

## **RULE 9 - RESIGNATIONS**

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## **RULE 9**

### **RESIGNATIONS**

#### **RULE 9.0                    RESIGNATION PROCEDURE**

When an employee desires to resign, the employee's resignation shall be presented, preferably in writing, to the supervisor, and a copy of such resignation shall immediately be forwarded to the Classified Personnel Director.

A resignation relates only to the specific position from which the employee resigns and does not impair rights to other positions which the employee may hold on eligibility lists except that the employee's name will be removed from promotional eligibility lists and placed on the open eligibility list. A resignation may be withdrawn, by the employee, at any time prior to acceptance by the Governing Board.

#### **RULE 9.1                    RESIGNATION DURING PROBATIONARY PERIOD**

An employee who resigns while in good standing during the probationary period may have their name placed back on the eligibility list based on the original ranking at the discretion of the Personnel Commission. A person who resigns because of inability to cope successfully with the reasonable requirements of a position will have no standing under this rule.

#### **RULE 9.2                    REINSTATEMENT AFTER RESIGNATION**

Any permanent employee who voluntarily terminates employment may be returned to the former position, or a position in that class, without further competitive examination, as a permanent employee, within 39 months after the last date of paid employment, with the same seniority, accumulative sick leave, eligibility for vacation allowance and other privileges which the employee had acquired at the time of resignation, and at the same step on the salary range the employee would have been at the time of resignation, provided that the maximum salary step for the class is not exceeded and provided that all appointment rights of any person on the reemployment list as a result of layoff for that class have first been met.

Reinstatement under this Rule shall be at the discretion of the Governing Board and upon the recommendation of the administrator under whom the employee is to serve.

RULE 9.3

APPOINTMENT AFTER RESIGNATION

A former employee who resigned while in good standing and within 39 months of the last day of paid employment is appointed from a valid eligibility list pursuant to these rules, shall be accorded only the benefits and rights of a new employee on a probationary basis.

RULE 9.4

FAILURE TO REPORT DEEMED ABANDONMENT

An employee who fails to report for duty for three consecutive working days without permission from the Principal or Administrator shall be deemed to have abandoned the position. An employee who fails to return from a leave of absence within three working days after the expiration of a leave shall be deemed to have abandoned the position. In order to extend a leave, an employee must submit a request in writing to their Principal or Administrator. The request must be approved by the Principal or Administrator and by the Assistant Superintendent of Personnel

RULE 9.5

EXIT INTERVIEW

An employee shall be entitled to an exit interview with the Classified Personnel Director. The Personnel Director will answer questions the employee may have regarding medical insurance conversion, retirement, retirement withdrawal, reemployment rights, etc.