

TERMINATION OF EMPLOYMENT  
RESIGNATION

DMD  
(LOCAL)

**General  
Requirements**

All resignations shall be submitted in writing to the College President or other person designated by the Board in accordance with this policy (i.e., direct supervisor, Cabinet member, or the Human Resources Department). The employee shall give reasonable notice and shall include in the letter a statement of the reasons for resigning. A prepaid certified or registered letter of resignation shall be considered submitted upon mailing.

**Contract Employees**

End of Contract  
Term

Any employee serving under a term contract may resign the employee's position and leave the employment of the College District effective at the end of the contract term without penalty, provided the employee submits a letter of resignation, in accordance with administrative regulations and the provisions at General Requirements, above.

The College President or other person designated by Board action (i.e., direct supervisor, Cabinet member, or the Human Resources Department) shall be authorized to accept a term contract employee's resignation effective at the end of the contract term.

Prior to End of the  
Contract Term

An employee serving under a term contract wishing to resign prior to the end of the contract term must submit a letter of resignation in accordance with the provisions at General Requirements. The consent of the Board or the College President is required for resignations effective prior to the end of the contract term.

**At-Will Employees**

The College President shall be authorized to accept the resignation of an at-will employee at any time. The College President may delegate to other administrators the authority to accept a resignation of an at-will employee.

**Board Report**

At the next Board meeting, the College President shall provide to the Board a list of the employees who have resigned since the last Board meeting.

**Withdrawal or  
Modification of  
Resignation**

Once submitted and accepted, the resignation of an employee serving under a term contract may not be withdrawn or modified without the consent of the Board or College President.