

# Marion County Board of Education

Monitoring:

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**Compensation Guides & Contracts**

**5.110**

**03/18/14**

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**06/26/12**

All personnel must make a written contract with the Board at a fixed salary per month before entering upon their duties.<sup>1</sup>

## Employee Salary Rating

### **Professional Personnel:**

The salary of a licensed teacher shall be based on the established training and experience record approved by the commissioner of education and in accordance with the state and local teacher or system wide personnel salary schedule. <sup>2</sup> No more than five (5) years active military experience in the armed forces of the United States shall be counted. <sup>7</sup>

Licensed CTE teachers shall earn an additional year experience for each two (2) years completed with another employer or as an independent contractor. Experience must be in the related field of teaching and shall be fully documented and approved by the department director and Director of Schools. Salary shall be based on the state and local teacher salary schedule.

Licensed speech and language pathologists and therapists shall earn an additional year experience for each two (2) years completed with another employer or as an independent contractor. Experience must be in the related field of teaching and shall be fully documented and approved by the department director and Director of Schools. Salary shall be based on the state and local teacher salary schedule.

### **Support Personnel**

The salary of a new hire shall be based on established experience directly related to the assigned position. Experience for an existing employee shall transfer to his/her new area of assignment. No more than five (5) years active military experience in the armed forces of the United States shall be counted. Support personnel shall be paid as to their area of assignment, as determined and set by the Board during the budget process.

Salaries of all employees, including substitute and supplemental pay, shall be paid by the Board. No payment to any employee for service performed on behalf of the school system shall be made from any source other than the Board.<sup>3</sup>

Contracts for administrators and system-wide professional personnel shall include two-hundred (200) days of responsibility, plus twenty (20) days for each additional month assigned by the Board. Each contract shall provide:<sup>4</sup>

1. A minimum of one hundred and eighty (180) days for classroom instruction;
2. A minimum of five (5) days for in-service education;
3. Ten (10) vacation days; and
4. One (1) day for teacher-parent conferences; and
4. Four (4) other days as designated by the Board upon the recommendation of the Director of Schools. 4

The school calendar adopted by the Board each year shall become part of each employee's contract.

### Salary Supplements

A listing of supplements shall be recommended by the Director of Schools and approved by the Board as a part of the budget process.

An individual shall be limited to three (3) supplements unless specifically waived by Board action. All supplement requests are to be approved by the Director of Schools. Pay supplements shall be for actual work performed and may not be assigned to other individuals. There shall be no restriction on an individual's ability to perform their primary job duties.

Supplements may be paid from funds derived from sources other than taxes, provided the funds are deposited with and paid through the Board. This includes donations or contributions from individual, civic or other non-school related sources of funds from individual school activity funds, such as gate receipts and concessions.<sup>1,5</sup>

## **TERMINATION OF CONTRACTS**

Teachers in service and under the control of Marion County Schools shall continue in such service until they have received written notice from the director of schools of their dismissal or failure of reelection.

The notice must be received prior to June 15 to be applicable to the next succeeding school year. 6

#### Legal References:

1. TCA 49-2-203(a)(1); TCA 49-5-408
2. TCA 49-5-402
3. TCA 49-3-306; TCA 49-5-709; TCA 49-2-203(a)(1)
4. TCA 49-6-3004
5. TCA 49-6-2006; *Tennessee Internal School Financial Management Manual*, Section 5, Title 6
6. TCA 49-5-409
7. TRR/MS 0520-01-02-.02-(3)a7,c2

#### Cross References:

- School Calendar 1.800
- Revenues 2.400
- Payroll Procedures 2.802
- Salary Deductions 2.803