

## SECTION 7.01 RESIGNATION/RETIREMENT

Classified employees who plan to voluntarily resign or retire should notify the Superintendent at least 2 weeks in advance of the effective date of resignation or retirement.

Management employees under contract and professional employees which includes registered nurses and those employees in positions that require certification issued by the Ohio Department of Education, the Ohio Department of Developmental Disabilities or the Jefferson County Board of Developmental Disabilities (JCBDD) are required to provide a 30-day written notice of resignation or retirement. Failure to provide a 30-day written notice may subject employees to suspension of certification for a period of time not to exceed one year as determined by the Ohio Board of Education or the Ohio Department of Developmental Disabilities following a complaint filed by JCBDD and investigated by the issuing body.

A written letter of resignation or retirement should include:

1. a statement indicating the employee's intention to resign from JCBDD service;
2. the date the notice was given;
3. the effective date of the resignation/retirement;
4. the reason for the resignation/retirement (optional); and
5. the employee's signature.

JCBDD shall notify the Auditor's Office of the pending resignation/retirement so that payroll records may be updated and appropriate documents processed.