

Policy and Procedures

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Title: Resignation

Date issued / last revision: December 5, 2003

Date effective: Immediately

Resignation

Statement:

Cooperstown Medical Transport, Inc. (CMT) is establishing policy and procedure for employees that exercise their right of “at will employment.”

Purpose:

To establish the policy and procedures regarding the voluntary separation of employment initiated by an employee

Scope:

This policy applies to all employees, full time, part time and intern.

Policy:

1. Employees who desire to voluntarily leave their job should notify their immediate supervisor in writing indicating their last day of work and reason for leaving. Voluntary resignations should be given with a minimum two weeks notice.
2. Prior to leaving, every employee should be, if possible, interviewed by his or her immediate supervisor and separately by the Director of Operations and the Human Resources Manager.
3. Nothing in this policy should be interpreted to, in any way, affect the “at will employment” relationship held between CMT and its employees.