



**3.7. Resignation & Termination.** Employment with the District is at-will in accordance with the provisions of this Employee Handbook. Employees are encouraged to submit written notice of resignation to their supervisor prior to the effective date of their resignation. The management may schedule an exit interview, if appropriate. When an employee resigns, the employee will return all District or co-worker's property, including uniforms and keys.

**3.7.1.** Non-exempt employees are requested to submit notice of resignation at least two weeks (14 days) prior to the effective date of their resignation. The District may terminate such employees with or without cause without any advance notice. All wages and expense reimbursement owed to the employee shall be provided on the scheduled payday for the period (more information on Paydays can be found in Section 4.2).

**3.7.2.** Either the District and/or an exempt employee that has completed the Temporary Employment Period are free to terminate employment at any time with 30 days advance notice to the other for any reason with or without cause. The District, without altering the at-will relationship, shall have the right to immediately terminate an employee's services for cause including but not limited to those defined in the Rules of Conduct. If terminated for cause, all compensation and benefits described in this handbook shall cease as of the termination date.

