

BP 7350 RESIGNATIONS

References:

Education Code Sections 87730 and 88201

Resignation

Resignations shall be effective pursuant to Board Resolution and/or applicable collective bargaining agreements.

At least two weeks notice is requested of any regular employee who may wish to resign. The effective day of resignation shall be the last day of paid status.

Information on resignations for faculty members can be found in the collective bargaining agreement.

❖ **From the current CLPCCD Policy 4019 titled Resignation**

~~The Chancellor, or his/her designee, shall be authorized by the Board of Trustees to officially accept the resignation of any employee. Acceptance of the resignation shall be effective at the time of receipt by the Chancellor. The Chancellor shall report such resignations to the Board of Trustees for approval or ratification.~~

❖ **From the current CLPCCD Policy 4432 titled Retirement**

~~Each classified employee working at least half-time is required to become a member of the Public Employees Retirement System, effective the first day of service. Contribution rates as established by the system shall be deducted from each month's salary. Membership and beneficiary forms shall be completed during the first month of employment. The minimum retirement age is 50 years, with at least five years of equivalent full-time service.~~

❖ **From the current CLPCCD Policy 4434 titled Abandonment of Position**

~~A classified employee who is absent from the assigned duty station for more than three (3) consecutive working days without approval from the assigned manager responsible for the administrative unit will be deemed to have abandoned the position and to have resigned. Each manager responsible for an administrative unit shall report immediately~~

~~to the Chancellor the name of any employee who has such an unauthorized absence. The individual shall not be permitted to return to active service nor be reinstated following such an unauthorized absence unless approved by the Chancellor because of extenuating circumstances.~~

NOTE: The **red ink** signifies language that is **legally required** and **legally advised** as indicated and recommended by the Policy and Procedure Service and its legal counsel. The language in **black ink** is from the current CLPCCD Policy 4019 titled Resignation adopted on March 19, 1996; current CLPCCD Policy 4432 titled Retirement adopted on March 19, 1996; and current CLPCCD Policy 4434 titled Abandonment of Position adopted on March 19, 1996. The language in **green ink** was added on September 24, 2013 during the review with Kit, David, Wyman, Lydia and on March 28, 2014 with Wyman, David, and Kit.

Date Adopted:

(This policy replaces current CLPCCD Policies 4019, 4432, and 4434)

Legal Citations for BP 7350

Education Code Sections 87730 and 88201

87730. Governing boards of community college districts 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 school year during which the resignation has been received by the board.

88201. The governing boards of any community college district may accept the resignation of any employee and may fix the time when the resignation shall take effect, which shall not be later than the close of the school year during which the resignation is received by the board.