

Coast Community College District
Administrative Procedure
Chapter 7
Human Resources

AP 7350 Resignations

References:

Education Code Sections 87730 and 88201

Submission of Resignations

Employees considering resignation from their position are encouraged to discuss the resignation with their immediate supervisor and Human Resources prior to submitting the resignation.

All resignations must:

- be written and signed by the employee,
- designate the employee's requested last date of employment,
- be submitted simultaneously by the employee to the employee's immediate supervisor and to the College Director of Human Resources or, for a District Office employee, to the Vice Chancellor of Human Resources or designee.

Role of the Supervisor

Employees and their immediate supervisor shall be responsible for compliance with District and campus exit procedures and for the return of keys, parking passes, library cards and materials, and other District property issued to the employee during the course of employment.

Role of the College and District Human Resources

The College Human Resources Director or designee will forward a copy of the employee's resignation to the Vice Chancellor of Human Resources or designee. For District Office employees, the Vice Chancellor of Human Resources receives the employee's resignation notice. The Vice Chancellor of Human Resources will forward a written copy of the employee's resignation notice to the Chancellor or designee for written acceptance and placement on the Board agenda for ratification.

Ratified April 20, 2016

Ratified June 19, 2019