

# CHAVEZ HUIERTA

## K-12 PREPARATORY ACADEMY

<b>Book</b>	CHPA Administrative Procedure Manual
<b>Section</b>	Chapter 5 Human Resources
<b>Title</b>	AP 5070 Resignations
<b>Number</b>	AP 5070
<b>Status</b>	Active
<b>Legal</b>	Chávez/Huerta K-12 Preparatory Academy Board of Directors
<b>Adopted</b>	February 12, 2019
<b>Last Reviewed</b>	Tuesday, January 29, 2019

The Chávez/Huerta K-12 Preparatory Academy (CHPA) Board of Directors shall accept the resignation of any employee once submitted to the Human Resource Department.

In order to resign from CHPA, employees must complete one of the following steps:

- Submit a signed resignation letter to the Human Resource Department declaring the employee's decision to voluntarily resign.
- Notify the Human Resource Department verbally that the employee wishes to resign. Upon receiving this notification, the employee will be required to complete the CHPA Employee Resignation Notice Form provided by Human Resources. If employee fails to complete the Employee Resignation Notice Form, the HR representative will document the verbal resignation on the form and it will be deemed accepted by CHPA.

Once the employee has completed one of the above steps, the Human Resources Department will notify the Chief Executive Officer and add the employee's information to the HR Personnel Report that is provided to the CHPA Board of Directors on a monthly basis. The Board of Directors usually ratifies the HR Personnel Report under Consent Agenda Items at each regularly scheduled monthly Board Meeting.

The resignation is deemed final when the Human Resource Personnel Report is accepted by the Board of Directors at the regularly scheduled monthly board meeting. Resignations are deemed to be effective once submitted, verbally or in writing, and may not be rescinded unless unique circumstances arise that require the Chief Executive Officer's review and authorization prior to the Board of Directors' formal acceptance of the resignation.

**Last Revised** Tuesday, January 29, 2019