RESIGNATION

I. Definition

Resignation is the separation of an employee from the College through notice that an employee wishes to resign.

II. Procedure for Resignation

An employee who is resigning should submit their resignation in writing to the President of the College. In this letter of resignation, the employee should include the date the resignation is submitted, the effective date of resignation, and the reason(s) for resigning. An employee should give their supervisor and the President notice of intent to resign at least two weeks prior to their last duty date. However, a shorter period of time may be agreed upon in unusual circumstances.

If an employee does not submit a written resignation but (orally) informs their supervisor of their intent to resign, the supervisor shall prepare a written statement which will include the date they were notified orally of the intended resignation, the effective date of resignation, and the employee's stated reason(s) for resigning. This statement shall then be signed by the supervisor and the employee.

The employee's letter of resignation or the supervisor's written record of an oral resignation shall be placed in the employee's personnel file.

III. Resignation in Good Standing

An employee who follows the procedure stated in (b) shall be considered as having resigned in "good standing" and shall not be deprived of the opportunity to be considered eligible for re-employment at the College or denied a satisfactory reference simply due to an unacceptable resignation from the College.

IV. Resignation Without Notice and Not in Good Standing

An employee who is absent from work for a period of three or more consecutive days without notifying their immediate supervisor of the reasons for their absence, or an employee who does not follow the procedure stated in (b), may be considered as having resigned without notice and not in good standing, provided that the failure to contact the immediate supervisor was not caused by unavoidable circumstances or circumstances which physically incapacitated the individual from following the proper procedure.

An employee who resigns not in good standing shall be so informed in writing by the President and the reasons shall be indicated. Such an employee may be deprived of the opportunity to be considered eligible for re-employment at the College and/or may be denied a satisfactory reference.

V. Reappointment to Permanent Position After Resignation

Due to re-classification procedures, a former employee upon reinstatement to a permanent position will be granted credit for prior years service and education for determining placement on the salary scale. Vacation is administered as any other new employee. For sick and safe leave benefit, see Policy 03.06.001.