

TERMINATION OF EMPLOYMENT
RESIGNATION

DMD
(LOCAL)

General Requirements

All resignations shall be submitted in writing to the College President or designee. The employee shall give reasonable notice and shall include in the letter a statement of the reasons for resigning. A prepaid certified or registered letter of resignation shall be considered submitted upon mailing.

Contract Employees

End of Contract
Term

Any employee serving under a term contract may resign his or her position and leave the employment of the College District effective at the end of the contract term without penalty, provided the employee submits a letter of resignation, in accordance with administrative regulations and the provisions at GENERAL REQUIREMENTS, above.

The College President or designee shall be authorized to accept a term contract employee's resignation effective at the end of the contract term.

Prior to End of the
Contract Term

An employee serving under a term contract wishing to resign prior to the end of the contract term must submit a letter of resignation in accordance with the provisions at GENERAL REQUIREMENTS. The consent of the Board or its designee is required for resignations effective prior to the end of the contract term.

At-Will Employees

The College President or designee shall be authorized to accept the resignation of an at-will employee at any time.

Board Report

At the next Board meeting, the College President shall provide to the Board a list of the employees who have resigned since the last Board meeting.

Withdrawal of Resignation

Once submitted and accepted, the resignation of an employee serving under a term contract may not be withdrawn without the consent of the Board.