



# REGULATIONS

REG No.: 871

## RESIGNATION

### I. BACKGROUND and/or LEGAL REFERENCE

No legal policy on this topic was found in the TASB Policy Manual.

### II. POLICY

#### A. Notification

1. To resign in good standing, any employee serving under a term contract may relinquish his or her position and leave the employment of the District at the end of contract term without penalty, provided such employee submits written resignation as follows.
  - a. *Employees whose contracts are reviewed by the college during March:* provide notice on or before March 1 of the fiscal year during which the employee intends to retire.
  - b. *Employees whose contracts are reviewed by the college at times other than March 1:* provide notice on or before the date of contract review during the fiscal year in which the employee intends to resign.

#### 2. Exceptions

Under exceptional circumstances or if an employee wishes to resign before contract expiration, the above deadlines may be waived; and an employee may resign with the consent of the Board at any time mutually agreeable.

#### B. College President's Authority

The College President shall have the authority to accept resignations.

#### C. A certified or registered letter of resignation is considered submitted upon mailing.

(POLICY APPROVAL: 8-21-96, Board of Trustees)

FRV/FRV  
8-21-96