

Termination Policy According to Technology

Letting an employee go can be a dirty job, but the IT department must help do it.

It starts with **HR**: As soon as you are aware of and/or receive a letter or email from an Executive, VP or Manager etc., intentions to terminate ones employment.

There are three IT principles to which a company should adhere when and after terminating an employee.

- Immediate notification of termination.
- These notifications should be given to IT immediately.
- Immediate disabling of access.

Human Resources

As soon as you know that an employee is leaving, notify your Network Administrator or other appropriate staff person of the date and time on which to **terminate the employee's access to computer** and telephone systems.

Make arrangements for how these accounts will be routed so that the organization will not lose contact with clients and customers.

Additionally, disable the employee's building access if needed. It is in both your best interest and the former employee's that he or she cannot access any company property.

It is necessary to involve IT in the employee termination process because a former employee who still has access to a company's network and proprietary corporate data is a security threat.

Moreover, it is smart to conserve certain technological resources, data, and logs in the event that the former employee or company itself decides to pursue litigation.

When an Employee is terminated

In the case of a terminated employee, IT should immediately revoke all computer, network, and data access the former employee has. Remote access should also be removed, and the former employee should be dispossessed of all company-owned property, including technological resources like a notebook computer, Tablets, Cell Phones and intellectual property like corporate files containing customer, information.

However, in the case of an employee whose end of employment has been arranged, IT should consult with the employee's manager, HR, and other key decision-makers to determine the appropriate manner in which to disable access of the person's remaining days of employment.

When a Tech Employment Is Terminated

Because of the highly secured nature of the IT infrastructure and the damage that could be engaged by a Tech and because of the many possible backdoors a Tech could create. The termination is handled in a more cautious manner the following steps should be taken immediately.

- Immediate notification of termination.
- These notifications should be given to IT immediately.
- Prudent disabling of access in house and remote must take place immediately
- IT should receive an up to date list of valid Employees of the company
- This list should be associated against the Active Directory Server
- Any names that do not match ADS should immediately be deleted
- Tech is to be escorted out of HR and out of the building by Security
- Their belongings will be retrieved by Security and returned.

Return of Company Property:

Exiting employees are required to turn in all company books and materials, keys, ID badges, computers, cell phones, tablets and any other company-owned items.