

	<b>Network and E-Mail Accounts, Temporary Employees</b>		
<b>College Facilities</b>	<b>Administrative Procedure 8-090</b>	<b>Page 1 of 1</b>	Adopted 5/03 March 2006

## **1.0 Network E-Mail for Temporary Employees Objective and Responsibilities**

Because of the transient nature of student employment and the potential for employees to misrepresent themselves to internal staff and external customers as a full-time employee when making requests for services or information, it is the policy of Information Services to only create personal network and e-mail accounts for permanent employees of Columbia Basin College (CBC). For those departments that require temporary and student employees to have accounts, Information Services will create a generic name, appropriate to the department for which they work. Exceptions to this policy must be cleared through Information Services.