



<b>Policy Title</b> Resignation of Management & Support Staff	<b>Original Adoption Date</b> 7/1/73	<b>Policy Number</b> HR-330
<b>Responsible College Division/Department</b> Human Resources	<b>Responsible College Manager Title</b> Chief Human Resources Officer	
<b>Policy Statement</b> Management and Support Staff who resign are asked to give at least two weeks written notice of resignation to their manager and the Human Resources Department.  An exit interview will be scheduled by the Human Resources Department prior to the termination date. Staff members will be informed about their change in compensation, leave balance adjustments, benefit status, and return of all college property. Housekeeping items also will be taken care of at this time.		
<b>Reason for Policy</b> To ensure employees that resign from the college are made aware of their benefit status change.		
<b>Historical Data, Cross References and Legal Review</b>  <b>Created: 7/1/73</b> <b>Reviewed/Revised: 7/76; 11/16/89; 5/19/93; 7/01/02; 03/01/04; 7/1/2014; 7/01/2016</b>  <b>Legal Counsel Review and Approval:</b> <b>Board Policy: III.A. General Executive Constraint, III.B. People Treatment, III.C. Compensation and Benefits</b>		
<b>Definitions</b>		