

RESIGNATIONS

To enable the College to meet its obligation to students and to develop appropriate schedules, all instructional personnel intending to resign are requested to so notify the President, with copies to appropriate supervisors, in writing at least thirty (30) days prior to the beginning of a semester. Each instructional staff member shall complete all instructional duties and be cleared by the President for any semester started, except by mutual written agreement by both parties.

EXIT INTERVIEW

It is the policy of Beville State Community College that all full-time employees and permanent part-time employees will meet with their Campus Associate Dean for an exit interview prior to or on the last day of employment. A copy of the exit interview form will then be forwarded to the Business Office where the employee's final pay can be processed. (*See Appendix T*)