I. Introduction

A. The Board of Trustees shall accept the resignation of any employee and shall fix the time when the resignation takes effect, which shall not be later than the close of the academic year during which the resignation has been received by the Board.

B. The Board delegates to the Superintendent/President or their designee, the authority to accept resignations on its behalf at any time.

C. 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 When accepted by the Superintendent/President, or their designee, the resignation is final and may not be rescinded.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.

D. The Rio Hondo Community College District, through its Human Resources staff, will encourage employees to participate in an exit interview when resigning.

E. 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 expression, gender identity, or any other characteristics identified by the Board. The report will include reasons or comments by employees during their exit interview.

II. Sources/references

Education Code 87730 and 88201