



Office Clean Out Process

The process when responding to circumstances where an employee has left the College and personal items still remain and need to be removed whether with the (separated, exiting or former) employee or without the employee present. When cleaning out an employee's office after their departure, it's crucial to balance security and respect. First priority is to retrieve the College's property and sensitive information, while also allowing the employee to gather personal belongings. If the employee is not present at the time of clean out, this may still be done with a planned and respectful process to minimize awkwardness and potential legal issues.

Labor & Employee Relations and/or LCC Police will assist the manager or supervisor to ensure workspaces are cleaned out and all personal items are returned appropriately when an employee separates from the College.

HR Director of Labor & Employee Relations and staff is responsible for the administration of the process for proper implementation. Please contact Labor & Employee Relations for Office Clean Out assistance.

Once an employee departs from the College, the following will occur:

- Labor & Employee Relations will send an email requesting the separated employee to make arrangements to clean out their workspace of their personal effects. Allow the person a minimum of one week to respond.
- If there is not a response, Labor & Employee Relations will make a second attempt to reach out with the same email request.
- If person responds, Labor & Employee Relations will make arrangements for a day and time after hours for the office area to be cleaned out.
- They MUST return all LCC owned property prior to cleaning out their workspace; they may return any LCC owned items at the time they are scheduled to clean out their workspace or pick up any personal items. (this may also be handled when they show up for the clean out to retrieve their personal effects.
- Labor & Employee Relations representative will arrange for a LCC Police Officer to be present while they clean out their workspace and retrieve any personal belongings.
- A signed document stating that the personal items have been clean out and picked up by the former employee (as a form of release).
- If the person does not respond to the email request to come and clean out the office, the Manager or Supervisor shall take pictures, box up personal effects and label the boxes with the former employee's full name.
- Manager or Supervisor will do a 5-star ticket work request for facilities to pick up the items and take over to Office of Risk Management and Legal Services-RMLS will inventory, and reach out to the person to pick up. Also, inform RMLS if the former employee has not yet returned any items belonging to LCC, so they will know to ask for those items first.
- RMLS will keep the items for a time period, and then dispose of them if there is no response from the person after 6 months.
- Labor & Employee Relations will document in their files what process occurred for close out.