RESIGNATION OF CLASSIFIED PERSONNEL

A regular employee may resign their position by giving written notice of the effective resignation date to the administrator or manager/supervisor. The requested minimum amount of written notice is fourteen (14) days unless stated differently in the collective bargaining agreement. However, the District, at its discretion, may waive the normal notice requirement and accept a resignation in good standing immediately upon receipt.

To resign in good standing, an employee must return all District property, including District ID, credit cards, clothing, keys, tools, equipment, and other items of value prior to the last day of employment.

At the sole discretion of the District, an employee may withdraw a resignation at any time prior to its effective date.

Failure to give appropriate notice of resignation as required by this section may constitute cause for denying re-employment with the District unless there are extenuating circumstances relating to the failure to give timely notice.

Job Abandonment

The District may consider employees who are absent from work without approved leave for a period of three (3) consecutive work days to have abandoned their position and, thus, to have resigned.

Administrator or Manager/Supervisor Responsibilities

Following receipt of notification of an employee's resignation, the administrator or manager/supervisor will initiate the following actions:
a. As soon as possible, but not later than the last day of employment, forward the letter of resignation, completed employee's timesheet, and the appropriate payroll change form to the Human Resources Department.
b. When practicable and circumstances allow for it, the Superintendent/designee is encouraged to conduct an exit interview with the employee.

Final Paycheck

The District shall issue a paycheck by the next payday following the effective date of resignation if sufficient notice was given by the employee and may issue a paycheck sooner when the employee resigns in good standing.