

Administrative Procedure 437

Human Resources

EMPLOYEE RESIGNATIONS

BACKGROUND

The charter board requires that employees wishing to resign from the employ of Westmount Charter School do so in accordance with provisions of provincial statutes, and administrative procedures.

PROCEDURES

1. The employee wishing to resign from employment with the charter board shall submit a letter of resignation to the superintendent specifying the last day of performance of 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 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 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 the resignation as offered; and
 - 3.3 forward a copy of the letter accepting the resignation to the human resources department.
4. 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.
5. At the end of employment and on the last day of work, employees must return any and all property belonging to Westmount Charter School, including but not limited to the following:
 - 5.1 keys, fob;
 - 5.2 ID, purchasing cards, IT equipment (software and hardware), instructional resources and furniture; and
 - 5.3 any and all other Westmount property.
6. Failure to return any and all Westmount property will result in the following:
 - 6.1 Westmount pursuing appropriate legal action; and
 - 6.2 in accordance with section 255 of the *Education Act* an employee must return school property of the board, after being given written notice by the board to deliver that property in accordance with the directions in the notice. After being given written notice, if the employee refuses or fails to deliver that property to the board in accordance with the notice, that person is guilty of an offence and liable to a fine of not more than \$50.00 for each day that the person does not deliver that property to the board with the notice.

Legal Reference: *Education Act*
Employment Standards Code

Cross Reference:

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