

RESIGNATIONS

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| AP No. 7350 |
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Board Reviewed: 6/12/13

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- I. All employee resignations shall be submitted to the immediate supervisor / and or the Human Resources Office. Such notice must be made prior to the effective date of the resignation and shall indicate the final day of employment.
- II. Faculty resignations will be accepted in accordance with the contractual bargaining agreement between the Rio Hondo Faculty Association and the District.
- III. Resignations shall be deemed accepted by the Board when accepted in writing by the Superintendent/President or his/her designee and such resignations shall be forwarded to the Board for approval.
- IV. The employee's resignation letter and its acceptance will be placed in the employee's personnel file.
- V. Upon termination of employment with the District, the employee's immediate supervisor shall be responsible for compliance with District and campus exit and clearance procedures for the return of keys, parking passes, library cards and materials, and other District property issued the employee during the course of employment.
- VI. References: Education Code Sections 81655, 87730 and 88201