



WYOMING
DEPARTMENT OF EDUCATION

*Creating Opportunities
for Students to Keep
Wyoming Strong*

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edu.wyoming.gov

wyomingmeasuresup.com

Employment Termination Policy

Policy #: 4000-030

Version #: 2.0

Approved By: Jillian Balow, Superintendent, State of Wyoming
Department of Education

Effective Date: May 1, 2016

Purpose:

The purpose is to implement policy for quickly, securely and appropriately terminating access to sensitive information when the employment of a workforce member ends.

Scope:

This policy applies to all WDE workforce members including, but not limited to full-time employees, part-time employees, trainees, volunteers, contractors, temporary workers, and anyone else granted access to sensitive information by WDE. All workforce members are responsible for the security of protected information.

Policy:

People are the greatest threat to the security of any organization. It is important that any termination of a workforce member immediately results in both the Human Resources (HR) and the Information Management Division coordinating their activities to ensure:

WDE Active Directory (AD)

- WDE Active Directory access is disabled, immediately upon separation of employment
- WDE Active Directory Account is deleted within 1 business day of separation

WDE Functional Systems

- WDE Functional System access is disabled, immediately upon separation of employment
- WDE Functional System access is terminated within 3 business days of separation of employment
- Service and/or administrative passwords are changed within 7 business days (if applicable)
- All digital certificates are revoked within 3 business days of separation
- Any tokens or smart cards issued to the workforce member are returned prior to separation

WDE Mobile Devices

- Upon separation all WDE owned mobile devices must be returned to the agency.
- Upon notification of impending separation or termination, the Associate Buyer or Information Security Officer will make arrangements to retrieve mobile device credentials and sanitize the device.



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State AD Access

- WDE will contact the Enterprise Technology Services (ETS) requesting access be disabled immediately upon separation
- WDE will contact ETS requesting account termination within 1 business day of employment separation

State E-mail Solution

- WDE will contact ETS requesting state email access be disabled immediately upon separation
- WDE will contact ETS requesting state email be terminated within 1 day of notification of separation

WDE Physical Access

- Any keys and IDs provided to the workforce member during their employment are returned prior to separation
- If the separation is not voluntary, the workforce member is not provided any access to their desk or office – any such access, if provided, must be limited and carefully supervised
- All technology resources are returned to HR i.e. laptop, iPhone, “thumb” drive, etc.

HR must conduct an exit interview and document any issues or concerns related to the workforce member. (See HR Policies for further details)

Responsibilities:

The WDE Information Security Officer (ISO) is responsible for ensuring that activities identified in this Termination Policy are implemented.

Compliance:

Failure to comply with this or any other security policy will result in disciplinary actions as per HR Policy. Legal actions also may be taken for violations of applicable regulations and standards such as state and federal rules to include the Family Educational Rights and Privacy Act (FERPA).

Procedure(s): None

Form(s): None

References:

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99);
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

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