

<b>Administrative Procedures Manual</b>	<b>Administrative Procedure 417</b>
	<b>Employee Resignations</b>
	APPROVED: September 2013
Page 1 of 2	AMENDED/REVIEWED: August 2016, May 2017, June 2019, September 2019
LEGAL REFERENCE:	Section 52, 53, 215, 216, 217, 222 Education Act Employment Standards Code

## Background

The Division requires that employees wishing to resign from the employ of the Division do so in accordance with the provisions of provincial statutes, collective agreements, individual contracts and Division administrative procedures.

## Procedures

1. The employee wishing to resign from employment with the Division shall submit a letter of resignation to the Superintendent or designate specifying the last day of performance of assigned duties.
2. Upon receiving a letter of resignation, the Superintendent or designate shall:
  - 2.1 Ensure that the period of notice given by the employee is in accord with the conditions of employment;
  - 2.2 If in accord, accept, in writing, the resignation; and
  - 2.3 Forward a copy of the letter accepting the resignation to the Human Resources department.
3. If, upon receiving a letter of resignation, the Superintendent or designate believes that the period of notice does not comply with the conditions of employment, the Superintendent or designate may:
  - 3.1 Require of the employee the appropriate period of notice; or
  - 3.2 Accept the resignation as offered; and
  - 3.3 Forward a copy of the letter accepting the resignation, to the Human Resources department.
4. An "Exit Questionnaire" will be sent to permanent employees who are resigning or retiring from their current position. The questionnaire is anonymous and will help:
  - 4.1 Identify underlying trends related to employment within the Grande Prairie Public School Division;
  - 4.2 Gather information about working for the Grande Prairie Public School Division;
  - 4.3 Identify any relevant information to support the retention of high calibre employees;
  - 4.4 Determine what the Division is doing well to ensure that these practices continue; and

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- 4.5 As they are returned, exit interviews will be reviewed and information of interest will be shared with the Superintendent or designate. Annually, the Human Resources department will also create a summary of all exit interviews returned to the Division from the prior year.
5. In the event an employee is absent from work for undisclosed reasons for a period of five (5) consecutive days, the position will be considered abandoned and therefore vacant.
6. On their last day of work, employees must return to their immediate supervisor the following:
- 6.1 Keys;
  - 6.2 ID card;
  - 6.3 Division-owned electronic devices; and
  - 6.4 Other Division owned resources and all work-related files.