

AP 7350 Resignation

- 1.0 When an employee resigns from the service of the District, written notice of the resignation shall be submitted to the immediate management supervisor prior to the effective date of the resignation. The immediate management supervisor shall submit the notice through established administrative channels to the campus chief executive officer, who shall forward the notice to the District Office of Human Resources.
- 2.0 Unless otherwise approved by the Chancellor or Vice Chancellor of Human Resources, faculty resignations will not be accepted to take effect within the final four weeks of the close of a term or semester.
- 3.0 Upon termination of employment with the District, employees shall be responsible for compliance with District and campus exit and clearance procedures and for the return of keys, parking passes, library cards and materials, and other District property issued the employee during the course of employment.

Date of Adoption: October 9, 2007