

409 RESIGNATIONS

Employee Resignations

Belief

The Maskwacis Education Schools Commission (MESC) follows the cultural and traditional teachings of the Maskwacis Cree, in particular, Wahkohtowin.

Wahkohtowin is the belief that all things are related and connected, that all of existence has spirit and that living in a good way requires us to maintain good relationships with each other and other aspects of existence. We recognize that respect for mother earth, elders, youth, and the Treaties are paramount to planning ahead and making decisions for future generations.

Employees wishing to resign from the employ of the shall do so in accordance with the provisions of provincial statutes, contracts and MESC Administrative Procedures.

Procedures

1. The employee wishing to resign from employment with the MESC shall submit a letter of resignation to the Associate Superintendent: People Services specifying the last day of performance of assigned duties.
2. Upon receiving a letter of resignation, the Associate Superintendent: People Services will:
 - 2.1. Ensure that the period of notice given by the employee is in accord with the conditions of employment.
 - 2.2. If in accord, accept, in writing, the resignation.
 - 2.3. Forward a copy of the letter accepting the resignation to the payroll department.
3. If the period of notice does not comply with the conditions of employment, the Superintendent may:
 - 3.1. Require of the employee the appropriate period of notice.
 - 3.2. Accept the resignation as offered.
 - 3.3. Forward a copy of the letter accepting the resignation to the payroll department.

Reference:

Employment Standards Code