

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 written resignation notice or complete the resignation form available on the Human Resources Department website. Prior to leaving employment with the District, the Employee will turn in all District property to Human Resources. District property may include, but is not limited to, technology assets, key, and security badge. Prior to the final working day the employee, if agreeable, will complete an exit interview with Human Resources. 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 Resignations accepted by the Superintendent/President are final and may not be rescinded.