FAYETTEVILLE (AR) PUBLIC SCHOOLS

CLASSIFIED PERSONNEL CONTRACT RETURN

When considering the next year’s employment contract, an employee shall have thirty (30) days from the date of the receipt of the contract to return the contract, signed, to the Human Resources office or designated school or department official. Depending on the method of delivery, the date of receipt of the contract shall be:

- the postmark date if mailed
- the time stamp date of electronic delivery to the employee if emailed
- the date on which the school official notifies the employee the contract is available for pick up
- the date on which the school official hands the contract to the employee

Failure of an employee to return the signed contract to the Human Resources office or designated school or department official within thirty (30) days of the receipt of the contract shall be considered a resignation by the employee. The date of return is considered the date on which the contract is physically received in the Human Resources office or by the designated school or department official. No further action on the part of the employee, the Superintendent, or the School Board shall be required in order to make the employee’s resignation final. The employee’s last day will be the end of the contract currently in force.

The employee has 10 days from the receipt of the contract to communicate any questions, discrepancies or issues with the contract. This communication must be in writing, addressed to, and received by the Director of Human Resources or his designee with the time frame required in order to be considered.

Adopted: 3-28-2013
Effective: 7-1-2013