

## **TECHNOLOGY DEVICE RETURN PROCEDURE**

### **For Staff Not Returning to NSSEO and Staff Transferring To Other Programs Within NSSEO**

All of the following items must be turned in on or before the employee's last day of employment.

1. Technology Devices

\_\_\_laptops

\_\_\_pagers

\_\_\_palm pilots

\_\_\_cell phones

\_\_\_other instructional devices: \_\_\_\_\_

All personal information should be removed from these systems by the employee. Data migration needs to be accomplished prior to turn-in as devices will be erased and started anew. Devices should be turned in to the program Tec Liaison / Technician. At that point, all program and student-related information will be transferred to the program administrator.

For employees transferring from one NSSEO program to another, they must turn in their current program equipment as specified above.

2. Building Keys and Security Cards

These should be turned in to the program administrator.

3. E-Mail

User rights will be terminated at midnight on the employee's last day of employment. Exceptions can be made for staff members remaining to teach summer school when the program administrator submits this extension request via a helpdesk ticket prior to the last day of the regular school year.

4. Phone lines and voice mail boxes assigned to individual staff members will be terminated at midnight on the employee's last day of employment.

**ADMINISTRATIVE GUIDELINES FOR NOTIFYING THE  
TECHNOLOGY DEPARTMENT  
Of Staff Not Returning to NSSEO and Staff Transferring To Other Programs Within NSSEO**

- A) For employees terminating or transferring service (voluntary or involuntary) prior to the end of the school year, Human Resources will notify the Technology Dept. in writing of the employee's name, program and last day of employment, as soon as possible, preferably at least 2 weeks prior to the last day of employment.
- B) For employees terminating or transferring service at the end of the school year (voluntary or involuntary), Human Resources will notify the Technology Dept. with the same information specified in Part A.
- C) The decision to re-issue the same equipment will be made by the appropriate program administrator by contacting the Technology Dept.
- D) Unless an employee is being immediately terminated, the Technology Dept. will send out written notice to each departing employee at least 2 weeks prior to the last day of employment that e-mail access will end at midnight on the last day of employment. In this notice, employees will be instructed that if they need assistance cleaning out their e-mail, voice mail, computer, cell phone or other personal communication devices, they should contact their program Tec Liaison / Technician.
- E) Telephone lines of non-returning staff will be forwarded to the main office in that building by the Technology Dept. until that line has been re-assigned.