BP 7350  RESIGNATION AND RETIREMENT

The board hereby delegates to the superintendent/president the authority to accept resignations and retirements on its behalf at any time. When the superintendent accepts the written resignation or retirement, then the resignation or retirement shall be deemed accepted by the board. All resignations and retirements shall be forwarded to the board as information items.

The superintendent/president shall fix the time when a resignation takes effect. The effective date shall not be later than the close of the academic year during which the resignation has been accepted. When accepted by the superintendent/president, a resignation is final and may not be rescinded. The superintendent/president's acceptance of a resignation by a regular or probationary faculty member or administrator during or immediately preceding a school term may depend upon the finding of an acceptable replacement.

A resignation from a regular or probationary classified employee shall be submitted with at least two weeks’ notice, unless the superintendent/president consents to the employee leaving sooner. If a classified employee resigns and is later re-employed by the district, no accumulated benefits shall be carried forward, and the interim period shall be considered a break in service.

Reference: Education Code Sections 87730 and 88201.

[NOTE: This policy replaces board policies 3400 and 4940 and administrative procedure 5930.01.]
AP 7350 RESIGNATION AND RETIREMENT

An employee who plans to resign or retire shall submit a written notice to the superintendent/president with a copy to the director of human resources.

Faculty and administrators shall give written notice of retirement to the superintendent/president no later than the starting date of the last semester of employment. Classified employees must submit written notice at least 90 days in advance of the contemplated retirement date. In accordance with Assembly Bill No. 398, Chapter 666, Statutes of 1983, there is no mandatory retirement age for District employees.

Approved: 3/12/02
Revised:

(Replaces Administrative Procedure 4940.01)