# 1570.150 EXEMPT RESIGNATIONS PROCEDURE

Exempt employees work under annual contracts, and resignations would normally take place at the end of the contract year. Professional ethics suggest that exempt employees would notify the appointing authority (the college president) of their intent not to continue employment past the end of the contract year. Written notification should be submitted to the president with a minimum of 30 days’ notice. Copies of the letter should also be submitted to the immediate supervisor and the human resources office.

Moved from old manual and revised

Supersedes 4.A.13

Move, renaming and revisions approved by the president’s cabinet: 8/1/07

Presented to the board of trustees: 10/17/07

Last reviewed: 9/20/19

Procedure contact: Human Resources

Related policies and procedures

 570.150 [Exempt Resignations Policy](https://www.wvc.edu/humanresources/policies-procedures/500-human-resources/570.150-exempt-resignations.html)

 1500.550 [Early Notification of Resignation or Retirement Procedure](https://www.wvc.edu/humanresources/policies-procedures/500-human-resources/1500.550-early-notification-of-resignation.html)