

CHAPTER 210

RESIGNATIONS

210.1 RESIGNATION PROCEDURES

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

REFERENCE: Education Code Sections 45260 and 45261

210.1.2 RESIGNATION AND EFFECT ON ELIGIBILITY LISTS: A resignation relates only to the specific position from which the employee resigns and does not impair his rights on other eligibility lists, except that if his name is on any promotional eligibility list it shall be removed from any promotional list.

REFERENCE: Education Code Sections 45260

210.1.3 PROCEDURE FOR RESIGNATION OF EMPLOYEE: Whenever an employee desires to resign from his position with the District, he shall present his resignation in writing to the Classified Personnel Services office. The resignation letter shall indicate the last day in paid status of the resigning employee and the reasons for the resignation. The Director of Classified Personnel Services shall insure that the resignation is presented to the Board of Trustees for action.

REFERENCE: Education Code Sections 45260 and 45261

210.1.4 TWO WEEK NOTICE OF RESIGNATION: Classified employees are requested to provide the District with at least two (2) weeks notice. Management, Supervisory, and Confidential employees are requested to provide at least four (4) weeks notice to the District.

REFERENCE: Education Code Sections 45260 and 45261

210.1.5 **ACCEPTANCE OF RESIGNATION:** The resignation of a classified employee shall be considered final upon receipt by the Director of Classified Personnel Services.

REFERENCE: Education Code Section 45260 and 45261

210.1.6 **RESIGNATIONS SHALL BE SUBMITTED IN THE FISCAL YEAR EFFECTIVE:** A resignation shall take effect no later than the close of the fiscal year during which the resignation is received.

REFERENCE: Education Code Sections 45201, 45260, and 45261

210.1.7 **RETIREMENT UNDER THE CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM (CALPERS):** Classified employees working over 1000 hours per year are covered by the Public Employees Retirement System and Social Security. Employees wishing to retire under this system are required to submit appropriate retirement applications to the Public Employees Retirement System.