
STATEMENT OF POLICY

It is the purpose of this policy to provide an orderly, uniformed and fair procedures for non-disciplinary separation of employees from Government of Guam service.

RESIGNATION

904.801 Coverage

This section shall apply to all classified service employees.

904.802 Notice of Resignation

An employee may resign by giving written notice of the resignation to the Director of Education/Superintendent. The employee should notify the Director of Education/Superintendent in writing at least 14 calendar days before the date of separation. When a resignation letter is directed to the Director of Education/Superintendent it shall by its terms, be effective immediately or on a certain date. If no effective date is indicated, it shall be effective upon delivery to the Director of Education/Superintendent. Upon receipt by the Director of Education/Superintendent of any resignation letter, the Director of Education/Superintendent may make the resignation effective immediately, or sooner than the effective date in the resignation letter. Such resignation shall be effective according to its terms unless the Director of Education/Superintendent, at his discretion, makes the resignation effective immediately or at sometime sooner than the resignation letter. Once a resignation letter is delivered to the Director of Education/Superintendent, it may not be later withdrawn by the resigning person without the consent of Director of Education/Superintendent. Acceptance of such resignation by the Director of Education/Superintendent is not required for the resignation to become effective.

904.803 Withdrawal of Resignation

With the consent of the Director of Education/Superintendent, a

resignation may be withdrawn by the employee at any time prior to the effective date of the resignation.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