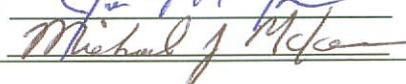


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VOLUNTARY RESIGNATION

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PURPOSE

The purpose of this policy is to establish a uniform procedure for voluntary separation from employment.

SCOPE

This policy applies to all Career Service employees.

CROSS REFERENCES

Grievance and Appeal, Policy 620

POLICY AND PROCEDURE

1. An employee seeking to resign shall give written notice to the employee's Department Head at least ten working days before the effective date of resignation, unless waived by the Department Head after consultation with the HR Director.
 - A. If the employee gives less than ten days notice and the notice requirement period has not been met, the HR Director may record the notice period in the employee's file. The employee may not withdraw such resignation notice without the consent of the HR Director.
 - B. If the employee gives *verbal* notice, the Department Head shall report the notice to the HR Director who shall document the notice and submit a confirmation to the resigning employee within 48 hours, stating the final date of employment and understanding of the reason for resignation.
 - C. Upon notice, a Department Head, the HR Director, or a County Commissioner may immediately release the employee from his/her work duties and pay the employee through the notification period, in lieu of written notification requirements.
 - D. Employees may not be allowed to rescind a resignation, whether given verbally or in writing, once the resignation has been confirmed by the Department Head, the HR Director, or a County Commissioner.

2. An employee who is absent from work for three consecutive working days without notifying the Department Head shall be deemed to have abandoned the position. The Department Head shall notify the HR Director of the abandonment in writing. The HR Director will deliver a termination notice to the employee that abandoned the position. A career service employee deemed to have abandoned a position may appeal the determination through the grievance procedure.
3. Management shall direct an employee who voluntarily resigns to the human resource office in order to complete any necessary paperwork.