



## **Policy Manual – Human Resources - Miscellaneous**

### **H.M.03 Employee Retirement/Termination – Network and Information Systems Access Termination**

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*The mission of Catholic Education in Hamilton-Wentworth, in union with our Bishop, is to enable all learners to realize the fullness of humanity of which Our Lord Jesus Christ is the model.*

#### **POLICY STATEMENT**

Upon the resignation, retirement or termination of an employee, the Hamilton-Wentworth Catholic District School Board (HWCDSD) requires that the employee's access to the Board's network and information systems shall be terminated the day following the last day of employment. Exceptions would be permitted only in the event that such an employee requires ongoing access to the network and information systems for the completion of an extended HWCDSD related assignment as approved by the **Associate Director of Corporate Services or the Superintendent of Human Resources**.

#### **Responsibility**

**Associate Director of Corporate Services**

Superintendent of Human Resources

Chief Information Officer

**Regulations: N.A.**

**Related Policies: N.A.**

#### **Related Board Committee**

Committee of the Whole

#### **Policy Review Date**

BM Original Policy Approved 06 May 1997

Revisions: 01 June 2004, 24 June 2008, 05 March 2013, 19 June 2018, 21 June 2022

To be reviewed every **five** years