

Access to Employee's Email/Computer Account While Out of Office for Extended Periods

At times, it may be necessary to access an employee's CSUB email/computer account when that employee is out of the office for an extended period. This becomes necessary to access emails/information regarding work-related information.

Normally, the supervisor should inform the employee that ITS will provide the supervisor with access to the account and emails may be re-directed to the supervisor's, or designee's, email address while the employee is out. In most cases, the employee should be provided notification of this at least the day before access is provided to allow the employee to re-direct any emails that they may receive that are not work-related, if desired. However, these may be circumstances that do not allow for this notification.

The supervisor should only be reviewing emails/information in the employee's account that are work-related and relevant to business needs.

In order to gain access to the employee's account, the Supervisor Access to Employee Email/Computer Account form must be completed and signed by all parties prior to providing the form to HR. The AVP of Human Resource Services or designee will review the request and provide final approval of the request. The form will then be forwarded to ITS for implementation.

SUPERVISOR ACCESS TO EMPLOYEE EMAIL/COMPUTER ACCOUNT

Employee Name: _____
(Print name)

Supervisor Requesting Access: _____
(Print name) (Title)

Effective Dates of Access: _____

Type of Access Requesting: Access to Computer account
 Access to Email account
 Re-direction of Incoming Emails to _____
(Print designee name)

SIGNATURES

Appropriate Administrator: _____
(Print name and Sign) (Date)

Dean/Dept Head/Director: _____
(Print name and Sign) (Date)

Cabinet Officer: _____
(Print name and Sign) (Date)

Human Resources: _____
(Print name and Sign) (Date)

Employee Notified on: _____
(Date)