4400 The Merit System

4460 In-Service Status and Transactions

4466 Resignation

A. A permanent or probationary employee who wishes to separate from SBCEO employment shall submit their resignation to the County Superintendent or designee on the prescribed SBCEO form. The separating employee is also encouraged to inform their supervisor, verbally or by email. An employee who plans to retire must apply directly to their respective retirement system; the SBCEO resignation/retirement form does not initiate the retirement process.

B. A resignation may only be changed or withdrawn by the employee prior to its acceptance by the County Superintendent or designee, unless a correction to the resignation is required in order to comply with SBCEO policies or retirement system rules.

C. Verbal or other informal resignations shall not be recognized or acted upon by the SBCEO unless the employee is not able or available to submit the prescribed SBCEO form. In such circumstances, the County Superintendent or designee may recognize and act upon a verbal or informal resignation submitted by the employee or their representative.

D. An employee who resigns from SBCEO service retains their eligibility on any open competitive eligibility lists on which they have been placed, until the expiration date of the list, except that a probationary employee who resigns shall not be restored to the eligibility list from which they were appointed. An employee who separates from SBCEO service shall be removed from any promotional eligibility lists on which they have been placed, pursuant to Rule No. 4451.8, Removal of Names from Eligibility Lists.

Approved: Dec. 1, 1975
Revised: June 23, 1993
March 23, 2017
October 26, 2017
April 23, 2026