4466  Resignation

A. When an employee desires to resign from his/her position, he/she present his/her resignation, preferably in writing, to the county superintendent or designated representative and a copy of such resignation shall be filed with the Director, Human Resources.

B. A resignation relates only to the specific position from which the employee resigns and does not impair his/her rights to other positions which he/she may hold on eligibility lists except that an employee who resigns shall have his/her name removed from promotional eligibility lists. A resignation may be withdrawn by the employee, at any time prior to acceptance by the county superintendent or designated representative.

C. Verbal resignations will be acknowledged in writing by the Director, Human Resources.