

**POLICY: 6Hx28:3F-05.1**



**Responsible Executive:**  
Vice President, Organizational  
Development and Human Resources

**Policy Contacts:**

**Specific Authority:** 1001.64, F.S.

**Law Implemented:** 1001.64, F.S.

**Effective Date:** 11-18-1992

**Date of Last Policy Review:**  
11-18-1992

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## **Resignations of Administrative or Instructional Employees**

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### **Policy Statement:**

- I. A contract signed by the employee and by the chairman of the District Board of Trustees, whether personally or by facsimile, for employment at the College shall be binding on the part of both the District Board of Trustees and the employee.
- II. Anyone who accepts in writing a written offer of position, then reneges without District Board of Trustee approval, shall be reported to the executive director of the State Board of Florida Colleges, who shall notify presidents. The person shall be ineligible for Florida college employment for one (1) year from the date of the infraction.
- III. Resignations effective the following academic year should be submitted prior to July 1. When a resignation is submitted after July 1, the employee requesting release shall be expected to fulfill the contract until such time as a qualified and satisfactory replacement has been secured.
- IV. The president or a designee may accept written resignations at any time effective upon their receipt, subject to their approval at the next regular meeting of the District Board of Trustees.

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### **Policy History:**

Adopted 12-11-74; Amended 1-19-83 Amended 11-18-92; Formerly 6Hx28:8-08; Formerly 6Hx28:08-15