

8030.S000 Personnel Security

Implements:	CSU Policy #8030.000
Policy Reference:	http://www.calstate.edu/icsuam/sections/8000/8030.0.shtml

6.0 Personnel Security

6.1 Employment Separations and Position Change

- a) Based on established campus procedures, authorized CSU managers must promptly notify the appropriate department(s) responsible for granting and revoking access privileges regarding all employee separations and job changes.
- b) If an employee is separating from the University, the employee's access privileges (logical and physical) must be terminated by the employee's last day of employment, unless otherwise approved through proper campus procedures. By the last day of work, an employee must return all campus- and/or CSU-supplied access devices to his or her manager. If an employee has used cryptography on data belonging to the CSU, he or she must provide the cryptographic keys to the manager by the last day of employment.
- c) It is the responsibility of the employee's manager to identify and define the access privileges needed by the employee to perform the job. The campus must implement a process to ensure that managers evaluate and approve such access privileges within a reasonable period of time after a change in position, job responsibilities, or management reporting structure.
- d) Campuses must implement a process to confirm that logical and physical access privileges have been appropriately revoked or changed after separation or position change.

REVISION CONTROL

Revision History

Version	Revision Date	Revised By	Summary of Revisions	Section(s) Revised
	8/10/2011	T. Macklin		
	2/21/2012	T. Macklin	Corrected policy reference URL	

Review / Approval History

Review Date	Reviewed By	Action (Reviewed, Recommended or Approved)
10/26/12	ISAC	Recommended
6/5/13	ITAC	Review
7/16/13	Perry (CISO)	Approved for Posting