
Chapter 18

Resignations

18.1 RESIGNATION PROCEDURES

18.1.1 RESIGNATION DURING PROBATIONARY PERIOD: A person who resigns while in good standing during his/her probationary term may be returned to his/her original place on the eligibility list at the discretion of the Commission.

REFERENCE: Education Code Sections 45260 and 45261

18.1.2 RESIGNATION AND EFFECT ON ELIGIBILITY LISTS: A resignation relates only to the specific position from which the employee resigns and does not impair his/her rights on other eligibility lists, including the 39-month re-employment list; except that if his/her name is on any promotional eligibility list, it shall be removed from any such list.

REFERENCE: Education Code Section 45260

18.1.3 PROCEDURE FOR RESIGNATION OF EMPLOYEE: Whenever an employee desires to resign from the District, he/she shall present his/her resignation in writing to the immediate supervisor or the Personnel Office. The resignation letter will include the last date of service. The resigning employee may, upon request, have an exit interview with the Director of Classified Personnel prior to his/her departure date.

18.1.4 A LETTER OF RESIGNATION: Classified employees are requested to provide the District with at least two (2) weeks notice. Management classified employees are requested to provide at least four (4) weeks notice to the District. Earlier release may be authorized if circumstances permit, such as the availability of a qualified replacement. Failure to comply with this regulation will become a part of the employee's permanent record and may be used in all future employment recommendations.

18.1.5 ACCEPTANCE OF RESIGNATION: The resignation will be effective upon receipt of the letter of resignation by the Director of Classified Personnel.

REFERENCE: Education Code Sections 45260 and 45261

