

 STANISLAUS COUNTY COMMUNITY SERVICES AGENCY	Developed by/Date: Per Old DSS Manual Prior to 2002, Rev. 4/09	Page: 1 of 1	Number: 7.20
	Reviewed by/Reviewed Date: CSA Exec Team 7/27/09	Replaces:	Category: Administrative
Title: Resignation		Approved: 7/27/09	

Policy

 Procedure

 Guideline

Purpose

Community Services Agency (CSA) encourages employees to understand and follow the proper resignation procedures.

Definition

An employee wishing to leave in good standing shall file a written resignation, to the supervisor, giving at least two weeks notice. Employees failing to do so may be denied future employment with the County.

Procedure

Supervisors are required to notify Human Resources immediately. Employees are to contact HR for all appropriate paperwork to ensure they receive all information and benefits they are entitled. All items issued (i.e., cellular phone, laptop, identification badge, etc.) will need to be returned to the supervisor on the last working day of employment.