactivated.

Note: LCTCS Information Systems will be in stand-by mode awaiting notification to inactivate the affected person's account. If notification

is not received, the account will not be deleted. See the definition for *Successful Notification*.

- LCTCS Information Systems will delete the account within 15 minutes of notification.
- LCTCS Information Systems will notify the appointing authority when the account has been successfully inactivated. The method of notification to the appointing authority will be as specified in *Successful Notification*.
- Complete the appropriate Operator ID Request Form. Complete the section requesting the employee's account be deleted.
- Ensure that both the Functional Owner and Institution Security Officer sign the form.
- Fax the form to LCTCS Information Systems.
- File the form in the separated employee's personnel jacket.

Request Not to Separate

There may be times when a separation is delayed or will not occur. In such cases, the appointing authority should notify the LCTCS Information Systems Director as soon as such a determination is made. See the definition for *Successful Notification*.

Separating All Other Employees

- Notice of separation should occur within twenty-four hours of separation.
- Complete the appropriate Operator ID Request Form. Complete the section requesting the employee's account be deleted.
- Ensure that both the Functional Owner and Institution Security Officer sign the form.
- Fax the form to LCTCS Information Systems.
- File the form in the separated employee's personnel jacket.