



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Resignation of Staff
Procedure Number: 03-2005-0014
Board Policy Reference: IV.B.

Accountable Administrator: President
Position responsible for updating: Director Human Resources
Original Date: 12-16-05
Date Approved by Cabinet: 09-11-12
Authorizing Signature: *Signed original on file*
Dated: 09-12-12
Date Posted on Web: 09-12-12
Revised: 08-12
Reviewed: 07-13

Purpose/Principle/Definitions:

A resigning employee shall deliver a hand written or emailed notice of resignation to the Human Resources Office.

An employee may resign in good standing with the College by providing a minimum of two (2) calendar week's written notice. The President or designee shall have authority to accept an employee's resignation on behalf of the Board. If the President decides to accept the resignation, acceptance shall be by letter from the President to the employee, a copy of which shall be placed in the employee's personnel file. The resignation shall be final upon receipt by the President. The resignation shall be effective as of the date specified in the notice. If no effective date is specified in the notice, the resignation shall be effective as of the date specified in the President's acceptance letter. The President or Director, Human Resources must approve any exception to this procedure.

The President shall make a report to the Board of all resignations accepted.

Legal References:

ORS 652.140

Pierce V. Douglas County School District No. 4, 60 Or App 285 (1982); rev'd, 197 Or. 363 (1984)