

# Sierra College

## BOARD POLICY

**BP 7350**

### Resignations

Date Adopted:	11/16/2004
Date Revised:	10/11/2022
Date Reviewed:	10/11/2022
References:	Education Code Sections 87730, 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 fiscal year during which the resignation has been received by the Board.

The Board 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 when accepted 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 When accepted by the Superintendent/President, the resignation is final and may not be rescinded.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 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. The report may include reasons or comments by employees during their exit interview.