DATE: February 28, 2002

TO: Board of Trustees

FROM: Dr. Philip R. Day, Chancellor

SUBJECT: SPECIAL
Amending Resolution No. 910228-S7
Authorizing the Chancellor to Accept
Employee Resignations
(Resolution No. 020228 – S1)

BACKGROUND INFORMATION:
At its September 28, 1991 Board Meeting, the Board of Trustees adopted Resolution No. 910228-S7 delegating to the Chancellor the authority to accept resignations received between Board meetings.

District administration has since reviewed this practice and has determined that extending the authority to the Human Resources Department and/or to the employee’s immediate supervisor would facilitate a more prompt and orderly resolution of employee separations and decrease any resulting staffing problems attendant thereto. Board of Trustees' approval is required.

RECOMMENDATION:
WHEREAS: The Board of Trustees delegated to the Chancellor the authority to accept resignations in the adoption of Resolution No. 910228-S7, and

WHEREAS: District administration has since reviewed this practice and determined the need to extend the authority to the Human Resources Department and/or to the employee’s immediate supervisor, and

WHEREAS: Resignations under such circumstances shall be effective upon acceptance by the Human Resources Department and/or by the employee’s immediate supervisor,

RESOLVED: That the Human Resources Department and/or the employee’s immediate supervisor also be authorized to accept resignations of employees and that such resignations shall be effective upon acceptance by the Human Resources Department and/or the employee’s immediate supervisor.

Dr. Philip R. Day, Jr., Originator

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