



## Support for Retired Staff

**Process:** Initiated by the employee in consultation with HR.

**Term:** In perpetuity.

**Email and Access to Electronic Resources:** May retain their Clark email address for life upon request, but not their Clark Account (Clark Account provides access to electronic resources at Clark and will expire 6 months after retirement date). Individuals will be required to provide an alternate method of contact and may be required to renew access on an annual basis. Use of Clark email is subject to the University's Appropriate Use policy.

**Standard IT support:** Must return all Clark-purchased equipment and software – even those purchased on grants. ITS will help transition retirees to personally owned computers if requested.

**Space:** Not applicable.