RULE 14 - RESIGNATION AND LAYOFF

Section 1. Resignation

A. An employee wishing to leave the City service in good standing shall file a written resignation with the Department Director. Resignations shall be submitted at least 14 calendar days prior to the final workday unless the Department Director consents to an earlier date. The written resignation shall be forwarded to the Human Resources Director immediately. An employee who leaves the City service without filing a written resignation and giving 14 calendar days' notice or receiving the Department Director's approval for less than 14 days' notice, shall have the fact entered on the service record in the Personnel file and shall be denied the right of the re-eligibility provisions of the City Personnel Rules. A person denied the right of re-eligibility may apply for work only during open competitive recruitment.

B. When an employee resigns verbally and refuses to submit a written notice, the supervisor receiving the verbal resignation shall document the facts, in memorandum form, and submit the memorandum to the Human Resources Director through the Department Director. This memorandum will constitute the official resignation document for the employee.

C. When an employee has been absent without approved leave for three consecutive workdays, such absence may constitute a resignation either in good standing or not in good standing as determined by the Department Director. The Department Director, after coordination with the Human Resources Director, shall notify the employee by registered or certified mail that the absence constitutes resignation. The notice shall be sent to the last known address of the employee.

Section 2. Withdrawal of Resignation

An employee who has resigned in writing, or verbally, may, prior to the effective date and with the consent of the Department Director, withdraw the resignation.

Section 3. Layoff

A. When a position has been abolished due to reorganization, lack of funds, lack of work, or in accordance with Rule 2, Section 6, or a position must be used to provide work for an employee demoted during promotional probation, then the employee occupying such position shall be laid off.

B. A laid-off employee may request, in writing, to be placed in a position of the same class in any City department. An employee in the same class, who has the least seniority with the City shall be laid off and the laid-off employee with the greater seniority will be placed in the position.

C. When no position of the same class exists within the City or all employees in the class have greater seniority than the laid-off employee, the employee may request, in writing, to be placed in a lower class within the same job family. The lower class may be in any department of the City. When such a request is made, the Human Resources Director, or designee, shall determine if the employee meets the minimum requirements and can perform the essential functions of the requested classification.

D. When the laid-off employee meets the requirements to be placed in a lower class, an employee in the class who has the least seniority with the City shall be laid off and the laid-off employee with greater seniority placed in the position.

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