

RESIGNATION OF EMPLOYEES

Supervisors, through appropriate administrative channels, will notify the Office of Human Resources of all employee resignations at the earliest possible date.

When employees resign their positions, any and all salary owed will be paid at the end of the month. Any contract employee who resigns before the end of the contract will be paid for time worked prior to the termination and will not be paid for the entire contract amount.

Professional Employees

A contract professional employee may resign with the consent of the Board of Trustees at any time mutually agreeable. The College President shall have authority to accept the resignations of all contract employees on behalf of the Board of Trustees.

Faculty

Faculty members have the responsibility to provide due notice of intentions to interrupt or terminate services to the institution.

A contract faculty member may resign with the consent of the Board of Trustees at any time mutually agreeable. The College President shall have authority to accept the resignations of all contract employees on behalf of the Board of Trustees.

Classified Employees

Classified employees may resign at any time but are required to give their supervisors written notice, preferably two weeks in advance of the date of resignation.