Oklahoma State University Policy and Procedures

RESIGNATIONS FOR CLASSIFIED STAFF	3-0710 BUSINESS & FINANCE NOVEMBER 1983

PURPOSE AND SCOPE

1.01 In order to maintain a record system that is accurate and usable in the fulfillment of statutory obligations of statistical reporting, the following guidelines are established.

UNIVERSITY POLICY AND STATE LAW

2.01 The responsibility for the notification of the Office of University Personnel Services that a classified staff member is being separated from employment rests with the employing department. The method of such notification shall be by submission of the completed Separation Notice form.

PROCEDURES

3.01 Resignations:

> a. When a classified staff member resigns from employment at the University, he or she should give the department head as much advance notice of the departure as possible in order that satisfactory arrangements for a replacement can be made. At least two (2) weeks notice shall be considered as minimal good business practice.

> b. Whenever possible, resignations should be presented to the department in writing with a statement of reasons for the action.

> c. No classified staff member shall be absent from duty without authorized leave, except in cases of sickness or emergency. Any classified staff member who is absent without authorized leave of absence for three (3) consecutive workdays shall be deemed to have abandoned the position and to have resigned from the University, unless it can be proven to the satisfaction of the departmental administrator that such failure to request the leave was justifiable and excusable. However, nothing stated herein shall be construed as preventing department

officials from suspending or dismissing a classified staff member for unauthorized absence.

4.01 Suspensions and Dismissals

Replaced by Policy 3-0720 Corrective Action and Dismissals for Staff.

5.01 Layoffs (See Section 3-0711, LAYOFF AND REDUCTION IN WORK FORCE)

Adopted: July 1, 1970
Revised: November 1983