

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POLICY 3.04.15 VOLUNTARY SEPARATION

A. Resignation

1. To resign in good standing, management-level and professional employees in positions requiring credentials issued by the State Board of Education or under the auspices of the Ohio Department of Developmental Disabilities shall not terminate employment with the agency without obtaining the written consent of the Superintendent or giving the Superintendent notice as specified by contract. If not specified by contract, a minimum of thirty days written notice of resignation is required, unless waived in writing by the Superintendent. All other employees are required to give at least a two-week notice in order to resign in good standing.
2. Resignations must be in writing, signed by the employee and submitted to the Superintendent for acceptance. Resignations should have the date they are submitted and include the last day to be worked.
3. An employee who does not resign in good standing is ineligible for reinstatement.
4. At the discretion of the Superintendent, an employee may be reinstated into his/her former position or a similar position within one year following his/her resignation provided:
 - a. The employee resigned in good standing;
 - b. The employee's pre-employment screenings are all acceptable;
 - c. The employee remains qualified to perform the duties of the position; and
 - d. A position is available and reinstatement is in the best interest of the agency.
5. Any employee who resigns is encouraged to give his/her reasons for resigning and to discuss with his/her supervisor any working conditions, which he/she feels were unsatisfactory.

B. Abandonment/Absent without Leave

1. An employee who is absent from duty without leave for three consecutive days is deemed to have resigned his/her position.
2. If at any time within thirty days of termination due to abandonment a classified employee makes a satisfactory explanation of the cause of his/her absence, he/she may be reinstated.
3. An employee who has abandoned his/her position is not eligible for future employment with the Board.

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C. Retirement

Information specifying retirement eligibility and benefits is available from the Personnel Office and from the websites of the appropriate system. See also the policies on Benefits at Separation and Retirement Benefits.

D. Separation Due to Injury or Psychiatric Disability

Employees, who are separated from employment due to injury or psychiatric disability, must be reinstated to the same or similar position held at the time of separation, if they are physically and/or psychologically able to return. Employees must pass an examination by an appropriate healthcare practitioner, apply for reinstatement in writing within two years of separation and meet the other standards required for employment eligibility. (Ref.: ORC 124.32.)