

 Wharton County Junior College	ADMINISTRATIVE PROCEDURE MANUAL	
WCJC Title: Resignation	Section D: Personnel	Page(s): 1
BASED ON BOARD OF TRUSTEES POLICY		
Policy Title: Termination of Employment	Policy: DMD (Local)	
Subtitle: Resignation	Date Adopted: 08/01/2020	

Purpose

This procedure describes the guidelines of resigning from a position with the College.

Procedure

Notification

To resign in good standing, any employee serving under a term contract may relinquish his or her position and leave the employment of the District at the end of contract term without penalty, provided such employee submits written resignation.

Employees whose contracts are reviewed by the college during March must provide notice on or before March 1 of the fiscal year during which the employee intends to resign.

Employees whose contracts are reviewed by the college at times other than March 1 must provide notice on or before the date of contract review during the fiscal year in which the employee intends to resign.

Under exceptional circumstances or if an employee wishes to resign before contract expiration, the above deadlines may be waived; and an employee may resign with the consent of the Board at any time mutually agreeable.

The College President shall have the authority to accept resignations.

Withdrawal of Resignation

Once submitted and accepted, the resignation of an employee serving under a term contract may not be withdrawn without the consent of the Board.

Date Prepared: 09/27/22 (RYB)