

Policy 3.007.            Voluntary Termination of Employment

Employees who voluntarily terminate their employment with C.E.S. by resignation, retirement, or otherwise must notify C.E.S. by letter to the Executive Director stating the last day of work and the reasons for terminating employment. A copy of said letter should be delivered to his/her Division Director.

Administrative and professional personnel must provide notice at least four (4) weeks prior to the termination date. Support personnel must provide notice at least two (2) weeks prior to the termination date.

The Division Director or his/her designee shall conduct an exit interview with each employee who voluntarily terminates employment with C.E.S.

ADOPTED: December 13, 1990

REVISED: June 18, 1992

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