

Subject:	RESIGNATION
Section:	PPG# 2601
Chapter:	Personnel
Effective Date:	7/1/98

POLICY

Resignation

In order to permit proper staff planning and to minimize inconvenience to others who may be affected, staff who plan to resign should notify the chief of their resignation at least two weeks prior to their last day of service.

When known, the chief shall report to the board of commissioners the causes of staff turnover. Circumstances surrounding resignations should be documented. If a terminated person was authorized to sign checks, the chief shall immediately notify the commercial bank of the termination.