

14.2 RESIGNATION

An employee who intends to resign is requested to notify his or her supervisor in writing at least 10 working days prior to the last day of work. The supervisor is responsible for notifying the supervising Elected Official or Department Head immediately.

Employees shall be eligible to apply for open positions with Austin County as long as the following provisions are met:

- 1) The employee has not worked for at least 3 calendar months
- 2) No prior arrangement or agreement was made between Austin County and the employee for reemployment
- 3) Strict adherence to normal leaving employment procedures were followed at the time of the employee's resignation.

The employee must have a bona fide separation of employment and have been separated for a minimum of 3 calendar months. A bona fide separation means there is no prior agreement or understanding between Austin County and the employee that the employee would be rehired after resigning. According to Rule 107.4 adopted by the TCDRS Board of Trustees, restrictions apply to elected officials, people employed for the same or different position in the same or different department, employee status changes, and independent contractors.