

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 or submit a signed letter of resignation to the Office of Human Resources. Prior to leaving employment with the College, the employee shall turn in any College property, including equipment and keys, and may complete an exit meeting with Human Resources. The College President/CEO may accept the resignation of any employee and shall approve the effective date of the resignation. Once resignations are accepted by the College President/CEO, the resignation is final and may not be rescinded by the employee.

Reviewed: May 14, 2013

Reviewed: December 6, 2014

Reviewed: June 9, 2015

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