


Hazelwood School District



"A Culture of High Expectations and Excellence!"

To: Principals, Directors, and Supervisors
From: Keith Bausman, Assistant Superintendent of Human Resources
Date: 2-14-2022
Subject: Guidelines for material retrieval when employee leaves the district

When an employee leaves the district and needs to pick up personal items, they must notify their supervisor or assigned administrator to arrange for a time to do so. The following procedures **MUST** be followed when a supervisor or assigned administrator arranges this appointment:

1. Upon receipt of a resignation/retirement that is effective immediately and/or before the end of contract/school year the supervisor or assigned administrator **MUST** forward the notice to the human resources secretary and human resource specialist **immediately**.
2. Lists are provided by human resources to technology and security the day after each BOE meeting for those resignations/retirements that are approved by the BOE and are not effective immediately.
3. For those employees that notify their supervisor of an immediate resignation or retirement, the human resources secretary will copy the supervisor in notification emails that their employee needs to turn in their school materials immediately. If the employee resignation/retirement is for the end of the year the human resources secretary will send an email reminder to all supervisors of the need to monitor the return of school materials the last week of school.
4. Must be at a time that does not interfere with instruction and be no earlier than 7:00 am and no later than 5:00 pm.
5. If the employee that is leaving is an administrator, the director of safety and security as well as the chief information officer must be notified.
6. The supervisor or assigned administrator must coordinate with the director of safety and security to ensure that a security guard is present.
7. Due to liability reasons there should not be anyone else assisting with the removal of their personal items.
8. The supervisor or assigned administrator should inquire if custodial assistance is needed and inform the former employee that they are not permitted to have other individuals accompany them. The custodian is there to assist.
9. The supervisor or assigned administrator **MUST** be present along with the security officer for the duration of the time the employee is present to retrieve their personal items.
10. At no time should the supervisor or assigned administrator or security officer leave while the employee is present.
11. No student materials may be removed by the former employee unless it is their own personal belongings.
12. If the employee has not already provided their technology, keys, badges, and other district materials, then collect them at the time they arrive to retrieve their personal items.
13. Place all of the employee's district provided technology into a box, secure the box, and notify technology.
14. Complete the employee exit checklist and send to the human resources secretary within three days for filing in the employee's electronic records.
15. Complete the employee technology exit document and return to the chief information officer.

16. If the employee has refused to return any school materials then contact the assistant superintendent for human resources for billing or retrieval purposes with the list of those items.