

# Technology Onboarding and Offboarding Policy

**Version:** 1.1

**Effective Date:** 09-15-25

**Approved By:** CEEL Technology Services - Megan Hurley

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## 1. Purpose

The purpose of this policy is to establish a standardized process for onboarding and offboarding employees, to ensure proper access to technology resources, data security, and compliance with organizational policies.

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## 2. Scope

This policy applies to:

- All new hires, contractors, temporary staff, and student workers who receive equipment.
  - All employees and affiliates exiting the organization, whether voluntarily or involuntarily.
  - All IT-managed resources, including hardware, software, network accounts, and data.
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## 3. Responsibilities

### 3.1 Hiring Manager

- Notify IT of all onboarding or offboarding immediately upon confirmation.
- Provide required employee information (name, role, start/end date, department).

### **3.2 Technology Department**

- Obtain and prepare University provided technology.
- Maintain records of all assigned and returned IT equipment.
- Ensure data security and proper removal of access for departing staff.

### **3.3 Employee / Affiliate**

- Follow organizational IT use policies. (Hosted on our webpage)
  - Return all IT assets in good condition upon offboarding.
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## **4. IT Onboarding Procedures**

### **4.1 Pre-Onboarding (Before Start Date)**

- Provide accounts with necessary access: network login, email account, application access, printing access, VPN or remote access (if approved).
- Prepare and configure assigned IT equipment with required software.
- Provide necessary training materials or links to CEEL Tech policies.

### **4.2 First Day IT Setup**

- Verify account access and connectivity.
  - Deploy equipment and configure with client.
  - Provide instructions for requesting IT support.
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## **5. IT Offboarding Procedures**

### **5.1 Notification**

- Supervisor must notify CEEL Tech of termination or departure immediately upon confirmation.

### **5.2 Hardware & Asset Return**

- Collect all IT-issued equipment (laptops, desktops, monitors, peripherals, mobile devices).
- Verify asset condition and update inventory records.

### **5.4 Data Retention and Transfer**

- Securely transfer relevant work files to the supervisor or designated staff.
  - Backup and archive data as per retention policies.
  - Wipe or reimage devices before reassignment.
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## **7. Policy Violations**

Failure to follow this policy may result in:

- Delayed access to required resources (onboarding).
  - If IT-issued equipment is not returned after offboarding or is suspected stolen, the organization reserves the right to notify law enforcement.
  - Failure to respond to repeated attempts to recover IT-issued equipment will be treated as theft.
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