

Kern Community College District
Administrative Procedure
Chapter 7 – Human Resources

AP 7350 Resignations

References:

Education Code Sections 87730 and 88201

NOTE: This procedure is **legally advised**.

It is customary to give a minimum of two weeks' notice for classified and confidential staff; a minimum of 30 days' notice for management; a minimum of one semester's notice for faculty, OR, at the earliest feasible moment. All notifications must be submitted in writing to the appropriate manager with a copy to Human Resources, who will inform the Chancellor/designee.

Also see the collective bargaining agreements for applicable employee group(s).