

## **P4047 SEPARATIONS FROM EMPLOYMENT FOR CLASSIFIED STAFF**

### **BOARD POLICY:**

**In the event of termination of employment by Human Resources, notice will be provided to the employee regarding dismissal of employment by the Human Resources Division. An employee who wishes to resign should submit notice of resignation to the employee's supervisor and Human Resources. Employees separating for any reason are charged with returning any and all property belonging to the Board which they may have in their possession.**

Administrative Responsibility: Human Resources

Latest Revision Date: January 2020

Previous Revision Date: October 2011 P4047