

RESIGNATION

EMPLOYEES NOT REPRESENTED BY AN ORGANIZED LABOR AGREEMENT

(THE FOLLOWING POLICY IS A GUIDE AND SHOULD BE MODIFIED TO THE EXTENT NECESSARY TO REFLECT THE PRACTICE OF THE LOCAL UNIT)

An employee who intends to resign must notify the ***(Appropriate Member of Upper-Level Management)*** in writing at least ***(fill in appropriate amount of time)*** in advance. After giving notice of resignation, employees are expected to assist their supervisor and co-employees by providing information concerning their current projects and help in the training of a replacement. During the last two weeks, the employee ***(may/may not)*** use paid time off except paid holidays. The ***(Chief Financial Officer, Manager, Administrator, etc.)*** will determine any pay or other money owed the employee, and a copy will be placed in the resigning employee's personnel file.

The ***(Manager, appropriate governing body member, Administrator, etc.)*** will conduct a confidential exit interview to discuss benefits including [COBRA](#) options, appropriate retirement issues and pay due. A COBRA notification letter will be sent to the employee's home address. The exit interview will also include an open discussion with the employee. On the last day of work, and prior to receiving the final paycheck, the employee must return the Employee Identification Card (if one was issued), all keys and equipment. At this time, the employee will sign the termination memo designating all money owed and this memo will be retained in the official personnel file.

When proper notice is given, the ***(name of the local unit)***, may determine in its discretion, to dismiss the employee immediately and provide the employee with paid time off for the two-week notice period. If an employee fails to give notice in proper form, the ***(name of the local unit)*** may consider terminating the employment immediately.

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Resignation procedures for employees represented by an organized labor agreement shall at all times be consistent with the current Organized Labor Agreement.