

# STOCKTON UNIVERSITY



## PROCEDURE

### Classified Staff – Resignation

Procedure Administrator: Associate VP for Human Resources  
 Authority: N.J.A.C.: 4A: 2-1.1; 4A:2-2.5; 4A:2-2.8; 4A:2-6.1; 4A:2-6.2;  
 Effective Date: January 20, 1975, May 30, 2009, August 10, 2010; December 29, 2018  
 Index Cross-References:  
 Procedure File Number: 6111  
 Approved By: Harvey Kesselman, President

### Resignation in good standing

- To resign in good standing, a classified employee will give at least fourteen days' written notice unless, because of extenuating circumstances, the University consents to a shorter period of notice.
- If an employee resigns without giving the required written notice, the employee will be deemed to have resigned not in good standing.
- A request to rescind the resignation prior to its effective date may be consented to at the discretion of the University.
- Where it is alleged that a resignation was the result of duress or coercion, an appeal may be made to the Civil Service Commission under N.J.A.C. 4A:2-1.1

### Resignation Resulting from Unauthorized Absence

- Any employee who is absent from duty for five consecutive business days without the approval of their supervisor shall be considered to have abandoned their position and shall be recorded as a resignation not in good standing.
- The University shall notify the employee by personal service or certified mail, return receipt requested, of their involuntary resignation, including the precise reasons. The employee is entitled to a University-level hearing under N.J.A.C. 4A:2-2.5 followed by a Final Notice and the right to appeal to the Civil Service Commission under N.J.A.C. 4A:2-2.8.

### Review History:

	Date
Associate VP for Human Resources	12/04/2018
General Counsel	12/19/2018
Cabinet	12/19/2018
President	12/29/2018