

# BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 401.7

Title Administrative Personnel

## Resignations

An administrator under contract may file his or her written resignation with the Board Secretary on or before May 1 of each year, or the date specified by the Board for return of the contract, whichever date occurs first.

Resignations may be tendered at other times and may be accepted or denied based upon the needs of the College and/or the employment of a suitable replacement.

Administrators not under contract may submit a resignation at any time, but it is requested that at least 30 days notice be provided. An administrator who has not been issued a contract pursuant to Iowa Code Sections 279.23 and 279.24 may file his or her written resignation with the Secretary of the Board, and the resignation will be deemed to be accepted by the Board on the date that it was filed with the Secretary of the Board. The Board reserves the right to waive the notice and release the administrator early with payment of salary in lieu of notice.

Date of adoption 4/1/68

Legal Reference: (Code of Iowa)

Date of last revision 12/11/95

Section 20.4, 279.23, 279.24

Date of current revision 10/11/99

Related Administrative Procedures and Cross References \_\_\_\_\_

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