

Access to Employee's Computer While Out of Office for Extended Periods

At times, it may be necessary to access an employee's CSUB email account when that employee is out of the office for an extended period. This becomes necessary to access emails/information regarding work-related information.

Normally, the supervisor should inform the employee that ITS will provide the supervisor with access to the account and emails may be re-directed to the supervisor's, or designee's, email address while the employee is out. In most cases, the employee should be provided notification of this at least the day before access is provided to allow the employee to re-direct any emails that they may receive that are not work-related, if desired. However, these may be circumstances that do not allow for this notification.

The supervisor should only be reviewing emails/information in the employee's account that are work-related and relevant to business needs.

In order to gain access to the employee's account, the Supervisor Access to Employee

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