

**Coast Community College District**  
**BOARD POLICY**  
Chapter 5  
Personnel Policies and Human Resources

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**BP 7113 Authorization for the Chancellor to Accept Written Resignation from Certificated and Classified Personnel and Date of Resignation**

Written employee resignations shall be deemed accepted by the Board and shall be binding on the date received by the Chancellor or designee. The last day of work for resigning employees shall be as specified in the employee's resignation or, if not specified, on the date the resignation is received by the Chancellor. For faculty positions, the last day of work for resigning employees will be no later than the end of the school year in which the resignation is received. The Board shall be informed of such a resignation by no later than the next regular Board meeting.

Adopted November 16, 1983  
Revised August 22, 1990  
Revised September 20, 2006  
Replaces CCCD Policy 050-1-1.5, Spring 2011