

POLICY TITLE: Termination; Resignation Resulting from Unnotified Absences			NUMBER 702.00
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 any employee as having resigned his position with the City when that employee has been absent for three (3) consecutive work days without having properly notified his immediate supervisor.

Policy Basis: Civil Service Rules and Regulations

Policy Amplification: In the event of such resignation, the affected department head shall notify the Civil Service Commission in writing of the resignation and shall send a copy of such letter by certified mail, return receipt requested to the employee at his last known address of record.

The affected employee shall have ten (10) days from the effected date of the resignation to seek review by the Civil Service Commission. Upon showing of good cause for the absence and for failure to notify the immediate supervisor, the Commission will consider the matter of reinstatement to the resigned position and issue a ruling on such. The commission's ruling shall be final.

The impacted position shall not be permanently filled until the expiration of the ten (10) day period for notice of review or until the matter is finally ruled upon by the Commission should the employee seek review.

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

Policy Exception: Policy exceptions and/or violations should be brought to the attention of the Director of Personnel for review and recommended course of action.