

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 7
Human Resources

AR 7350 Resignations

Reference(s):

Education Code 87730; 88201

The Board of Trustees authorizes the Chancellor to accept an employee's resignation on its behalf at any time and resignations shall be deemed accepted by the Board when accepted by the Chancellor.

The Vice Chancellor, Human Resources and the Assistant Vice Chancellor of Human Resources are designated by the Chancellor to official receive and accept resignations on the Chancellor's behalf. Managers shall forward all resignations to the Human Resources Office immediately upon receipt.

The Human Resources Office shall place the resignation of any probationary or permanent employee on the next Board of Trustees docket for ratification.

Adopted: April 27, 2009

Revised: September 19, 2016