

TERM CONTRACTS
RESIGNATION

DMDAG
(LOCAL)

NEW POLICY CODE

CONTENT MOVED FROM DMAC(LOCAL)

GENERAL
REQUIREMENTS

Each resignation by an employee serving under a term contract shall be submitted in writing to the CollegeDistrict President or designee. The employee shall give reasonable notice, as specified in the faculty contract, and shall include in the letter a statement of the reasons for resigning. A prepaid certified or registered letter of resignation shall be considered submitted upon mailing.

CONTRACT
EMPLOYEES

END OF
CONTRACT
TERM

Any employee serving under a term contract may resign his or her position and leave the employment of the College District effective at the end of contract term without penalty, provided the employee submits a letter of resignation, in accordance with administrative regulations and the provisions at GENERAL REQUIREMENTS.

The CollegeDistrict President or designee shall be authorized to accept a term contract employee's resignation effective at the end of the contract term.

PRIOR TO END
OF THE
CONTRACT
TERM

An employee serving under a term contract wishing to resign prior to the end of the contract term must submit a letter of resignation in accordance with the provisions at GENERAL REQUIREMENTS, above. The consent of the Board or its designee is required for resignations effective prior to the end of the contract term.

BOARD REPORT

At the next Board meeting, the CollegeDistrict President shall provide to the Board a list of the employees who have resigned since the last Board meeting.

WITHDRAWAL OF
RESIGNATION

Once submitted and accepted, the resignation of an employee serving under a term contract may not be withdrawn without the consent of the CollegeDistrict President or designee.

REEMPLOYMENT

A faculty member who voluntarily resigns and later returns for employment with the College District shall be subject to the following conditions:

1. A faculty member seeking reemployment shall be subject to the hiring practices at the time of reapplying and, if rehired, shall be treated as a new employee.
2. A faculty member who is rehired shall not be awarded leave time accumulated during the previous period of employment or pay increments that would have been earned during continuous employment. A supervisor may request a bridging of service if the rehired faculty member returned within six months.

3. A faculty member who is released from employment under the terms of the reduction-in-force policy [see DMAD] and is not offered a return to full-time employment by the College District within the one-year period specified by the policy shall be considered as having voluntarily resigned and shall be subject to new employee status if later rehired by the College District.

A faculty member who receives a service retirement from the Teacher Retirement System of Texas (TRS) may be reemployed on a part-time basis by the College District, subject to terms and conditions as specified by TRS. For consideration of reemployment on a full-time basis, see DC(LOCAL).