



Termination and Retirement Instructions

We were recently notified of a pending retirement/termination in your department. To ensure a complete and efficient termination or retirement process, please follow the instructions below.

1. Contact the IT helpdesk to cancel employee voicemail account and to change name on phone.
2. Collect company computer, keys, pagers, cell phones, all AC power cords and adapters, car chargers, etc. Obtain any smartphone passcodes and turn off "Find My Phone" function. If the employee has Peoples Exchange email on his or her personal cell phone, advise the employee to remove the exchange email app before leaving the company and refer to instructions on the following pages on how to remove Peoples Exchange. Return all electronics to IT. If an employee requests to keep his or her cell phone, you must contact IT directly to discuss.
3. Gather a list of any external websites the employee was using for business and for which the employee served as administrator.
4. Contact the Fleet Department regarding employee's company vehicle.
5. Collect employee ID badge and return to Facilities Department.
6. Gather all tools and safety equipment.
7. Accumulate all work-related documents.
8. Complete Employee Change Form and forward to Human Resources Department. If the employee is ineligible for rehire, please indicate in the comments section of the form.
9. Remind employee to update address with Human Resources Department, if applicable.
10. Return employee's P-card to Accounts Payable Department.



Removing Peoples Email from Mobile Devices

When you connected your mobile device to the Peoples email system you agreed to the following:

Activating this account will allow the email app to perform the following operations:

- Erase the Phone/Tablet's data without warning by performing a factory data reset

This agreement, along with People Natural Gas Policy IT102 "Mobile Device Policy", states that when an employee or contractor separates from the company, Peoples has the right to wipe all data from any Mobile Devices that have been connected to the Peoples email system.

This includes both company-provided and personal Mobile Devices, and this wipe will occur at midnight the night of your separation with the company.

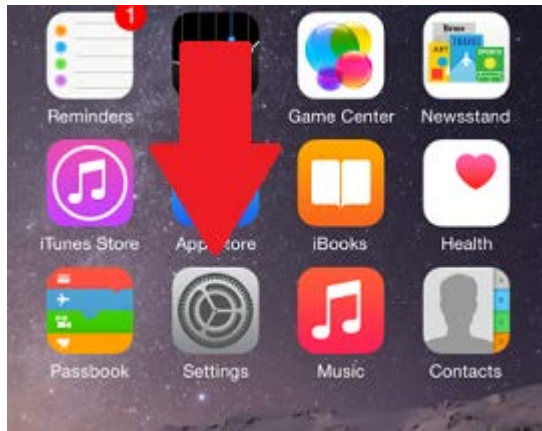
This wipe can be prevented by removing the Peoples email account from all of your devices before midnight. The following is a guide for removing these accounts from Apple and Android-type devices.

Apple iOS Devices

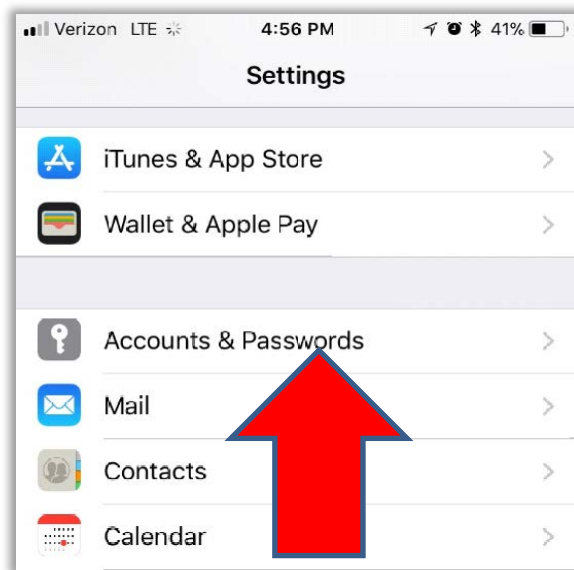
This procedure is applicable for iOS devices (iPhone, iPad, etc.) running iOS 6 or higher. The screenshots shown below were taken from an iPhone 6 running iOS 8.0.2 and 11.0.3. Other devices will be similar.

To delete an **Exchange** or other email account on an iOS device, perform the following:

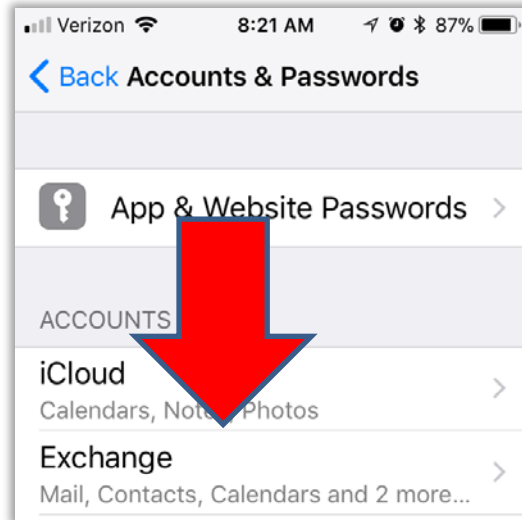
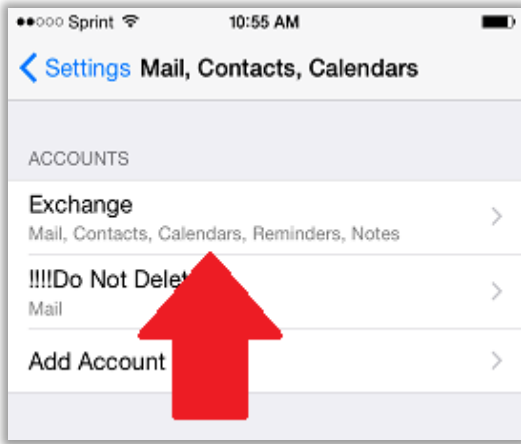
1. From the home screen, tap **Settings**.



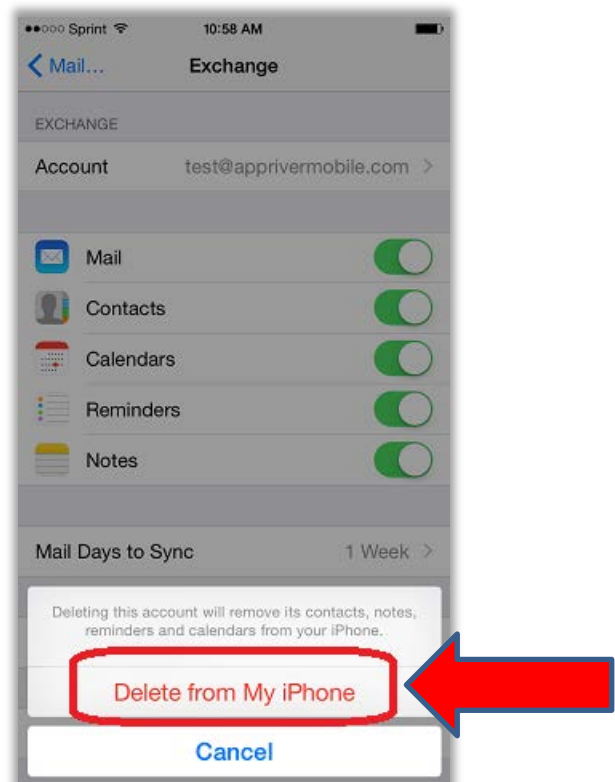
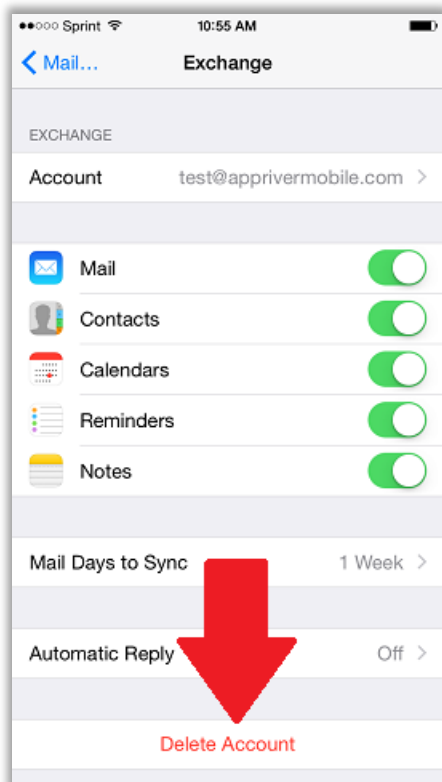
2. Tap **Mail, Contacts, Calendars**. Or in the **newer IOS** version, just tap **Accounts & Passwords**. The example shows 2 different IOS versions (Ver. 8 and 11).



3. Tap the **Exchange** or other email account to remove. The example shows 2 different IOS versions (Ver. 8 and 11).



4. Scroll down and tap **Delete Account**, then Tap **Delete from My iPhone** to confirm. **Note that other types of iOS devices will display similar confirmation notices.**



Android Devices

1. From the home screen, tap the All Apps icon.
2. Scroll to and tap **Settings**.
3. Scroll to and tap **Accounts**.
4. Tap the account type.
5. Tap the **Exchange** account.
6. Tap the **Menu** icon.
7. Tap **Remove account**.
8. Review the “**Remove account?**” prompt and tap **REMOVE ACCOUNT** to confirm.