

3029.            ADMINISTRATIVE REGULATIONS ON RESIGNATION

- 3029.1        The Administrative Dean, Human Resources, shall be responsible for administering this policy.
- 3029.2        All employee resignation requests must be submitted in writing to the Administrative Dean, Human Resources.
- 3029.3        The employee's immediate supervisor will be asked to assess the impact of the resignation.
- 3029.4        After consulting with the employee's supervisor, the Administrative Dean, Human Resources, will recommend the resignation be effective either on the date requested or on an alternate date based on the best interests of the students and the District.
- 3029.5        The Administrative Dean, Human Resources, after board action, will notify the employee of the effective date of resignation with copies to appropriate college offices.
- 3029.6        Prior to receiving his/her final paycheck, the employee shall go through a checkout procedure to ensure that all District property (including keys) has been returned.