

### **7350 – Resignations**

A resigning employee shall deliver a hand written or emailed notice of resignation to the Human Resources Office.

An employee may resign in good standing with Columbia Gorge Community College by providing a minimum of two calendar week's written notice. The President shall have the authority to accept this resignation on behalf of the Board of Education and the College, and shall be final upon receipt by the President. The resignation shall be effective as of the date specified in the notice. The President and Human Resources must approve any exception to this procedure.

#### **Legal Reference(s):**

1. Delegation authority is provided in ORS 341.290