

<p>3. Guidelines</p>	<p>Guidelines <u>Resignations</u></p> <p>All CCTI employees shall submit a written, dated and signed resignation, with required prior notice, to the Administrative Director or designee in order to terminate an employment contract or Joint Operating Committee resolution with CCTI. The Administrative Director or designee reserves the right to determine the last date of employment for professional employees, the last date of employment not to exceed sixty (60) calendar days after receipt of the employee's official notice of resignation.</p> <p>All resignations submitted by CCTI employees shall comply with the terms specified in the applicable employment contract.</p> <p>Professional employees shall submit a resignation notice at least sixty (60) days prior to the resignation's effective date, in accordance with law and Joint Operating Committee policy.</p> <p>Noncertificated administrative and support employees shall submit a resignation notice at least two (2) weeks prior to the resignation's effective date or submit the notice according to terms of their employment agreement.</p>
<p>4. Delegation of Responsibility</p>	<p><u>Delegation of Responsibility</u></p> <p>The Joint Operating Committee authorizes the Administrative Director or designee to accept all employee resignations on behalf of the Joint Operating Committee. The Administrative Director or designee shall report all employee resignations and their acceptance at the next regular Joint Operating Committee meeting. A resignation accepted by the Administrative Director or designee is irrevocable, absent Joint Operating Committee action to the contrary.</p> <p>The Administrative Director may submit their resignation to the Joint Operating Committee Chairman. The Joint Operating Committee shall take official action on acceptance of the resignation, in accordance with the terms specified in the Administrative Director's written contract.</p>