



## POLICY AND PROCEDURE STATEMENT

SUBJECT RESIGNATION	PAGE 1 OF 1	DATE EFFECTIVE APRIL 1, 2019		
SECTION/POLICY NO. 7.00	APPROVED BY  MAYOR	SUPERSEDES NEW		
PREPARED BY VILLAGE ADMINISTRATOR & PERSONNEL DIRECTOR	 VILLAGE ADMINISTRATOR   PERSONNEL/BENEFITS COMMITTEE	APPROVAL DATE 3/21/2019	ISSUE DATE 4/1/2019	REVIEW DATE
REFERENCE	RFVIFW APPROVED BY  PERSONNEL DIRECTOR	DISTRIBUTION LIST WEBSITE, MAYOR, COUNCIL, CLERK- TREASURER, AND VILLAGE EMPLOYEES		

**SCOPE**

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

**POLICY:**

- I. The policy is to have in place a formal process to leave voluntarily the organization.

**PURPOSE:**

- I. To have processes in when leaving the organization.
- II. To have standards that meet federal, state and local legal requirements.

**PROCEDURE:**

1. Any employee who resigns is encouraged to give his/her reasons for resigning and convey his/her perceptions of the organization's working conditions by completing the Exit Interview Form.
2. A formal letter of resignation is required by the Village and shall include:
  - a. A statement indicating the employee's intention to resign from Village service.
  - b. The date the notice was given.
  - c. The effective date of the resignation.
  - d. The reason for the resignation (optional)
  - e. The employee's signature.
3. Failure to give proper notification may result in ineligibility for reinstatement.
4. The Appointing Authority, Personnel Director, or designee shall, in turn, notify the Village Fiscal Officer of the pending resignation so that payroll records may be updated and appropriate documents processed.
5. A person who resigned in good standing may be reinstated, at the discretion of the Appointing Authority, in his/her former type of position within one (1) year following resignation, provided the person remains qualified to perform the duties of the position and such reinstatement would be in the best interests of the Village.