768 RESIGNATION

Education Code Section(s)

88080. Power of Personnel Commission to Prescribe and Amend Rules. The commission shall prescribe and, amend, and interpret … such rules as may be necessary to insure the efficiency of the service … and retention of employees upon a basis of merit and fitness. …

88081. Subjects of Rule. (a) The rules shall provide for the procedures as they pertain to … resignations …

88201. Resignations. 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.

A. A resignation is a voluntary statement from a permanent employee who wishes to terminate employment with the District. An employee shall submit his/her resignation on the Academic/Classified Resignation form (HR P-310) to his/her immediate supervisor. Employees may request to continue temporary assignment(s) after resignation.

B. A resignation form shall be withheld from processing for a period of at least 48 hours, excluding weekends and holidays, after the initial date of submission. An employee shall be allowed to withdraw his/her resignation during this period. When a written request for withdrawal of a resignation is received after the processing has begun, every reasonable effort shall be made to withdraw the resignation before the Board of Trustees takes final action, provided that the employee is in good standing.

C. An employee who resigns while in good standing during his/her probationary period may request to have his/her name restored to its proper rank on the eligibility list from which appointed provided such eligibility list is still in effect.

D. A permanent employee who resigns while in good standing may request to be reinstated or reemployed within 39 months after the last day of paid service, in accordance with the provisions of Rule 771, REINSTATEMENT.