

Subject: Resignation and Termination
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POLICY--Resignation

An employee may leave in good standing by submitting his or her resignation in advance as follows:

1. For regular employees, resignations will be submitted to your immediate supervisor or to the Chair at least ten (10) working days in advance.
2. For temporary employees resignations will be submitted at least five working days in advance.
3. Less than proper notice shall be documented in the employee's personnel file, and may affect references or future employment with the Nation.
4. An employee who resigns without giving the required notice or fails to fulfill their notice period will be ineligible for reinstatement, but may be considered for future employment on a competitive basis with other applicants.
5. The Chair may waive, with good reason, any portion of the notice period, and release employees immediately upon resignation notice.

Reinstatement

A person who resigned in good standing may be reinstated in his or her former type of position within one year following resignation, provided that the position type is open, the person remains qualified to perform the duties of the position and such reinstatement would be in the interest of the Nation.

TERMINATION PROCEDURE

All requests for termination will be reviewed by the Human Resource Director. Upon completion of review the Supervisor and HR Director will make recommendations to the Chair, who will make the final decision regarding termination of employment. No person except the Chair (or their designee) can authorize a termination of employment.

Termination Clearance Report

A Termination Clearance Report will be completed on each employee. The purpose of this report will be to determine the proper disposition of any equipment, reports, or personnel matters relating to the employee.