

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 7.0

BOARD EMPLOYEE RESIGNATION

Bargaining unit and Non-Bargaining unit members, with the exception of the superintendent, shall notify their immediate supervisor and the Superintendent, at least thirty (30) days in advance of the effective date of termination. Solely for the purposes of this policy, "effective date of termination" shall mean the calendar day of the last day of work. If vacation is utilized, it must be utilized prior to the last day of work so that the Board may replace the resigning employee with expedience. Any remaining vacation or other paid leave will be paid to the employee in accordance with applicable policy and/or negotiated agreements.

Any Employee who resigns must give reasons in an exit interview with their immediate supervisor or designee. The employee must also return any Trumbull County Board of Developmental Disabilities property, equipment, and supplies, etc., issued for their use while an employee. Both of these items shall be accomplished prior to the last day of work, and in order to receive their final settlement paycheck.

The employee resigning shall do so in a formal letter of resignation, written legibly (preferably typed), to the employee's immediate supervisor and a xerographic copy to the Superintendent.

The Superintendent shall have the authority to irrevocably accept resignations effective upon receipt of the formal resignation, so that the Board might immediately begin a search for a suitable candidate replacement. Acceptance of resignation by the Superintendent shall also be in the form of a letter to the employee with a xerographic copy to the employee's immediate supervisor.

Failure of the employee to meet proper resignation notification deadlines shall result in ineligibility for future consideration for employment and possible delays in final reconciliation of payments to the employee.

An employee who resigns in good standing may be considered, along with other candidates, for future positions for which they are qualified.

Adopted: 06/24/85
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1/26/98
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