Hazlehurst City School District
Excellence is the Expectation
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HUMAN RESOURCES

Employee Withdrawal/Termination Procedures

- When an employee notifies their supervisor or their intent to resign/ retire, the Notification of Resignation/ Termination must be faxed to 601-894-2230 within one business day.
    - If the employee resigns in writing, the original document is to be forwarded to Central Office

- Once the notification has been made, the employee needs to contact the payroll clerk and schedule a time to complete all required paperwork.
    - The last paycheck will not be released until all paperwork is completed.

- On the employee's last day, the district's inventory clerk will verify that all assets are in the employee's room/office.
- The inventory clerk will take possession of the keys and escort the employee from the room/office.

- If the employee is terminated, they should be accompanied by a district administrator until they leave the premises.