RESIGNATION

The board considers a contract with a professional employee to be a mutually binding agreement which shall be executed both in spirit and in fact. Therefore, certified employees shall not be released from contract after the contract has been signed. Emergency circumstances or early release will be considered if a suitable replacement is available.

Contract employees who find it necessary to resign are to notify in writing the designee of the superintendent in the Office of Human Resources and the officer to whom they are directly responsible, stating the reason and the effective date of the resignation. Sufficient advance notice shall be given so that a qualified replacement may be secured. At least two (2) weeks’ notice must be given.

If possible, the effective date of the resignation should coincide with a normal break in the school year. Day is defined as any day except Saturday, Sunday, or a legal holiday. The day in which notice is received is not counted a part of the two (2) weeks’ notice, but the last of the period so computed is to be counted.

If there is evidence that the contract has been willfully breached, the board may request the state superintendent of education to revoke the employee’s certificate for a period of one year. Upon request of the employee, the designee of the superintendent in the Office of Human Resources shall acknowledge all resignations of contract employees in writing.

Classified employees who find it necessary to resign are to notify in writing the designee of the superintendent in the Office of Human Resources and the officer to whom they are directly responsible as to the effective date of the resignation.

Employees who are leaving the District’s employment must complete the District’s exit process prior to their last day of work.

All letters of resignation and acceptance or denial of resignations shall become a permanent part of the employee's personnel file.

SOURCE: Jackson Public School District, Jackson, Mississippi; Mississippi School Boards Association
LEGAL REF.: Section 37-9-55, 37-9-57; Mississippi Code of 1972
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