



Policy Title Resignation of Management & Support Staff	Original Adoption Date 7/1/73	Policy Number HR-330
Responsible College Division/Department Human Resources	Responsible College Manager Title Executive Director of Human Resources	
Policy Statement 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.		
Reason for Policy To ensure employees that resign from the college are made aware of their benefit status change.		
Historical Data, Cross References and Legal Review Created: 7/1/73 Reviewed/Revised: 7/76; 11/16/89; 5/19/93; 7/01/02; 03/01/04; 7/1/2014; 7/01/2016 Legal Counsel Review and Approval: Board Policy: III.A. General Executive Constraint, III.B. People Treatment, III.C. Compensation and Benefits		
Definitions		