

Article IX.A.3.p. Voluntary Termination of Employment (Resignation)

A. Statement of Policy

A secretary may voluntarily terminate employment upon 10 working days written notice, stating the reason for termination and the date. The written notice must be given by the secretary to both the immediate supervisor and the District Human Resources office.

Damages in an amount of \$50 may be levied against a secretary who fails to give the required notice, provided that at least the minimum wage will be paid for every hour worked.