

Van Buren County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Compensation Guides & Contracts	Descriptor Code: 5.110	Issued Date: 06/17/99
		Rescinds:	Issued:

1 All personnel must make a written contract with the Board at a fixed salary per month before enter-
2 ing upon their duties.¹

3
4 The director of schools shall establish the salary rating of each person employed and shall recom-
5 mend such salary rating to the Board for its approval.²

6
7 Salaries of all employees, including substitute and supplemental pay, shall be paid by the Board.
8 No payment to any employee for service performed on behalf of the school system shall be made
9 from any source other than the Board.³

10
11 Contracts for noncertificated personnel cover a period of not more than one year unless specified
12 otherwise. Employment by the Board is on an annual basis unless services must be terminated for
13 some justifiable reason. The Board shall give a two weeks' notice to the employee if his services
14 are to be terminated, and the employee is expected to give a two weeks' notice to the Board if he
15 does not plan to continue his job.

16
17 Contracts for administrators and system-wide professional personnel shall include two-hundred
18 (200) days of responsibility, plus twenty (20) days for each additional month assigned by the Board.
19 Each contract shall provide:⁴

- 20
21 1. A minimum of one hundred and eighty (180) working days;
22 2. A minimum of five (5) days for in-service education;
23 3 Ten (10) vacation days; and
24 4. Five (5) days as designated by the Board. (teachers shall use one (1) day for parent-teacher
25 conferences. ⁴)

26
27 The school calendar adopted by the Board each year shall become part of each employee's contract.

28
29 Full-time personnel employed on a twelve (12) months basis shall be responsible for all working
30 days during the fiscal year with provision for holidays approved annually by the director of schools.
31 All personnel employed on a twelve (12) month basis must work an additional forty (40) days.

32
33 Salaries and supplements may be paid from revenue derived from sources other than taxes, pro-
34 vided the revenue is deposited with and salaries paid through the Board. This includes donations
35 or contributions from individual, civic or other non-school related sources of funds from individual
36 school activity funds, such as gate receipts and concessions.^{1,5}

37
38 Legal References:

- 39 1. TCA 49-2-203(a)(1); TCA 49-5-408
40 2. TCA 49-5-402
41 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

Cross References:

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