Policy Title: Personnel Transfer

Policy Type: Administrative

Policy Number: ADMINISTRATIVE POLICY # 32 – 8 – 1305 (2014) Personnel Transfer

Approval Date: 05/28/2014 Revised

Responsible Office: Office of Information Technology

Responsible Executive: CIO

Applies to: Office of Information Technology

POLICY STATEMENT

Personnel transfer policies assist in ensuring that the appropriate access authorizations for University personnel are implemented, terminated, and/or modified upon reassignment of duties or transfer of position within the University with regard to the University information system.

TABLE OF CONTENTS                  PAGE NUMBER
Contacts .................................................................................................................................................................................. 1
Stakeholder(s) ......................................................................................................................................................................... 1
Purpose .................................................................................................................................................................................. 2
Requirements ........................................................................................................................................................................ 2
Violations ............................................................................................................................................................................... 2
Interpretation ........................................................................................................................................................................ 2
Publication ............................................................................................................................................................................. 2
Review Schedule .................................................................................................................................................................... 3
Related Documents .............................................................................................................................................................. 3

CONTACT(S)

Office of Information Technology – (757)823-2869

STAKEHOLDER(S)

University Faculty & Staff
Office of Information Technology
PURPOSE

This control is intended to establish the University’s policy regarding the transfer of University personnel and their subsequent access authorizations to the University’s information system.

REQUIREMENTS

NSU reviews logical and physical access authorizations to information systems/facilities when personnel are reassigned or transferred to other positions within the University and initiates University-defined transfer or reassignment actions within the University-defined time period following the formal transfer action.

Supplemental Guidance: This control applies when the reassignment or transfer of an employee is permanent or of such an extended duration as to make the actions warranted. In addition, NSU defines the actions appropriate for the type of reassignment or transfer; whether permanent or temporary. Actions that may be required when personnel are transferred or reassigned to other positions within the University include, for example: (i) returning old and issuing new keys, identification cards, and building passes; (ii) closing previous information system accounts and establishing new accounts; (iii) changing information system access authorizations; and (iv) providing for access to official records to which the employee had access at the previous work location and in the previous information system accounts.

VIOLATIONS

Violations of this policy will be addressed in accordance relevant University and Commonwealth of Virginia policies, including University Policy 32-01 and Department of Human Resources Management Policy 1.75. The appropriate level of disciplinary action will be determined on an individual case basis by the appropriate executive or designee, with sanctions up to or including termination or expulsion depending upon the severity of the offense.

INTERPRETATION

The Information Security Officer is responsible for official interpretation of this policy. Questions regarding the application of this policy should be directed to the Office of Information Technology. The Information Security Officer reserves the right to revise or eliminate this policy.

PUBLICATION

This policy shall be widely published and distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

1. Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval;

2. Submit the policy for inclusion in the online Policy Library within 14 days of approval;
3. Post the policy on the appropriate SharePoint Site and/or Website; and

4. Educate and train all stakeholders and appropriate audiences on the policy’s content, as necessary. Failure to meet the publication requirements does not invalidate this policy.

REVIEW SCHEDULE

- Next Scheduled Review: 05/28/2015
- Approval by, date: Office of Information Technology and 05/28/2014
- Revision History:
  - Supersedes (previous policy): OIT 62.8.1305 Personnel Transfer

RELATED DOCUMENTS

Virginia Commonwealth State policy SEC501-08 Information Security Standard