

AP 7350 Resignations

References:

Education Code Sections 87730 and 88201

Employees desiring or electing to resign will notify their direct supervisor and turn in a handwritten resignation notice or complete the resignation form available in the Human Resources Department. Prior to leaving employment with the District, the employee shall complete an exit meeting with Human Resources and the direct department and then turn in any District property including equipment, keys and security badge. The District Superintendent/President shall accept the resignation of any employee and shall approve the effective date of the resignation. Resignations accepted by the Superintendent/President are final and may not be rescinded.