

29.01.99.K1.065 Retiree E-mail Procedure



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Procedure Statement

An employee who retires from Texas A&M University-Kingsville (TAMUK) will receive a new retiree email account. The retiree may opt-out of the "retiree" email by notifying TAMUK Human Resources. Emeriti positions are not affected by this procedure

Reason for Procedure

The purpose of this procedure is to establish the rules for retiree email use at TAMUK. This procedure applies to individuals granted access privileges to Retiree Email accounts at TAMUK with the capacity to send, receive, or store email.

Procedures and Responsibilities

1. Employees will receive a retiree email account up to 60 days prior to retirement. Human Resources will create a HelpDesk ticket with the individual(s) who have designated their retirement.
 - 1.1. Retirees who do not have a TAMUK retiree email account may request the creation of an account by contacting the Human Resources office, who will enter a HelpDesk ticket and contact the retiree when the account is created.
2. The retiree email address will be firstname.lastname@retiree.tamuk.edu if the firstname.lastname is available. If the account is taken, a number will be incremented after the last name until an available account is found.
3. Employees are responsible for forwarding email and moving contacts from their TAMUK employee email account to the new retiree email account up to 60 days prior to retirement.
4. Retiree email accounts will be included in the mass email retirees@retiree.tamuk.edu, with restrictions on who can send email to that mass email group.

5. The email account is for email only, and does not provide access to other software or services.
6. If a retiree would like to opt out of the retiree email, they may contact Human Resources, who will enter a Help Desk ticket for iTech to disable the retiree email account.
7. Retiree email accounts that have not been used for 7 months will be deleted.
8. Operational procedures can be found at <http://www.tamuk.edu/itech/>.

Related Statutes, Policies, Rules or Requirements

- 29.01.99.K1.060 E-mail Procedure
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Contact Office

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