

Resignation Policy

(Revised 3/9/2023)

All resignations shall be submitted in writing to one's immediate supervisor. If an employee fails to appear for work for three consecutive workdays without appropriate excuse, such action may be dealt with by the college in the same way as if a written resignation had been received. Resignations may be accepted by the president and shall be reported to the board of trustees at its next regular board meeting. Resignations of personnel subject to the so-called "continuing contract act" shall be given in accordance with the time requirements therein specified. Employees should consult the Contract Termination Policy as to proper notification, except for those employees covered by the negotiated agreement.