

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

NON-DISCIPLINARY SEPARATION
FROM EMPLOYMENT - RESIGNATION
Procedure No. 3-30 (A)
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Effective April 15, 1999

- (1) Letters of resignation will be submitted to the employee's administrator. The employee shall give at least a fifteen-day notice of his/her intent to resign.
- (2) Faculty members should not resign during an academic quarter.
- (3) An employee who has resigned, by not later than the final day of employment, shall remove personal property from the campus and return all college property to its rightful place in accordance with Procedure 3-30 (E).
- (4) An employee who has resigned will receive his/her final paycheck in accordance with Policy 3-30 (F).