I. Introduction

A. 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 intended final day of employment.

B. Faculty resignations will be accepted in accordance with the contractual bargaining agreement between the Rio Hondo College Faculty Association (RHCFA) and the Rio Hondo Community College District.

C. Classified resignations will be accepted in accordance with the contractual bargaining agreement between the California School Employees Association (CSEA) and the District.

D. Resignations shall be deemed accepted by the Board when accepted in writing by the Superintendent/President or their designee. When accepted by the Superintendent/President or their designee, the resignation is final and may not be rescinded. All such resignations shall be forwarded to the Board for ratification.

E. The employee’s resignation letter and its acceptance will be placed in the employee’s personnel file.

II. Exit and clearance procedures

A. Upon separation of employment with the District, the Office of Human Resources 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.

B. The District, through its Human Resources staff, will encourage employees to participate in an exit interview when resigning.

III. Resignation report

The Superintendent/President shall provide the Board, when requested, with a report regarding employee resignations. This report must disaggregate employee resignations by race, age, gender, gender expression, gender identity, or any other characteristic identified by the Board. The report will include reasons or comment by employees during their exit interview.

IV. Sources/references

Education Code Sections 87730 and 88201