

# *Community Services of Northeast Texas, Inc.*

## Personnel Policies & Procedures

### 708 Resignation

Effective Date: 9/1/2003

Revision Date: ~~8/25/2004~~ 8/23/2022

Resignation is a voluntary act initiated by the employee to terminate employment with Community Services. ~~Advance notice is required for rehire. Community Services requires three weeks notification for the Directors, Administrators, Managers and Supervisors. The remaining staff is required to provide two weeks notice.~~

Written notice of resignation is to be submitted to your immediate supervisor and a copy is to be submitted to the Human Resources Director.

If an employee does not provide advance notice as outlined below ~~requested~~, the employee will be considered ineligible for rehire.

- C-level staff (Executive Director, Deputy Director, Chief Financial Officer) are expected to give notice at least 28 calendar days in advance (four weeks)
- Program Directors, Campus Directors, Assistant Directors, and Executive Assistants to Directors are expected to give notice at least 21 calendar days in advance (three weeks)
- All other staff are expected to give notice at least 14 calendar days in advance (two weeks)

CSNT reserves the right to accept a resignation upon the day it is given instead of waiting for the advance notice period to expire.