

REGULATION
Professional Personnel
Compensation Guides and Contracts

Descriptor Term: GBA-R(1)
Date: XXXXXX XX, 2024

Recruiting and retaining our certified employees is very important to the Bibb County School District ("District"). The District wants all employees to be committed to the District and its students. In addition, the District wants employees to educate our students and provide a positive learning environment for academic achievement.

The District recognizes there may be times when certified employees desire to get out of their contracts by either resigning or retiring. The District, like many other school districts in Georgia, has a statement in the employee contract that specifies that a liquidated damage fee will be assessed when an employee is in breach of his/her contract. The District has established that liquidated damages will be assessed in the amount of \$800.00 and in accordance with the following guidelines:

1. If a certified employee desires to be released from his/her contract due to either resignation or retirement, the following needs to occur: (a) the employee shall notify his/her principal/supervisor; (b) the employee will submit a resignation/retirement form signed by the employee and the principal/supervisor (Principals who are not in agreement with the pending resignation should contact the Human Resources Department and should refrain from signing the resignation form.); and (c) the liquidated damage fee of \$800.00 will be assessed from the employee's last paycheck.
2. If the reason for requesting to be released from the contract is due to retirement, the \$800.00 fee will be waived if the request is at the end of a semester and the following conditions are met: (a) the retiree has given both the school and Human Resources notice three months in advance of the requested date of retirement and (b) the retiree has completed all duties assigned and associated with the closing of the semester and/or school.
3. The following criteria has been established by the Georgia Professionals Standards Commission as acceptable reasons for release from a contract:
 - The educator submits a letter of resignation prior to June 1st for the upcoming school year.
 - The educator submits a letter of resignation with at least a two-week notice after June 1st for one or more of the following reasons:
 - a. A documented personal health problem or family medical problem that requires the educator's full-time care and attention.
 - b. A documented spousal transfer and relocation out of a reasonable commuting distance of the contracted position.
 - c. A documented promotion within the field of education. Examples of such a promotion include a position with increased job responsibility, increased prestige, an appropriate and reasonable increase in salary, etc.