

Applies to: Staff

Responsible Office

Human Resources

POLICY STATEMENT

College staff may resign their employment at any time providing written notice. A minimum of two weeks' notice to include last day of employment is expected. Staff that internally transfer to another college position are also expected to provide a written resignation with at least two weeks' notice to their current department.

Purpose of the Policy

To state expectations when staff resign their employment.

Policy Details

I. Notice

A minimum two-week written notice is standard for support positions. A minimum four-week written notice is standard for administrative & professional (A&P), and senior administrative & professional (senior A&P) positions. Longer periods may be appropriate for certain positions, and alternative notice arrangements may be negotiated with the staff member at the department's discretion. This includes, but is not limited to, retirement notice. Staff are expected to work through their notice period unless an alternative arrangement has been made. Staff may not use vacation or compensatory time to extend the notice period.

II. Ability to rescind a resignation

A staff member may request in writing to rescind a resignation. Acceptance is at the department's discretion. Supervisors should contact the Office of Human Resources upon receiving a request to rescind a resignation.

III. Returning college property

Staff members must return all college property on or before the last workday, at a time determined by management.

PROCEDURE

For procedural questions, contact the Office of Human Resources.

Responsibilities

Position or Office	Responsibilities
Employee	<ol style="list-style-type: none"> 1. Submit two weeks, or longer if appropriate, written notice of resignation or retirement. 2. Any request to rescind a resignation also must be submitted in writing no later than effective date of resignation. 3. Return all college property.
Supervisor	<ol style="list-style-type: none"> 1. Acknowledge in writing receipt and acceptance of an employee's written notice of resignation or retirement. 2. Consult with Human Resources on receiving a written request to rescind a resignation or with any other questions.
Human Resources	<ul style="list-style-type: none"> • Consult with staff and supervisors concerning this policy.

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- [Departmental sign out form](#)

Contacts

Subject	Office	Telephone	E-mail/URL
Human Resources	1014 Founders Hall	740-366-9367	https://go.cotc.edu/hr

History

Issued: 05/01/2005
Edited: 03/01/2009
Edited: 12/11/2013
Reviewed: 05/01/2014
Reviewed: 05/11/2015
Reviewed: 05/03/2016
Edited: 04/24/2017
Edited: 05/04/2018 (new template)
Edited: 07/23/2021