



Area of Responsibility:	Information Technology
Responsible Contact:	Chief Information Officer
Policy Identification:	Employee Onboarding & Offboarding Policy
Origination Date:	07/21/2021
Last Revised:	04/26/2022

POLICY

This policy includes all users who have access to company-owned computers or require access to the corporate network and/or systems.

This Employee Onboarding and Offboarding Policy is based on the following assumptions:

Data, media, and computer assets are the physical property of VIRGINIA UNION UNIVERSITY, wherever located.

Limiting access is based upon least privilege.

PROCEDURES

Employee and Onboarding

When a new user is brought on board, the Hiring Manager is responsible to accomplish the following:

1. HR should complete the Onboarding ticket request with attached Onboarding Checklist from within VIRGINIA UNION UNIVERSITY Helpdesk ticketing system. The request should be initiated by management upon completion of the employment agreement.

VIRGINIA UNION UNIVERSITY IT is responsible for the following:

1. Ensuring new employees have been provided the proper devices, email service, and job role access to internal systems and verifies that the new employee has reviewed the Acceptable Use Policy.
2. Ensures the new employee signs a VIRGINIA UNION UNIVERSITY property receipt form.
3. Ensures that the new employee is assigned IT Security training.

VIRGINIA UNION UNIVERSITY HR is responsible for:

1. Reviewing the background of all VIRGINIA UNION UNIVERSITY's workforce members before hiring.
2. Verification checks must be made as appropriate to the Personnel Clearance Level of the position.
3. Hiring screening is also the screening for public trust and thus it is intended to comply with all applicable laws and workforce clearance requirements.

Verification checks include, but are not limited to:



1. Character references
2. Confirmation of claimed academic and professional qualifications
3. Professional license validation
4. Credit check
5. Criminal background check

If the position is contracted, the job agency must perform this screening.

New employee information and any access required, including access changes, will be documented through the HELPDESK ticketing system.

Contractor Onboarding

1. When a contractor is brought on board, the Hiring Manager is responsible to accomplish the following:
Complete the Onboarding ticket request with attached Onboarding Checklist from within VIRGINIA UNION UNIVERSITY Helpdesk ticketing system. The request should be initiated by management upon completion of the contractual agreement.

VIRGINIA UNION UNIVERSITY IT is responsible for the following:

1. Ensuring new contractor have been provided the proper devices, email service, and job role access to internal systems and verifies that the contractor has reviewed the Acceptable Use Policy.
2. Ensures the contractor signs a VIRGINIA UNION UNIVERSITY property receipt form if equipment is issued.
3. Ensures that the contractor is assigned IT Security training if applicable.

VIRGINIA UNION UNIVERSITY HR is responsible for:

Verification checks must be made as appropriate according to the Job role of the position.

Hiring screening is intended to comply with all applicable laws and as a requirement for employee's position.

1. Verification checks include, but are not limited to:
2. Character references
3. Confirmation of claimed academic and professional qualifications
4. Professional license validation
5. Credit check
6. Criminal background check

If the position is contracted, the job agency must perform this screening.

Contractor information and any access required, including access changes, will be documented, and tracked in the HELPDESK ticketing system.

Employee and Contractor Off boarding



When an existing user no longer works for the company, the current manager is responsible to accomplish the following:

1. Complete the Off-boarding ticket request from within VIRGINIA UNION UNIVERSITY Helpdesk ticketing system
2. Notify IT staff of user departure
3. Notify IT staff to remove all user access and privileges
4. Collect all company assets the user had access to
5. Comply with termination procedure if applicable.

VIRGINIA UNION UNIVERSITY IT is responsible for the following:

1. Ensuring that the former employees' access is removed from, email service, and job role access to internal systems.
2. Reviewing the former employee or contractor VIRGINIA UNION UNIVERSITY property receipt form to ensure all issued devices have been collected.

Employee Separation Notification

If any current employee becomes aware that another workforce member is leaving the facility either permanently or for an extended or unexplained absence should report the matter to the Chief Information Officer or his/her designee for a determination of whether to revoke/suspend that workforce member's access.

Applicability of Other Policies

This policy is part of the VIRGINIA UNION UNIVERSITY's cohesive set of security policies. Other policies may apply to the topics covered in this document and as such the applicable policies should be reviewed as needed.

SUPPORTING DOCUMENTS (if applicable)

GLOSSARY

Documented Approvers:

Name, Title

Date

Name, Title

Date



Name, Title

Date

Name, Title

Date