

#### **D.10.2.4 (Procedure) Resignation from Alamo Colleges Employment**

Responsible Department: Human Resources

Based on Board Policy: [D.10.2](#) - Separation from Employment

Approved: 4-28-09

Last Amended: 1-19-16, 5-29-17

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A non-contract employee may resign from employment at any time. An employee who is absent for two consecutive work days without notifying his/her supervisor, who walks off the job, who never returns to work after leave has expired or who does not return to work after being released to return to work may be considered as having voluntarily resigned and separated from employment.

Resignations of employment by contract and non-contract employees shall be evidenced whenever possible by a written letter of resignation. Notice of resignation with an effective date of last day of work must be provided except in instances where the employee has been on FMLA or Extended Medical Leave or is unable to work. Employees who voluntarily resign from Alamo Colleges employment are required to provide as much notice to their supervisor as possible but not less than two weeks for non-contract employees, and four weeks for contract employees. Faculty members are required to provide at least four-weeks of notice and to coordinate their separation date with the end of a semester. Resignation letters are not required of employees who are deemed to have voluntarily resigned and separated, as discussed above.

An employee who fails to provide required notice will be classified ineligible for rehire by any department within the Alamo Colleges and payout of any accrued, unused, vacation benefits will be forfeited.

#### **Authority**

The Chancellor, Vice Chancellors, College Presidents, and department head shall accept resignations from employment by responding to the employee in writing that the resignation is accepted. Acceptance should occur as soon as notice is received by letter, EPAF or other correspondence.

Once a resignation is accepted in writing, the employee may not rescind the resignation except as coordinated by the Human Resources Department by written mutual agreement between the employee and the College District.

#### **Notification**

The employee's immediate supervisor is responsible for initiating the termination EPAF within three days of receipt of the employee's Notice. The Chancellor, Vice Chancellors, and College Presidents shall forward their acceptance of a resignation to the Human Resources Department within three business days.

HR is responsible for maintaining the EPAF notification workflow for immediate notification of Property/Access Issuing Departments of each impending separation so access, property and valuables that have been issued are promptly recovered and accesses are promptly deactivated.

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##### **Return of Property**

All property issued to the employee during the course of employment must be returned to the immediate supervisor at the time of separation, including all equipment, books and tools. The supervisor will immediately notify Payroll of any property not returned. The value of any unreturned items will be deducted from the final paycheck.

All ID badges, p-cards, electronic equipment, keys, valuables and property of the department, College and College District must be returned to the immediate supervisor at or before the time of separation. A re-keying charge may be deducted from the final paycheck if a key or ID badge is not returned at the time of separation. Completed Exit Checklists should be forwarded to HR Records by the immediate supervisor within seven (7) days of separation.

The employee's immediate supervisor is accountable for collecting all items issued to the employee and promptly returning the items to the administering/issuing department (DPS, Inventory, the p-card Administrator, etc.).

Upon notification of separation and return of property, each Property/Access Issuing Department (such as DPS and IT) is responsible for ensuring the accesses/cards issued are promptly deactivated and all returned property is secured.