

Administrative Procedure 419

EMPLOYEE RESIGNATIONS

Background

The Division requires that employees wishing to resign from the employ of the Division do so in accordance with the provisions of provincial statutes, collective agreements, terms and conditions of employment and Division Administrative Procedures.

Procedures

1. The employee wishing to resign from employment with the Division shall submit a letter of resignation to the Superintendent, Human Resource Services specifying the last day of performance of assigned duties.
2. Upon receiving a letter of resignation, the Superintendent, Human Resource Services shall:
 - 2.1 Ensure that the period of notice given by the employee is in accord with the conditions of employment;
 - 2.2 If in accord, accept, in writing, the resignation; and
 - 2.3 Forward a copy of the letter accepting the resignation to the payroll department.
3. If, upon receiving a letter of resignation, the Superintendent, Human Resource Services believes that the period of notice does not comply with the conditions of employment, the Superintendent, Human Resource Services may:
 - 3.1 Require of the employee the appropriate period of notice; or
 - 3.2 Accept the resignation as offered; and
 - 3.3 Forward a copy of the letter accepting the resignation to the payroll department.
4. On their last day of work, employees must return all Division equipment and property to their immediate supervisor including the following:
 - 4.1 Keys;
 - 4.2 Fob;
 - 4.3 ID card;
 - 4.4 Division-owned electronic devices;
 - 4.5 Division Purchase Card; and
 - 4.6 Division Resources.

Adopted: June 30, 2017
Reviewed/Revised: September 18, 2018, February 5, 2021

Reference: Education Act, Sections 51, 52, 53, 196, 197, 204, 216, 222, 225
Employment Standards Code