

Subject:	RESIGNATION
Section:	PPG# 2851
Chapter:	Personnel
Effective Date:	7/1/98

POLICY

Resignation of Volunteers

A volunteer may resign his/her membership in the Department at any time by submitting a Change of Status form to Human Resources. The Department shall acknowledge acceptance of the volunteer's resignation through written correspondence to the volunteer. Volunteers are required to return all Department equipment upon resignation of membership. Human Resources shall complete a Change of Status form if the volunteer fails to do so.

Volunteers shall be afforded the opportunity to participate in an Exit Interview when the resign.