

Procedure 9.0313

Accessing Employee Email

When the requirement to access an employee's BCCC email or voice mail account occurs, the following procedure should be followed.

If the account belongs to an active employee, that area's vice president will make the request in writing or via their BCCC email account. Upon receiving the request, IT will make the active employees' email or voice mail available to whomever the vice president has indicated.

If the account belongs to a former employee, then that employee's supervisor may request in writing, or through their BCCC email account, to access their former employee's email or voice mail records. This may be requested using the normal Human Resources off boarding procedure.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

History

Leadership Council Review/Approval Dates: *Enter date(s) here*

Senior Staff Review/Approval Dates: 12/31/2019

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*