

**WESTERN NEBRASKA COMMUNITY COLLEGE
POLICIES AND PROCEDURES**

SECTION: Human Resources 400.0000.14
SUBSECTION: Support Staff 420.0000.96

Resignations

Policy Number: 420.0500.79

POLICY

In the event that a support staff employee should desire to leave the employment of the College, it shall be his/her responsibility to provide his/her immediate supervisor and the Chief Human Resources Officer with a letter of resignation to include the effective date of such resignation.

DEFINITIONS

N/A

APPLICABILITY

N/A

Adoption Date: 1979

Revision Date (and Board of Governors' Minutes Item Number):

Prior Policy/Procedure Number:

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department:

Rescinded Date:

Cross Reference:

Procedure(s) for Policy:

Related Policies/References: