

RESIGNATIONCERTIFIED EMPLOYEES

The board considers a contract with a certified employee to be a mutually binding agreement that shall be executed both in spirit and in fact. Therefore, certified employees shall not be released from the contract after the contract has been signed. However, an early release may be considered in emergency circumstances if a suitable replacement is available. The factors that constitute an "emergency" following this policy are determined by the Superintendent. All recommendations by the Superintendent related to the early release of a certified employee must be presented to the JPS Board of Trustees for approval before they become final.

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 their direct supervisor officer to whom they are directly responsible, stating the reason and the effective date of the resignation.

If possible, the effective date of the resignation should coincide with a normal break in the school year. The term "day" is defined as any day except Saturday, Sunday, or a legal holiday. The day in which notice is received is not counted as 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 one year.

Upon request of the employee, the designee of the superintendent in the Office of Human Resources shall acknowledge all resignations of certified employees in writing.

CLASSIFIED EMPLOYEES

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 their direct supervisor of 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.

ALL EXITING EMPLOYEES

Employees who are leaving the District's employment must complete the District's exit process before their last day of work.

All letters of resignation shall become a permanent part of the employee's personnel file maintained in the Office of Human Resources.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF: Miss. Code Ann. §§37-9-55; 37-9-57

DATE: October 25, 1982

AMENDED: July 16, 1990
September 18, 1995
November 17, 2003
December 20, 2016
August 3, 2021

REVIEWED: May 26, 2006
April 19, 2016
July 20, 2021