



## RESIGNATION – SUPPORT STAFF

An employee resignation means that the employee voluntarily gives up his/her employment relationship with the Division.

Resignation of support staff members shall be in accordance with *The Employment Standards Code* and the individual employment contract between the support staff member and Frontier School Division.

Information: [The Employment Standards Code](#)

Adopted September 1, 2009		
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## RESIGNATION – SUPPORT STAFF

The resignation procedure outlined below is used for all support staff.

### 1. Notification of Resignation

- a. Resignations shall be in writing, directed to the Principal/supervisor, specifying the last day of performance of duties and signed by the resigning employee.
- b. The Principal/supervisor shall forward the resignation to the Area Superintendent who shall send a letter to the employee accepting the resignation. A copy of the resignation letter and resignation acceptance letter shall be forwarded to Human Resources for processing.

### 2. Notice Requirements

The notice requirements for resignations shall be in compliance with *The Employment Standards Code*:

- a. If the employee's period of employment is
  - i. more than thirty (30) days and less than one year, an employee shall give the Division at least one week's notice; or
  - ii. one year or more, an employee shall give the Division at least two weeks notice.
- b. The Division may provide equivalent basic pay to the employee in lieu of notice when it is deemed desirable. The Chief Superintendent, or designate, is authorized to approve payment in lieu of notice.

### 3. Exceptions to Notice Requirements

Notice, or wage in lieu of notice, does not apply in the following circumstances:

- a. When an employee's period of employment is less than
  - i. the probationary period specified in a collective agreement that applies to the employee, if that period is one year or less; or
  - ii. in any other case, thirty (30) days.
- b. The employment is for a fixed term and terminates at the end of the term.

**4. Notice Requirements – Management Positions**

- a. Resignations should provide sufficient notice to allow for an orderly succession or reorganization to avoid disruption in the operation of the Division.
- b. In cases of hardship or emergency, and provided that legal requirements are met and the interests of the Division are protected, a notice of resignation shorter than the required period may be accepted by the Chief Superintendent.
- c. The notice shall specify the last day upon which the employee will perform regular duties.
- d. The effective date of resignation shall be the last day upon which an employee is present at work and performs regular duties.

**5. Non-Compliance with Notice Periods**

- a. If, upon receiving a letter of resignation, the period of notice does not comply with legislation, the Chief Superintendent or designate may:
  - i. require the staff member to give the appropriate period of notice; or
  - ii. accept the resignation as offered and forward to Human Resources for processing.

**6. Division Property**

The resigning employee shall return all items belonging to Frontier School Division.

**7. Exit Survey**

All support staff who resign from the Division shall be provided with an opportunity to complete an exit survey.

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