

# Hamblen County Board of Education

Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <b>Compensation Guides &amp; Contracts</b>	Descriptor Code: <b>5.110</b>	Issued Date: <b>04/25/13</b>
		Rescinds: <b>GBA</b>	Issued: <b>Unknown</b>

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

3  
4 The director of schools shall establish the salary rating of each person employed and shall recommend  
5 such salary rating to the Board for its approval.<sup>2</sup>

6  
7 Salaries of all employees, including substitute and supplemental pay, shall be paid as authorized by  
8 the Board.<sup>3</sup>

9  
10 Each contract shall provide:<sup>4</sup>

- 11 1. A minimum of one hundred and eighty (180) working days;
- 12 13 2. A minimum of five (5) days for in-service education;
- 14 15 3 Ten (10) vacation days; and
- 16 17 4. Five (5) days as designated by the Board, including one (1) day for parent-teacher conferences.<sup>4</sup>

18  
19 The school calendar adopted by the Board each year shall become part of each employee's contract.

20  
21 Salaries and supplements may be paid from revenue derived from sources other than taxes, provided  
22 the revenue is deposited with and salaries paid through the Board. This includes donations or con-  
23 tributions from individual, civic, or other non-school related sources, or funds from individual school  
24 activity funds such as gate receipts and concessions.<sup>1,5</sup>

25  
26  
27  
28  
29  
30  
31  
32  
33 \_\_\_\_\_  
34 Legal References:

- 35 1. TCA 49-2-203(a)(1); TCA 49-5-408
- 36 2. TCA 49-5-402
- 37 3. TCA 49-3-306; TCA 49-5-709; TCA 49-2-203(a)(1)
- 38 4. TCA 49-6-3004
- 39 5. TCA 49-6-2006; *Tennessee Internal School Financial Management Manual*,  
40 Section 5, Title 6

\_\_\_\_\_

Cross References:

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