

## 7.1 Change of Status

### a. Notification by Employees


Each ~~regular~~ employee shall give the District ten (10) work days' written notice before leaving his/her employment. An employee must be present at work and in paid status on the last day of employment except in extenuating circumstances with written approval by the Superintendent.

### b. Notification by the District

The District shall give the employee ten (10) work days written notice before any layoff or change in job status. Employees terminated for just cause or suspended for disciplinary reasons and probationary employees are exempt from this section.

### ~~e. Demotions~~

~~Any employee who receives a voluntary demotion or a demotion for just cause shall be placed in the grade of the lower class of positions based on creditable service, as determined by the District.~~

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