

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.

The Board of Education hereby delegates to the President the authority to accept resignations on its behalf at any time. Resignations shall be deemed accepted by the Board of Education when accepted in writing by the President. When accepted by the President the resignation is final and may not be rescinded. All such resignations shall be forwarded to the Board of Education for information.

Columbia Gorge Community College, through its Human Resources staff, will encourage employees to participate in an exit interview when resigning.

Resignation Report

The President shall provide the Board of Education, when requested, with a report regarding employee resignations. This report must disaggregate employee resignations by race, age, gender, gender expression, gender identity, or any other characteristic identified by the Board of Education. The report will include reasons or comments by employees during their exit interview.

Legal Reference(s):

1. Delegation authority is provided in ORS 341.290