

How will network account needs be handled for employees being terminated?

Standard Operating Procedure: Handling Network Accounts for Terminated Employees.

Purpose:

The purpose of this Standard Operating Procedure (SOP) is to establish the process for handling network accounts for employees who are being terminated. The aim is to ensure the security and confidentiality of data by revoking access to the network and its resources upon termination.

Scope:

This SOP applies to all employees, contractors, and volunteers who have been terminated and no longer require access to the network and its resources.

Responsibilities:

The following roles and responsibilities are established to ensure the proper handling of network accounts for terminated employees:

- Human Resources (HR): HR is responsible for notifying the IT department when an employee is terminated.
- IT Department: The IT department is responsible for disabling and removing network accounts for terminated employees.

Prerequisites:

Before a network account can be disabled or removed for a terminated employee, the following prerequisites must be met:

- The employee's termination status has been confirmed by HR.
- The employee's manager or supervisor has confirmed that the employee no longer requires access to the network and its resources.

Procedures:

1. HR will notify the IT department of the employee's termination status and the termination date.
2. The IT department will disable the terminated employee's network account immediately upon notification by HR.
3. The IT department will remove the terminated employee's network account after a designated period of time, as defined by company policy.

4. The IT department will revoke any access to the company's network and resources, including email, file shares, and any other authorized systems or applications.
5. The IT department will monitor the network account and access to ensure compliance with the company's security policies.

References:

- Company Acceptable Use Policy (AUP)
- Company Security Policy
- Company Termination Policy

Definitions:

- Network account: A user account that allows access to the company's network and resources.
- IT department: The department responsible for managing the company's technology infrastructure and services.
- AUP: Acceptable Use Policy, a set of rules that outlines acceptable behavior when using the company's network and resources.

Revision History:

- Created by Nicholas Loiacono - April 4, 2023
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