
resignation may be withdrawn by the employee at any time prior to the effective date of the resignation.

904.804 Resignation in Good Standing

A resignation shall be deemed to be in good standing when it is made voluntarily and not as a direct result of a final adverse action or criminal conviction. With the exception of an employee serving an original probationary period, an employee who resigns in good standing shall have re-employment/reappointment rights consistent with Title 4, Guam Code Annotated and Rules 904.406 and 904.502.

904.805 Resignation Pending Adverse Action

An employee who resigns after receipt of a notice of proposed adverse action is deemed to have resigned voluntarily and has no right to appeal to the Civil Service Commission. Any employee who resigns under this section and is subsequently convicted of a crime based on the same facts which form the basis of the proposed adverse action, shall be deemed not to resign in good standing.

904.806 SEPARATION AND CLEARANCE

When an employee decides to separate from the service of the Department of Education, he shall be required to file a formal resignation on a form prescribed for that purpose.

- (1) Notification. This form shall include such data as name, position, school or division, effective date, reason for resignation, and forwarding address. The form shall be signed by the employee and submitted to the supervisor, who, in turn, shall sign and transmit the same to the Administrator of Personnel Services.
- (2) Clearance. Each separating employee must be cleared of all obligations and property accountability within the Department of Education and the Government of Guam no later than the employee's last working day. The official work site clearance

form and the departmental clearance form, prescribed by the Director of Education/Superintendent shall be used for this purpose. When authorized by the Director of Education/Superintendent, the clearance form may be signed by the principal or supervisor. The original completed form is to be given to the employee, and a duplicate copy is to be transmitted to the Personnel Office for filing in the employee's personnel file.

904.900 TERMINATION OF EMPLOYMENT

904.901 Coverage

This section shall apply to all non-permanent employees.

904.902 Termination of Employment

The Director of Education/Superintendent may terminate the services of an employee for any of, but not limited to, the following reasons:

- A. The duration of the temporary period of employment is ended.
- B. The employee failed to demonstrate satisfactory work performance during the original probationary period or failed to satisfy other conditions of employment.
- C. For misconduct.