

**CHAPTER 8: NOTICE OF RESIGNATION, REDUCTION IN
WORKFORCE,
EXIT INTERVIEW**

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Latest Revision: 10/19/10

Resignation, Reduction in Workforce, Exit Interview

8.1 *Notice of Resignation*

Non-exempt employees are expected to give fourteen (14) calendar days written notice of resignation; exempt employees are expected to give thirty (30) calendar days written notice. Such notice should be addressed to the employee's manager, with a copy to the Human Resources Manager and received by the specified time periods.

8.2 *Reduction in Workforce*

The Director is responsible for determining the need for any reduction in workforce, determining the process, procedures, and any and all terms and conditions related to the reduction in workforce, insuring compliance with Federal and State laws, and taking into consideration the impacts of downsizing on both terminated and remaining employees.

In any reduction in force, the operational needs of the District will be given primary consideration when determining what positions to keep or eliminate and what personnel to retain or lay-off. Seniority will be considered if two (2) or more individuals are similarly situated in terms of their position, skills, abilities and all other relevant factors.

8.3 *Exit Interview*

All employees who separate from service with the District will be scheduled for an exit interview with the Human Resources Manager.