OUT OF ORDER LAYOFF

Sec. 100. After receiving either a written request from an employee and the subsequent consent of the appropriate appointing authority, or after being furnished with good cause, the Commission may approve an employee's layoff either ahead of or in place of some other employee with lower seniority. However, the Commission shall not grant approval of an out-of-order layoff, if it is determined that good cause has not been shown, or that the employee requesting an out-of-order layoff was either doing so under duress, or was making the request to avoid disciplinary action.

RESIGNATION

Sec. 101. Any employee who desires to terminate his/her employment with the City must convey one of the following to the appointing authority:

(1) a signed letter of resignation.

(2) verbal notification of resignation not withdrawn within three scheduled working days.

Pending acceptance of 1 or 2 above by the appointing authority and subsequent filing with the Commission, the resignation shall become effective. Notwithstanding 1 or 2 above, an employee’s absence without authorization for three or more consecutive workdays, wherein the employee fails to show up for work, call in, and/or provide documentation of a disability or legitimate absence, shall be deemed an abandonment of his/her position and an automatic resignation from City service.

RESIGNED EMPLOYEE SEVERS ALL RIGHTS

Sec. 102. Any employee in the classified service who resigns his/her position shall have severed all previously accrued Civil Service seniority and status, and his/her name shall not be restored to any promotional eligible list without re-examination.

CONSENT TO ABSENCE

Sec. 103. If an appointing authority or department head approves an employee's request for leave of absence from City service, the approval shall be in writing, shall state the name of the employee, the position held, and the period the employee is to be absent from City service. A copy of the approval shall be forwarded to the Commission.

RETURN FROM LEAVE OF ABSENCE

Sec. 104. Upon return from an authorized leave of absence, an employee shall be returned to the classification, position, grade and step which he/she held when the leave was granted. With the consent of the appointing authority, the employee may return to work at any time during the authorized leave period.