

EMPLOYEE RESIGNATIONS

All resignations including those from an existing contract will be decided on an individual basis and approved by the President. All full-time employees shall submit a written letter of resignation to their immediate supervisor with a copy to the Human Resources Office.

Classified employees shall provide a minimum of a two-week notice. Professional/Managerial and administrative employees shall provide a minimum of a thirty-day notice. Faculty shall provide notification of resignation sixty days before the close of the current contract period.

For administrative, professional/managerial or faculty employees who are paid over a twelve-month period, final salary payment shall be prorated based upon the daily rate times the actual number of contract days worked less any previous payments.

In the event of a death of a full-time employee, the salary of such employee shall terminate upon death. Any salary earned and not yet paid shall be paid on the final paycheck.

The College reserves the right to waive any notice requirements.

Original policy date: 02/13/75 (Code 4120, Item #0825)
Revision date: 03/13/97 (Code 4125, Item #7957)
Revision date: 03/09/06 (Item #9853) (Includes Codes 4130, 4130.a, 4130.b)