

# CHAVEZ HUIERTA

## K-12 PREPARATORY ACADEMY

<b>Book</b>	CHPA Board Policy Manual
<b>Section</b>	Chapter 5 Human Resources
<b>Title</b>	BP 5070 Resignations
<b>Number</b>	BP 5070
<b>Status</b>	Active
<b>Legal</b>	Chávez/Huerta K-12 Preparatory Academy
<b>Adopted</b>	June 20, 2016
<b>Last Reviewed</b>	Tuesday, January 29, 2019

The Chávez/Huerta K-12 Preparatory Academy (CHPA) Board of Directors shall accept the resignation of any employee once submitted to the Human Resource Department. Resignations can be submitted in writing or verbally. If an employee wishes to resign verbally, the CHPA resignation form provided by the Human Resource Department must be completed, by the departing employee or the Human Resource Department, when the verbal resignation is given.

The Board hereby delegates to the Chief Executive Officer the authority to accept resignations on its behalf at any time. The resignation is deemed final when the Human Resource Personnel Report is accepted by the Board of Directors at the regularly scheduled monthly board meeting. Resignations are deemed to be effective once submitted, verbally or in writing, and may not be rescinded unless unique circumstances arise that require the Chief Executive Officer's review and authorization prior to the Board of Directors' formal acceptance of the resignation.

See [Administrative Procedure AP 5070](#)

**Last Revised** Tuesday, January 29, 2019