

EMPLOYEE RESIGNATIONS

Background

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

Procedures

1. The employee wishing to resign from employment with HPSP shall submit a letter of resignation to the Superintendent specifying the last day they will perform their assigned duties.
2. Upon receiving a letter of resignation, the Superintendent shall:
 - 2.1. ensure that the period of notice given by the employee is in accord with the conditions of employment;
 - 2.2. accept, in writing, the resignation; and
 - 2.3. report, as information, the resignation to the Board at its next regular meeting.
3. If, upon receiving a letter of resignation, the Superintendent believes that the period of notice does not comply with the conditions of employment, the Superintendent may:
 - 3.1. require of the employee the appropriate period of notice; or
 - 3.2. accept, in writing, the resignation as offered.
4. A copy of the resignation letter and acceptance of resignation letter shall:
 - 4.1. be forwarded to the Payroll and Human Resources departments, and
 - 4.2. be kept in the employee personnel file.
5. Access to the HPSP network account will be removed as of the date of the resignation. Requests for extensions to account access are made through the Manager of Human Resources and will be evaluated on a case by case basis.

References

Education Act, Sections 214-217

Employment Standards Code, Section 58