

Policy 258 - Resignation

An employee is expected to submit a written resignation to the President or designee as soon as practical after the decision has been made to resign. Resignations are deemed accepted upon submission by the employee unless mutually revoked by the employee and the President/designee.

Historic Information

- Approved: October 26, 2022
- Campus Review: October 10-25, 2022
- Reviewed by Governance Council: October 5, 2022
- Reviewed by WFSE: September 29, 2022
- Reviewed by the Executive Leadership Team: August 17, 2022
- Reviewed by the Executive Leadership Team: June 19, 2019
- Adopted: February 23, 2009
- Approved: October, 1989

Resource/Reference/ Procedure	Title	Unit Responsibility
Washington Federation of State Employees collective bargaining agreement (ofm.wa.gov/sites/default/files/public/labor/agreements/21-23/wfse_he.pdf)		VP of HR and Legal Affairs
Faculty Contract (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/FacultyContractFinal_wsig.pdf)		
Administrative and Exempt Handbook (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/AdministrativeExemptHandbook.pdf)		