

CERTIFIED 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~~ certified employ

CLASSIFIED EMPLOYEES

Classified employees who find it necessary to resign superintendent in the Office of Human Resources and of the resignation. Sufficient advance notice shall be secured. At least two (2) weeks' notice must be given

ALL EXITING EMPLOYEES

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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