

**NORTHEAST COMMUNITY COLLEGE**  
**ADMINISTRATIVE PROCEDURE NUMBER: AP- 7390.0**  
**FOR POLICY NUMBER: BP – N/A**  
**NON-FACULTY EMPLOYEE RESIGNATIONS**

**1. PROCEDURE SUMMARY STATEMENT**

To establish recommended professional protocols for non-faculty employee resignations.

**2. DEFINITIONS**

2.1 Work day – a regular, non-holiday, workday for the College.

**3. PROCEDURE**

3.1 All full-time employees shall submit a written letter of resignation to their immediate supervisor with a copy to the Human Resources Office.

3.2 Resignation notice periods shall be recommended as follows:

3.2.1 Classified employees – a minimum of ten (10) work days;

3.2.2 Professional Managerial employees – a minimum of fifteen (15) work days;

3.2.3 Administrative employees (non-Cabinet) – a minimum of twenty (20) work days;  
and,

3.2.4 Administrative employees (Cabinet-level) – a minimum of thirty (30) work days.

3.3 The College reserves the right to waive any notice requirements.

3.4 Employees retiring from the College shall be held to the same standards of resignation notice periods, as set forth in this procedure.

3.5 Resignation notices may not be met or extended by using accrued leave without pre-approval from the Associate Vice President of Human Resources.

3.5.1 The last day physically worked by the employee shall be used as the official resignation date.

3.5.2 Section 3.5.1 will apply unless the termination date is dictated by legal counsel through a formal separation agreement or other contractual document.

#### 4. APPLICABILITY

N/A

**ISSUE DATE:** 12/16/2019

**EFFECTIVE DATE:** 12/16/2019

**REVISION DATE(S):** none

**PRIOR POLICY/PROCEDURE NUMBER:** BP-7330

**SCHEDULE FOR REVIEW:** 2024

**DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE:** Human Resources

**SPONSORING DIVISION/DEPARTMENT:** Human Resources

**RELATED PROCEDURES/REFERENCES:** none

**PROCEDURE KEY WORDS:** employee resignation; notice; separation agreement