

Rule 419 Resignation

Applicability: Rule 419 shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA).

Sec. 419.1 **Form**

Sec. 419.2 **Certification and Disposition**

Sec. 419.3 **Effective Date - When Final**

Sec. 419.4 **Satisfactory Service - Permanent Appointees**

Sec. 419.5 **Satisfactory Service - Probationary or Temporary Appointees**

Sec. 419.6 **Processing Resignations When No Written Notice**

Rule 419

Resignation

Applicability: Rule 419 shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA).

Sec. 419.1 **Form**

A resignation shall be immediately reported on the prescribed form to the office of the MTA Director of Transportation as provided below. If an employee resigns without completing the form, but otherwise gives notification in writing of the resignation, such notification shall be attached to the form.

Sec. 419.2 **Certification and Disposition**

The resignation shall be forwarded to the Human Resources Director for recordation if services were satisfactory and subject to review by the Civil Service Commission for determination of future employability if services were unsatisfactory. The MTA Director of Transportation/Designee shall certify to the Civil Service Commission whether the resignee's service has been satisfactory or unsatisfactory. If the service is certified as unsatisfactory, the Civil Service Commission shall make a determination of future employability.

Sec. 419.3 **Effective Date - When Final**

A resignation shall be final on the effective date entered on the resignation form and shall not thereafter be rescinded.

Sec. 419.4 **Satisfactory Service - Permanent Appointees**

A permanent appointee who has completed the probationary period, who resigns, and whose services have been certified as satisfactory by the MTA Director of Transportation/Designee shall be permanently separated from such appointment except as provided in the reappointment provisions of the Appointment Rule.

Sec. 419.5 **Satisfactory Service - Probationary or Temporary Appointees**

An employee under probationary or temporary appointment who resigns and whose services have been certified as satisfactory, shall be removed from the eligible list from which appointed; except upon written request and with the approval of the MTA Director of Transportation/Designee, the name of the resignee may be returned to the eligible list from which appointed, if such list has not expired. Approved requests received by the third Friday of the month become effective on the first business day of the following month unless otherwise ordered by the MTA Director of Transportation/Designee.

Sec. 419.6 **Processing Resignations When No Written Notice**

The resignation procedure outlined under the automatic resignation procedures of these Rules shall not be used to remove employees who have indicated their intention to resign and who leave their positions in good standing without submitting a properly completed resignation form and who cannot be located for the purpose of signing a resignation form. Such employees are to be separated in accordance with the provisions of this Rule by submission from the appointing officer of an unsigned resignation with a letter of explanation attached. A copy of both the resignation and the accompanying letter are to be sent to the employee at the employee's last known address by certified mail.