EMPLOYEE RESIGNATIONS

Background

The Charter Board requires that employees wishing to resign from the employ of the STEM Collegiate Canada Society do so in accordance with the provisions of provincial legislation, the Education Act (certified staff), Alberta Employment Standards (non-certified staff) and this administrative procedure.

Education Act (certified staff)

Section **216(1)** states: A teacher may terminate (a) a contract of employment with a board, or (b) a designation of the teacher made pursuant to section 202, 203 or 204, by giving the board 30 days' written notice of the teacher's intention to terminate that contract or designation.

Section **217(1)** states: A notice of termination of a contract of employment or of a designation made pursuant to section 202, 203 or 204 must not be given by a board or a teacher (a) in the 30 days preceding, or (b) during a vacation period of 14 or more days' duration.

Alberta Employment Standards (non-certified staff)

Notice period required to be given is outlined in the employee's Employment Agreement.

Procedures

1. The employee wishing to resign from employment with the STEM Collegiate Canada Societyshall submit a letter of resignation to the Superintendent, STEM Collegiate Canada Society, specifying the last day of performance of assigned duties.
2. Upon receiving a letter of resignation, the Superintendent shall:
   2.1. Ensure that the period of notice given by the employee is in accord with the conditions of employment;
   2.2. If in accord, accept, in writing, the resignation; and
   2.3. Forward a copy of the letter accepting the resignation, to the payroll department.
3. If, upon receiving a letter of resignation, the Superintendent believes that the period of notice does not comply with the conditions of employment, the Superintendent may:
   3.1. Require of the employee the appropriate period of notice; or
   3.2. Accept the resignation as offered; and
   3.3. Forward a copy of the letter accepting the resignation, to the payroll department.
4. On their last day of work, employees must return to their immediate supervisor the following:
   4.1. Keys;
   4.2. Fob;
   4.3. ID card;

4.4. Board-owned electronic devices;

4.5. School Business Credit Card; and

4.6. Board Resources (Print and/or Electronic).

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