

Section 212.258 Resignation and Reinstatement
EMERGENCY

- a) Resignation: An employee who voluntarily leaves his position of employment with the Office shall, except in emergency circumstances approved by the Executive Director, give advance notice of intent not less than ten working days before the effective date of the resignation. Once an employee submits a resignation, the resignation shall not be revoked unless the revocation is requested by the employee and the revocation is approved by the Executive Director. Resignation in good standing means that the employee gave the required notice, or that emergency circumstances justified failure to do so, and that the employee's conduct and work performance were satisfactory at the effective date thereof.

- b) Reinstatement: On request of an employee and a Director, the Executive Director shall respond within thirty days upon receipt of the request. At his discretion, the Executive Director may reinstate an employee who was formerly certified and who resigned or was terminated in good standing or whose position was reallocated downward or who was laterally transferred. Such reinstatement may be to a position in the classification to which the employee was assigned prior to resignation, termination, downward allocation, lateral transfer, or layoff or to an equivalent or lower position in a related classification. If deemed necessary by the Executive Director a reinstated employee may be required to serve a six month probationary period in the position to which reinstated.