

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4466 Resignation

- A. When an employee desires to resign from his/her position, he/she present his/her resignation, preferably in writing, to the county superintendent or designated representative and a copy of such resignation shall be filed with the Director, Human Resources.
- B. A resignation relates only to the specific position from which the employee resigns and does not impair his/her rights to other positions which he/she may hold on eligibility lists except that an employee who resigns shall have his/her name removed from promotional eligibility lists. A resignation may be withdrawn by the employee, at any time prior to acceptance by the county superintendent or designated representative.
- C. Verbal resignations will be acknowledged in writing by the Director, Human Resources.

Approved:
Revised:

Dec. 1, 1975
June 23, 1993
March 23, 2017
October 26, 2017