

PROCEDURE NO. 4-10-43

ISSUED: 02-14-94

REVISED: 10-01-23

REVIEWED: 12-27-24

SUBJECT: Resignation/Layoff Procedures

PURPOSE: To carry out the mandate of the Office of Human Resource Policy No. 4.

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Employees who wish to resign their positions are required to notify the organization of their anticipated departure date at least two weeks in advance for non-exempt employees and four weeks for Program Supervisory personnel and exempt staff. This notice should take the form of a written statement submitted to the resigning employee’s supervisor or the Human Resources Office. Failure to provide proper notice could result in loss of accrued Earned Time Off.

Supervisors who receive written notice of an employee’s intent to resign should encourage them to schedule an exit interview with the Human Resources Department. Normally, this interview should be held on the employee’s last day of work. The purpose of the exit interview is to provide the departing employee with details about pay or benefits eligibility and to obtain the employee’s opinions about and suggestions for improvements in, specific or general policies or practices of the organization.

Workers who have resigned their positions and wish to be considered for re-employment will be given a preference for jobs for which they are qualified, provided that they maintained satisfactory performance and attendance records in their previous period of employment with the organization.

The organization will try to provide continuous employment to all full-time employees whose performance is satisfactory. However, in the event that a temporary or permanent work force reduction becomes necessary, the order in which workers will be laid off will be based on the relative qualifications and abilities of those employees involved. In the event that two or more employees possess equal qualifications and abilities, the order of lay-off will be determined by length of service, with the most junior employee laid off first. In any event, all employees retained must have the ability to perform the work in question. Part time employees may be terminated before full time employees are laid off.

Laid off employees will be eligible for recall to work for a period of one year from date of lay off. Recalled employees will not be charged with a break-in-service for purposes of calculating seniority or benefit eligibility.

All employees are subject to discharge at the organization’s discretion.

The organization, through its Human Resources Department, will comply with written requests for references about former employees, provided that the employee involved has authorized release of the information. Normally, the employee’s compliance with reference requests will be limited to verification of an individual’s employment dates and position.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resource Director