

AP 4107: Staff Resignations

The district requires that employees wishing to resign from the employ of the district must do so in accordance with the provisions of provincial statutes, collective agreements and district administrative procedures.

Procedures

1. The employee wishing to resign from employment with the district shall submit a letter of resignation to the Director of Human Resources or designate and their direct supervisor specifying the proposed resignation date.
2. Upon receiving a letter of resignation, the Director of Human Resources or designate shall:
 - 2.1 Ensure that the period of notice given by the employee is in accordance with the conditions of employment;
 - 2.2 If in accordance, accept, in writing, the resignation;
 - 2.3 Forward a copy of the letter accepting the resignation, to the payroll department, supervisor, and IT manager.
3. If, upon receiving a letter of resignation, Director of Human Resources or designate believes that the period of notice does not comply with the conditions of employment, the Superintendent or designate may:
 - 3.1 Require the employee to honour the appropriate period of notice; or
 - 3.2 Accept the resignation as offered; and
4. The Director of Human Resources will forward a copy of the letter accepting the resignation to the payroll department, IT manager, supervisor, and the appropriate employee as required.