

**Notice of Resignation**

Should an employee elect to resign from the College, a notice to the employee's supervisor is required in writing with a copy to the appropriate Vice President of Academic Affairs or the appropriate Dean. The Vice President of Academic Affairs shall forward the notice to the President to be presented to the Board of Trustees.

**Unreasonable Notice**

Failure to submit written notice at least one (1) week before termination will be so noted in the employee's personnel file.

**Immediate Termination**

In unusual cases and for just cause, the President in conjunction with the Vice President of Academic & Student Affairs, the appropriate Dean or supervisor reserves the right to terminate employment immediately, if the employee's continued presence interferes with the normal operation of the College.

**Termination Conference**

The Vice President of Academic & Student Affairs, the appropriate Dean, or Human Resource Director may schedule a termination conference with the employee after receiving the written notice of resignation.

Adopted:  
Amended: February 21, 2023  
Legal Ref:  
Cross Ref: