

## Retiree Email

It has come to OHRM's attention that many faculty and staff who retire from CUNY would like to maintain an email address that recognizes an affiliation with the University. Unfortunately, the University's IT policy doesn't permit the use of an active CUNY email address by these individuals. However, the University has agreed to allow instructional staff (teaching and non-teaching) represented by the PSC, as well as those in excluded functions and in the Executive Compensation Plan, who retire on or after September 1, 2013, to be given a one-time opportunity by their respective College<sup>[1]</sup> to elect a retiree email account at the time of retirement.

The new retiree 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)).

Employees will not have access to their College email addresses as of the effective date of their retirement. However, if a retiring employee will be maintaining an active relationship with the College – either through continued grants activity or other substantial involvement with the College – the President may, in his/her sole discretion, permit the retiree to retain his/her regular College email address, in lieu of or in addition to a retiree email address.

Mail will **not** be forwarded from the employee's regular email address to his/her retiree email account. For a period of 90 days following the employee's retirement, those writing to the retired employee at his/her prior College email addresses will, if technically practicable through the host email system, receive an automated response advising that the employee recently retired from the College and that any work-related matters should be redirected to the Office concerned. The auto-reply message may be further customized to include the retiree's new email address.

Employees who resign or who are terminated for cause will not have access to a retiree email address. Retiree email accounts that are inactive for a period of twelve months may be closed out.

Retirees who elect to have a retiree email account will be 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.

The campus HR office should inform an eligible retiring employee of the retiree email option during the off-boarding process. If the retiree opts to obtain a retiree email account, s/he should be provided with documentation about the terms of holding that account, as well as the University's Policy on Acceptable Use of Computer Resources.

The retiree accounts will be hosted by Microsoft through Live@edu. The login page for retirees is at: <http://retireemail.cuny.edu>.

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<sup>[1]</sup> "College" shall be understood to encompass all units of the University, including the Central Office and the professional schools.