

2.60 Resignations

1. Resignations shall be submitted in writing ~~through~~ signed and dated, and shall expressly state the date set for resignation. The resignation shall be submitted to the employee's immediate supervisor; the supervisor shall then submit the resignation to the College or District chief executive officer and the Office of Human Resources.
2. ~~Resignations of members of the faculty shall be accepted, and the Board~~ The Board shall accept resignations of ~~members of the faculty any employee shall be accepted, and the Board~~, and will fix the time when the resignation is to take effect. By law, this date may not be later than the close of the ~~College-academic~~ year during which the resignation has been received by the Board.
3. A classified employee wishing to resign shall provide the District at least two weeks' notice of his/her intention to leave, unless the Board consents to his/her leaving sooner.
4. The Board delegates to the Chancellor the authority to accept resignations on its behalf at any time. Resignations shall be deemed accepted by the Board 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 ~~When accepted by the Chancellor, the resignation is final and may not be rescinded.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 for ratification.

Reference: Education Code Sections 87730; 88201

(Rev. ~~7/90~~ 5/09)