

Chapter 7 - Human Resources

AP 7350 Resignations

References:

Education Code Sections 87730 and 88201

Employees desiring or electing to resign will notify their direct administrators and complete an official resignation form available in the Office of Human Resources. Prior to leaving employment with the College, the employee shall complete an exit meeting with Human Resources and then turn in any College property including equipment and keys. The College President/CEO shall accept the resignation of any employee and shall approve the effective date of the resignation. Resignations accepted by the College President/CEO, the resignation is final and may not be rescinded.

Reviewed: May 14, 2013

Reviewed: December 6, 2014

Reviewed: June 9, 2015

Reviewed: August 17, 2016