

DSA Employee Separation Policy

24.1 Standard

1. Upon an employee's separation from employment with DSA, whether voluntary or involuntary, it is crucial to promptly revoke their access to DSA IT systems. Access termination should occur by the end of the business day on the employee's last day. All employee separation procedures must be thoroughly documented, and essential actions during the separation process must be logged for record-keeping purposes. Separated employees are strictly prohibited from retaining, disclosing, or making any institutional data inaccessible.

24.2 Procedures

Voluntary Separation (Resignation) The employee's supervisor is responsible for the following tasks:

1. Notify the DSA Administrative Services Coordinator (Sarah Marvel) at least two (2) business days before the employee's last day on the job.
2. If the employee has access to any hosted IT system(s) e.g., Opera or Worldox, contact [the systems owner](#) to schedule access revocation.
3. Coordinate the return of all DSA IT assets.
4. The DSA Administrative Services Coordinator Sarah Marvell will promptly notify DSA ITS department of the employee's separation via email (hcithelp@iu.edu).
5. The IU Health Center ITS Department will follow documented separation procedures and log all relevant actions as required.

Involuntary Separation (Termination) or any case in which a separating employee may pose a risk to institutional systems or data. The employee's manager must immediately take the following actions:

1. Notify the DSA Administrative Services Coordinator, and the ITS Director via email **and** phone call. In the absence of the ITS Director, a DSA IT system administrator should be notified immediately.
2. The employee's supervisor must also immediately notify the DSA ITS Department via email (hcithelp@iu.edu).
3. The DSA ITS Department will promptly revoke access to IU systems at the infrastructure level, following documented separation procedures, and log all actions as required.