

POLICY TITLE: Termination: Resignation			NUMBER 701.00
PF VAL: Kathryn J. Whitmire, Mayor: <i>Kathryn J. Whitmire</i>			Page <u>1</u> of <u>1</u>
ISSUE DATE: August 22, 1983	REVISION DATE:	REVISION NO.	EFFECTIVE DATE: August 22, 1983

Policy Statement: It is the policy of the City of Houston to consider an employee as having resigned when he/she leaves the employment of the City voluntarily and of his/her own initiative.

Policy Basis: Sec. 12-150 of the City Code of Ordinances.

Policy Amplification: An employee who decides to leave the City's employ for any reason shall be asked by the supervisor or department head to submit a formal resignation in writing, and a copy of same shall be forwarded to the Director of Personnel.

Any employee who voluntarily resigns shall forfeit any and all rights otherwise reserved under civil service; and is subject to reemployment only in the manner prescribed by the policies governing original employment.

An employee, upon written request, before the effective date thereof and with the approval of the immediate supervisor and their supervisor's manager, shall be allowed to withdraw a resignation.

Policy Compliance: All employees through the Department/ Division Director shall comply from policy date forward.

Policy Exception: The Civil Service Commission is authorized to make such investigations of a resignation as it may deem advisable. If it determines that a separation reported as a resignation did not result from the voluntary act of an employee, the commission shall notify the Mayor and may treat the separation as a removal and policy provisions relating to removal shall apply. It shall not be considered a forced resignation when an employee resigns a position in lieu of being indefinitely suspended.