**Policy Change Cover Sheet**

|  |
| --- |
| **This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.** |
|  | *I****f the changes you are requesting include housekeeping, please submit those changes to*** ***ndsu.policy.manual@ndsu.edu*** ***first so that a clean policy can be presented to the committees.*** |
| **SECTION**:  |  Section 181: Resignations |
| 1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
 |
| * Is this a federal or state mandate? [ ]  Yes [x]  No
* Describe change: Board Policy was recently updated to help define job abandonment and the recourse when such action has been taken.
 |
| 1. **This policy change was originated by (individual, office or committee/organization):**
 |
| * Human Resources/Payroll
* colette.erickson@ndsu.edu
 |
| ***This portion will be completed by Kelly Hoyt.***Note: Items routed as information by SCC will have date that policy was routed listed below. |
| 1. **This policy has been reviewed/passed by the following (include dates of official action):**
 |
| **Senate Coordinating Committee:** |  |
| **Faculty Senate:** |  |
| **Staff Senate:** |  |
| **Student Government:** |  |
| **President’s Cabinet:** |  |

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to ndsu.policy.manual@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

**North Dakota State University
Policy Manual
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SECTION 181
RESIGNATION**

SOURCE: SBHE Human Resource Policy Manual

1. In case of resignation, a regular employee is requested to give two weeks written notice to the department head. A copy of the notice shall be sent to the Office of Human Resources/Payroll. An Employee Separation Checklist ([*Separation Information - Human Resources/Payroll (NDSU)*](http://www.ndsu.edu/hr/empltoolbox/separation/)) is available for use by supervisors to assist with the process. Vacation and or Sick Leave time may not be used as notice of separation of employment; an employee is required to be present at work on their final day of employment unless the absence is approved by the department head, after consultation with the Director of Human Resources/Payroll. One week's notice is requested for temporary and probationary employees (see Section 222). The period of notice may be reduced or waived upon recommendation of the department head. Individuals resigning should report to the Office of Human Resources/Payroll for final processing.
2. Job abandonment is considered a resignation. Job abandonment occurs when an employee has not contacted the institution and has not reported to their scheduled work shift for three consecutive days without approval. The institution shall notify the employee, in writing by certified mail, that the employee’s failure to report to work or to contact the employer constitutes job abandonment and is effective the last day worked. Written notice shall include notice of the right to appeal and a copy of Section 231 Appeal Procedure for Disciplinary and Reduction In Force Actions.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HISTORY:
New July 1990

Amended April 1992

Amended July 1997

Amended February 2006