

Retiree Email Guidelines

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Final Version

- CUNY staff and faculty members may not retain access to their regular CUNY email addresses once they have left the University. However, Instructional Staff members (teaching and non-teaching) represented by the PSC, as well as those in excluded functions and in the ECP, who retire on or after September 1, 2013, will be given a one-time opportunity by their respective College¹ to elect a retiree email account at the time of retirement.
 - Note: Employees who resign or who are terminated for cause will not have access to a retiree email address.
 - In the event an employee will be maintaining an active relationship with the College following his/her retirement -- 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.
- 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).
- 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.
- 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 an 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. If technically practicable through the host email system, the auto-reply message may be further customized to include the retiree’s new email address.

¹ “College” is understood throughout this document to encompass all units of the University, including the Central Office and the professional schools.

- Employees will not have access to their College emails as of the effective date of their retirement.
- Retiree email accounts that are inactive for a period of twelve months may be closed out.

Protocol for Implementing

- The college HR office should inform the retiring employee of the retiree email option described above during the off-boarding process.
- If the retiree opts to obtain a retiree email account, s/he should be provided documentation about the terms of holding that account (described above), 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>.