

Human Resources

BP 7350 RESIGNATIONS

References:

Education Code Sections 87730 and 88201

The Board of Trustees hereby delegates to the Chancellor the authority to accept resignations on its behalf at any time. Resignations shall be deemed accepted by the Board of Trustees when accepted in writing by the Chancellor. When accepted by the Chancellor, the resignation is final and may not be rescinded. All such resignations shall be forwarded to the Board of Trustees for ratification.

Date Adopted: November 18, 2008
(Replaces RCCD Policy 1042)

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It is customary to give a minimum of two (2) weeks' notice for classified and confidential staff; a minimum of thirty (30) days' notice for management; a minimum of one (1) semester's notice for faculty, OR, at the earliest feasible moment. All notifications must be submitted in writing to the appropriate manager with a copy to the Director, Diversity and Human Resources, who will inform the Chancellor.

Office of Primary Responsibility: Resigning Employee's Manager and the Director, Diversity and Human Resources.

Administrative Approval: April 27, 2009