



ADMINISTRATIVE PROCEDURES

No. 7350.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

RESIGNATIONS

When an employee resigns from the District, written notice of the resignation with the final day of employment indicated shall be submitted in writing to the Superintendent/President. Copies of the resignation letter shall be submitted to the Director of Human Resources and to the employee's direct supervisor.

It is customary to give a minimum of two weeks' notice for classified and confidential staff; a minimum of 30 days' notice for management; and a minimum of one semester's notice for faculty. Longer notice periods are appreciated. Employees wishing to leave sooner than the notice periods listed above must be approved by the Superintendent/President.

Unless otherwise approved by the Superintendent/President or designee, faculty resignations will only be accepted to take effect at the close of a semester.

The employee's resignation letter will be placed in the employee's personnel file.

Upon termination of employment with the District, the employee shall be responsible for complying with the District's exit procedures, administered by the Human Resources Department, for the return of keys, library materials, and other District property issued during the course of employment.