

**BP 7350 RESIGNATIONS**

**References:**

Education Code Sections 87730 and 88201

The Board of Trustees shall accept the resignation of any employee and shall fix the time when the resignation takes effect, which shall not be later than the close of the academic year during which the resignation has been received by the Board.

The Board of Trustees hereby delegates to the Superintendent/President the authority to accept resignations on its behalf at any time. Resignations shall be deemed accepted by the Board of Trustees when accepted in writing by the Superintendent/ President. When accepted by the Superintendent/President, the resignation is final and may not be rescinded. All such resignations shall be forwarded to the Board of Trustees for ratification.

The District, through its Human Resources staff, will encourage employees to participate in an exit interview when resigning.

**Resignation Report**

The Superintendent/President shall provide the Board, when requested, with a report regarding employee resignations. This report must disaggregate employee resignations by race, age, gender, gender expression, gender identity, or any other characteristic identified by the Board to the extent that the District has such information about the employees and to the extent that the privacy of the employees included in the report can be maintained. The report will include a summary of reasons or comments by employees during their exit interview to the extent that employee privacy can be maintained.

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Date Adopted: August 25, 2009

**Date Reviewed/Revised:** November 9, 2021