

LAMAR UNIVERSITY  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Facilities Management  
AREA: Administrative Services

Deactivating Electronic Access for Separating Employee	MAPP04.02.04
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I. POLICY

- A. To safeguard Lamar University (LU) property, the University has established procedures for deactivating an employee's electronic access (access) to University buildings and other property once this employee has separated from the University

II. PURPOSE AND SCOPE

- A. This policy falls under the authority of all applicable federal and state laws, statutes, rules, and regulations, including, but not limited to, the following: the Texas State University System (TSUS) Rules and Regulations; Texas Education Code, Title 3, Higher Education; and Texas Administrative Code, Title 19, Education
- B. This policy applies to all LU employees who have been given access to University property, including, but not limited to, buildings, work sites (on and off campus), offices, classrooms, laboratories, auditorium and event spaces, and other structures. This policy also applies to contractors, third party vendors, and their employees who require temporary access to University property.

III. DEFINITIONS

- A. Electronic Access.

## IV. PROCEDURES

- A. Procedures for employee separation are addressed in Human Resources (HR) Policy. Employee separations include, but are not limited to, resignations, retirements, and dismissals.
- B. Facilities Management initiates deactivation of e-access for separating employees but requires notification of an employee's departure before it can initiate this process. This notification takes several forms:
  1. Department Notification Separation Notice Form (*preferred method*). A separating employee's department submits HR's Separation Notice, an electronically generated form that automatically sends Facilities Management an email indicating the employee's departure. Upon receipt of this email, Facilities Management initiates deactivation of the employee's e-access. Deactivation typically occurs on an employee's final day with Lamar as indicated on the form.
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officially terminates employment (per HR's policy on job abandonment) or another date based on the University's needs and security.

G. Contractors, third