

Email Accounts for Separated Employees Anticipating Emeritus Status

Bloomsburg University of Pennsylvania employees who will retire from the university and anticipate being granted emeritus status have the opportunity to request that their email account remains active after separation. Requests should be made at least two weeks prior to separation to ensure that the account is not deleted. To continue an existing 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.

CURRENT EMPLOYEE REQUEST

Requestor Name (print):	
Retirement Date:	Non University Telephone Number: () -
<p>ACKNOWLEDGMENT: By signing this form, I acknowledge the following: that the creation of this account is a privilege, not a right; that this account is for my sole use and is not transferable; 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 this account will be deleted should I not obtain emeritus status as described by BU PRP(s), 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:
Dean/AVP/Director Name (print):	
Dean/AVP/Director Signature: My signature reflects my endorsement of this request.	DATE:
Vice President Name (print):	
Vice President Signature: My signature reflects my endorsement of this request.	DATE:

Comments:
