

## **CONTRACTS AND AGREEMENTS FOR EMPLOYEES**

### **SECTION I: CONTRACTED EMPLOYEES**

Contracts offered to all employees must be signed and returned to the Superintendent within ten (10) calendar days after receipt. All Certified employee titles, with the exception of employees paid on the administrative pay scale, will be listed as Licensed Employee, to eliminate the need of reissuing a contract based on certified position change only.

Contracts will include the terms of employment and any special conditions. The individual employee must provide all information necessary for this proper certification including credit for prior work experience to the Department of Education. Contracts will be valid only after certification has been secured.

Contracts are not issued for temporary employment positions such as for limited-service teachers. In such cases, an agreement for employment letter which shall give adequate notice of terms of employment shall be issued. The employment of limited-service teachers and substitute teachers is as at-will employees, and their services can be discontinued at any time.

All upgraded teacher's certification must be received in the Office of Human Resources before or on the last working day in December of current school year in order to receive the pro-rated adjusted salary for current school year. Receipt after the forementioned date will render the annual salary, based on level of upgrade, to be issued for the upcoming school year.

### **SECTION II: NON-CONTRACTED EMPLOYEES**

The individual employee must provide all information necessary to complete the personnel file.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: August 20, 1979

AMENDED: July 16, 1990

September 18, 1995

February 1, 2022

May 3, 2022

REVIEWED: June 9, 2006

January 11, 2022

April 12, 2022