Administrative Procedure 419 – Employee Resignations

Background

For the official purposes of the Division, the Assistant Superintendent of Human Services shall maintain a personnel file on each employee. The Division requires that employees wishing to resign from the employ of the Division do so in accordance with the provisions of provincial statutes, collective agreements and Division administrative procedures.

Procedures

1. The employee wishing to resign from employment with the Division shall submit a letter of resignation to the Assistant Superintendent of Human Services specifying the last day of performance of assigned duties.

2. Upon receiving a letter of resignation, the Assistant Superintendent of Human Services shall:

   2.1 Ensure that the period of notice given by the employee is in accord with the conditions of employment;

   2.2 If in accord, accept, in writing, the resignation to be signed by the Superintendent Assistant Superintendent of Human Services; and

   2.3 Forward a copy of the letter accepting the resignation to the payroll department.

3. If upon receiving a letter of resignation, the Assistant Superintendent of Human Services believes that the period of notice does not comply with the conditions of employment, the Assistant Superintendent of Human Services may:

   3.1 Require of the employee the appropriate period of notice; or

   3.2 Accept the resignation as offered; and

   3.3 Forward a copy of the letter accepting the resignation to the payroll department.

4. In the event an employee is absent from work for undisclosed reasons for a period of five (5) consecutive days, the position will be considered abandoned and therefore vacant.

5. On their last day of work, employees must return to their immediate supervisor the following:

   5.1 Keys;
   5.2 Fob;
   5.3 Division purchase card;
   5.4 Division-owned electronic devices;
   5.5 ID card; and
   5.6 Division resources.

Reference: Section 33, 52, 53, 68, 197, 204, 214, 215, 216, 222, 225 Education Act
          Employment Standards Code

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