



Board Policy 428: Resignations

Personnel

A resignation form will be completed in writing signed by the resigning employee, directed to the provost or vice president, who will then forward the original form to the Human Resources department upon receipt. The resignation will be documented in the monthly Personnel Report to the Board.

The Board recognizes that there are some circumstances that force an employee covered by a collective bargaining agreement or a continuing contract to request a release before the expiration date of the contract; therefore, a person may be released from a contract if a suitable replacement can be secured.

If an individual resigns from the District, and is later rehired, their former period of employment is not automatically considered in determining seniority.

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Date of Adoption: February 21, 1977

Legal Reference

None

Related Administrative Rules and Regulations

None

Revision History

July 8, 2009; July 9, 2014; January 14, 2009; March 13, 2009; December 9, 1987

Formerly Board Policy 427; Board Policy 406