

County of Cumberland Board of Chosen Freeholders	Policy Number: 3.04	Pages: 1 of 2
Chapter: Personnel Actions		Effective Date: August 11, 1994
Subject: Resignations		

I. POLICY:

Cumberland County Government shall require a minimum of two (2) weeks notice to the department head for a resignation in good standing.

II. DEFINITIONS: NONE

III. PROCEDURE:

A. Resignation in Good Standing:

1. Any permanent employee may resign in good standing by giving the department head at least 14 days written or verbal notice, unless the department head consents to a shorter notice.
2. The resignation shall be considered accepted by the department head upon receipt of the notice of resignation.
3. A request to rescind the resignation prior to its effective date may be consented to by any department head.
4. Where an employee alleges that a resignation was the result of duress or coercion, an appeal may be made to the Board of Appeals under N.J.A.C. 4A:2-1.1.
5. Whenever possible department heads shall require written resignations.
6. Department heads shall forward resignation to the County Personnel and Human Resources Office within 3 working days.

B. Resignation Not In Good Standing:

1. Any employee who is absent from duty for five or more consecutive work days without the approval of his/her superior shall be considered to have abandoned his/her position and shall be recorded as a resignation not in good standing.

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2. An employee who has not returned to duty for five or more consecutive work days following a leave of absence shall be considered to have abandoned his/her position and shall be recorded as a resignation not in good standing.
3. Employees that have resigned not in good standing shall be served with a Preliminary Notice of Disciplinary Action (31-A) and given an opportunity for a hearing. A Final Notice of Disciplinary Action shall be issued within the specified time frame.
4. The department head may modify the resignation not in good standing to an appropriate penalty or to a resignation in good standing.