

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 7.0

BOARD EMPLOYEE RESIGNATION

PURPOSE:

This policy outlines the responsibility of the employee and guidelines for handling resignations by the Board. As voluntary separations occur occasionally, the Board wants to ensure appropriate transitions including knowledge transfer to ensure quality and effective service provision is maintained.

POLICY:

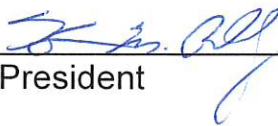
- A. Bargaining Unit and Non-Bargaining Unit members, with the exception of the superintendent, shall notify their immediate supervisor and the Superintendent, at least thirty (30) days in advance of the effective date of their resignation. Solely for the purposes of this policy, "effective date of resignation" shall mean the calendar day of the last day of work.
- B. The employee resigning shall do so in a formal letter of resignation, written legibly (preferably typed), to the employee's immediate supervisor with a copy provided to the Superintendent.
- C. In order to ensure that the Board has ample time for the transfer of knowledge, resigning employee will not be permitted to use personal, vacation or sick leave once their resignation has been accepted by the Superintendent. Any remaining vacation or other paid leave will be paid to the employee in accordance with applicable policy and/or negotiated agreements.
- D. Employees who resign are encouraged to complete the exit interview process.
- E. The employee must also return any Trumbull County Board of Developmental Disabilities property, equipment, and supplies, etc., issued for their use while an employee. Both of these items shall be accomplished prior to the last day of work.
- F. The Superintendent shall have the authority to irrevocably accept resignations effective upon receipt of the formal resignation, so that the Board might immediately begin a search for a suitable candidate replacement. Acceptance of resignation by the Superintendent shall also be in the form of a letter to the employee with a copy provided to the employee's immediate supervisor, Fiscal Department, and Human Resources Department. If an employee verbally resigns, the employee will still receive a letter of acceptance from the Superintendent.
- G. Should the resigning employee have the potential to disrupt current operations or cause harm the Superintendent may accept the employee's resignation effective on the date submitted and require the employee to quit working immediately instead of remaining until the end of their notice period and will not be permitted on

Board property. Should this situation occur, the employee will receive payment for the entire notice period.

- H. Failure of the employee to meet proper resignation notification deadlines shall result in ineligibility for future consideration for employment and possible delays in final reconciliation of payments to the employee.
- I. An employee who resigns in good standing may be considered, along with other candidates, for future positions for which they are qualified.

Adopted: 6/24/1985
Updated: 7/24/2012
Revised: 11/22/1983
1/26/1998
8/28/2023

Applicability:
Board Policy Manual



Board President



Superintendent