

768 RESIGNATION

Education Code Section(s)

88080. (a) The commission shall prescribe and, amend, and interpret subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness. The rules shall not apply to bargaining unit members if the subject matter is within the scope of representation, as defined in Section 3543.2 of the Government Code, and is included in a negotiated agreement between the governing board and that unit. The rules shall be binding upon the governing board, but shall not restrict the authority of the governing board provided pursuant to other sections of this code.

(b) No rule or amendment which would affect classified employees who are represented by a certified or recognized exclusive bargaining representative shall be adopted by the commission until the exclusive bargaining representative and the community college employer of the classified employees who would be affected have been given reasonable notice of the proposal.

88081. (a) The rules shall provide for the procedures to be followed by the governing board as they pertain to the classified service regarding applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, lay-offs, reemployment, vacations, leaves of absence, compensation within classification, job analyses and specifications, performance evaluations, public advertisement of examinations, rejection of unfit applicants without competition, and any other matters necessary to carry out the provisions and purposes of this article.

(b) With respect to those matters set forth in subdivision (a) which are a subject of negotiation under the provisions of Section 3543.2 of the Government Code, such rules as apply to each bargaining unit shall be in accordance with the negotiated agreement, if any, between the exclusive representative for that unit and the public school employer.

88201. The governing boards of any community college district may accept the resignation of any employee and may fix the time when the resignation shall take effect, which shall not be later than the close of the school year during which the resignation is received by the board.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

768

LAW AND RULES

October 26, 2022

- A. A resignation is a voluntary statement from a permanent employee who wishes to terminate employment with the District. An employee shall submit their resignation in writing on a prescribed resignation form to their immediate supervisor. Employees are encouraged to notify the District at least 2 weeks prior to the intended date of resignation. Employees may request to continue temporary assignment(s) after resignation.
- B. A resignation form shall be withheld from processing for a period of at least 48 hours, excluding weekends and holidays, after the initial date of submission. An employee shall be allowed to withdraw their resignation during this period. When a written request for withdrawal of a resignation is received after the processing has begun, every reasonable effort shall be made to withdraw the resignation before the Board of Trustees takes final action, provided that the employee is in good standing.
- C. An employee who resigns while in good standing during their probationary period may request to have their name restored to its proper rank on the eligibility list from which appointed provided such eligibility list is still in effect.
- D. A permanent employee who resigns while in good standing may request to be reinstated or reemployed within 39 months after the last day of paid service, in accordance with the provisions of Rule 771, REINSTATEMENT.