

PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE	PROCEDURE 475.1		
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	Last Revision Date:	01-11-99	
Effective Date:			
Section:	Personnel	Subject:	Voluntary Separation from Employment

PURPOSE

The purpose is to outline the procedure for voluntary separation from employment.

PROCEDURE

1. Contractual Employees
 - 1.1 Faculty members, counselors and professional/administrative staff are expected to honor their contracts.
 - 1.2 Except in unusual situations, a request for release from contract must be submitted at least thirty (30) calendar days before the release would become effective if approved.
 - 1.3 The request for release from contract will be presented to the District Governing Board for consideration.
2. Classified Employees
 - 2.1 Classified employees are at-will employees which means that employment may be terminated at any time by either the employee or the College, for any reason or no reason, with or without notice.
 - 2.2 Fourteen (14) calendar days advance notice before the resignation becomes effective is requested.