

The following is an excerpt from a memo from the Office of the Vice Chancellor for Human Resources Management to College HR Directors on August 28, 2015 describing the revised **Retiree Email Guidelines**.

SUBJECT: Retiree Email Guidelines

As you are aware, the University previously agreed to allow full-time teaching and non-teaching instructional staff represented by the PSC -- as well as those in excluded functions and in the Executive Compensation Plan - who retired on or after September 1, 2013, to elect a retiree email account at the time of retirement, using the same naming conventions as the regular College<sup>1</sup> email addresses, but with the addition of **".ret"** to indicate retired. The College Presidents<sup>2</sup> were, however, authorized to permit an employee who would be maintaining an active relationship with the College following his/her retirement -- either through continued grants activity or other substantial involvement with the College -- to retain his/her regular College email address.

In the intervening period, a determination was made to allow all full-time teaching faculty and librarians to retain their regular College email addresses, not just those with substantial ties. Retirees in other titles retain the option to request a **".ret"** email account. (In the rare circumstance where a retiree in an ECP or non-teaching title retains a significant active relationship with the College, the Presidents retain the discretion to permit them to keep their regular College email addresses.) In order to effectuate this new policy, on June 29, 2015, the Board of Trustees approved an amendment to Section IV.2.a. of the CUNY Policy on Acceptable Use of Computer Resources, permitting retention of CUNY email addresses by retiring faculty and librarians (and other specially designated retirees, as determined by the Presidents).

This memo provides guidelines for (1) implementing the above-referenced change for teaching faculty and librarians in the current off-boarding process, and (2) continuing to provide other eligible retirees with the option to request a **".ret"** email account.

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<sup>1</sup> "College" is understood to encompass all units of the University, including the Central Office and the Professional Schools.

<sup>2</sup> "College Presidents" is understood to include the Chancellor or his designee and the Deans of the Professional Schools.

## **I. Retention of Current CUNY Email Address**

The College HR office should inform full-time retiring teaching faculty and librarians of the option to retain their current CUNY e-mail address during the off-boarding / exit interview process. If a retiree opts to retain his/her current CUNY e-mail address, the following protocol should be followed:

- The *CUNY Policy on Acceptable Use of Computer Resources* must be provided to the retiree.
- The retiree must sign a written agreement/form, which includes an attestation that s/he will not hold herself/himself out as an active full-time employee of the unit from which s/he is retiring.

In the rare and unique circumstance where a College President has authorized an ECP or other full-time non-teaching instructional staff member to retain his/her current CUNY email address at the time of retirement, the following protocol should be followed:

- The HR Office must have written approval from the College President or the Chancellor or his/her designee.
- The *CUNY Policy on Acceptable Use of Computer Resources* must be provided to the retiree.
- The retiree must sign a written agreement/form, which includes an attestation that s/he will not hold herself/himself out as an active full-time employee of the unit from which s/he is retiring.

## **II. Electing a “.ret” Email Account**

ECP and other full-time non-teaching instructional staff members will continue to have the option of electing a retiree email account at the time of retirement. If the retiree opts for a retiree email account, the following protocol should be followed:

- Retirees who elect access to a retiree email account are required to comply with the University's policies and procedures regarding electronic communications, including, but not limited to, the University's *Policy on Acceptable Use of Computer Resources*, to the extent applicable.
- Email addresses will use the same naming conventions as the regular College email addresses, with the addition of "ret" to indicate retired (e.g., [john.smith@ret.college.cuny.edu](mailto:john.smith@ret.college.cuny.edu)).
- The employee's current email address will be inactivated as of the date of retirement. Emails received at that address will not be forwarded to the new retiree email account.
- Retiree email accounts that are inactive for a period of twelve months may be closed out.

Teaching faculty and librarians may also elect a ".ret" email address, in lieu of their College email address, if they so choose. If the retiree opts for a retiree email, then the above protocol should be followed.

## **III. Current “.ret” Email Account Holders**

Retired teaching faculty and librarians who currently have a ".ret" email address may opt to change to a campus email address. When a retired teaching faculty/librarian with an ".ret" email address contacts the HR office:

- The CUNY Policy on Acceptable Use of Computer Resources must be provided to the retiree.
- The retiree must sign a written agreement/form, which includes an attestation that s/he will not hold herself/himself out as an active full-time employee of the unit from which s/he has retired.

IV. CUNY email addresses and ".ret" email addresses will not be available to those who resign or are non-reappointed or otherwise terminated. Email addresses for such employees must be terminated no later than the date of separation from CUNY.

CIS will provide separate IT-related guidance to support these new processes.

The amended policy and a form are attached. Campuses may also link to <http://www.cuny.edu/about/administration/offices/CIS/policies/ComputerUsePolicy.pdf> for the updated policy. The form will be available on the OHRM website and the link will be distributed shortly.

Lehman Note:

Links to the above-referenced amended policy and form may be found on the Retiree Email page.