

Email Accounts for Separated Employees Granted Emeritus Status

Bloomsburg University of Pennsylvania employees who have retired from the university with emeritus status have the opportunity to request the creation of a BU email account. To request a BU email account complete the following, including the acquisition of signatures, and submit to Human Resources. Separated emeritus employees who retain their email accounts will provide voluntary services to the university as appropriate.

PREVIOUSLY RETIRED EMERITUS EMPLOYEE REQUEST

Requestor Name (print):	
Retirement Date: (mm/dd/yyyy)	Non University Telephone Number: () -
<p>ACKNOWLEDGMENT: By signing this form, I acknowledge the following: I have been granted emeritus status from BU, that the creation of this account is a privilege, not a right; that the account may be deleted at the sole discretion of the university; that the use of the university email account is subject to the current "Bloomsburg University Acceptable Use of Technology" policy and all other university policies; that the account will be deleted if it is not accessed for 90 consecutive days; that I have no expectations of privacy in regard to information stored on or sent through the account and; that I am solely responsible for maintaining and configuring software, hardware and internet services that are required to access the university email account.</p>	
Requestor Signature:	DATE:
Current Dean/AVP/Director of Department from which retired (print):	
Signature of Current Dean/AVP/Director of Department from which retired: My signature reflects my endorsement of this request.	DATE:
Current Vice President of Division from which retired (print):	
Current Vice President of Division from which retired: My signature reflects my endorsement of this request.	DATE:
Director of Human Resources (print):	
Director of Human Resources: My signature reflects my endorsement of this request.	DATE:
Comments:	