

E-20b

PROCEDURE

Resignation/Retirement

Notification of resignation or retirement must be submitted in writing to the VP of Human Resources and an employee's direct supervisor. Employees will be provided with a *Notice of Resignation or Retirement Form* and coordinate with Human Resources to finalize completion details. All employees will have an optional opportunity to schedule an exit interview at the time of their departure.

Support staff will provide a minimum of two (2) weeks advance notice or four (4) weeks for administrative and professional classifications to allow the College sufficient time to minimize disruption to the College.

Faculty are expected to fulfill their contractual agreement to provide service until the end of the given fiscal year and are subject to the stipulations laid out in the Faculty Association Agreement. When a faculty member requests an early release from their contract, they should submit their resignation as far in advance as possible of their last day of employment.

The faculty member will work cooperatively with the College Administration to fulfill the faculty's professional obligation to minimize the adverse impact upon students and the College caused by the faculty's request for an early release from their contract.

Related Policy: E-20

Admin Team Adopted: 10/21/22

Reviewed: 02/21/12, 06/25/20, 08/10/21, 10/29/21, 12/10/21, 10/21/22

Next Review: TBD

Web link:

Tags: resignation, retirement, separation of employment