

**CHAPTER 2: Administration and General Institution
ADMINISTRATIVE PROCEDURE NO. 2.35.1**

**Administrative Procedure
San Mateo County Community College District**

Subject: AP 2.35.1 Access to District Email

Adoption Date: 10/14

1. Managers with the rank of Dean or higher are permitted to direct Information Technology Services to disable a subordinate's email account.
2. Managers with the rank of Vice President or higher are permitted to access a subordinate's email account provided, however, that Information Technology Services is able to confirm the authority to access an account consistent with Board Policy 2.34 "Computer and Network Use."
3. All employees who are in good standing at the time of their last active day of employment shall have the right to:
 - (a) retain use of their "smccd.edu" email address for up to 30 days following their last active day of employment;
 - (b) keep the account active for up to 6 months for the sole purpose of sending out a reply message with updated contact information; and
 - (c) obtain a "my.smccd.edu" email address for personal use, upon request. This email address shall permit former employees to subscribe to email lists as permitted by the Presidents of the District's colleges.
4. Employees who are not in good standing shall have their access to the "smccd.edu" email address disabled immediately following their last active day of employment. Such employees shall not have the right to obtain a "my.smccd.edu" email address.
5. Any disputes concerning the application of this Administrative Procedure shall be resolved by the Vice Chancellor, Human Resources and Employee Relations.