

Hardeman County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Compensation Guides & Contracts	Descriptor Code: 5.110	Issued Date: 01/21/00
		Rescinds: CGA/GBA/ GCA/CGC	Issued: 12/10/92

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

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.² The salary scale shall be based on levels of training
6 and number of years of teaching experience, as determined by the state salary schedule for teachers.

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

11
12 Contracts for administrators and system-wide professional personnel shall include two-hundred (200)
13 days of responsibility, plus twenty (20) days for each additional month assigned by the Board. Each
14 contract shall provide:⁴

- 15
16 1. A minimum of one hundred and eighty (180) working days;
17 2. A minimum of five (5) days for in-service education;
18 3. Ten (10) vacation days; and
19 4. Five (5) days as designated by the Board.(teachers shall use one (1) day for parent-teacher
20 conferences. ⁴)

21
22 Each employee, except principals, shall be given a written employment contract, which may be renewed
23 annually by the director of schools. The performance contract with each principal shall not exceed the
24 director of schools' contract term. Each contract shall specify duties and performance standards and
25 shall require periodic written evaluations by the director of schools.

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

29
30 Salaries and supplements may be paid from revenue derived from sources other than taxes, provided
31 the revenue is deposited with and salaries paid through the Board. This includes donations or con-
32 tributions from individual, civic or other non-school related sources of funds from individual school
33 activity funds, such as gate receipts and concessions.¹

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36 Legal References:

- 37 1. TCA 49-2-203(a)(1); TCA 49-5-408
38 2. TCA 49-5-402
39 3. TCA 49-3-306; TCA 49-5-709; TCA 49-2-203(a)(1)
40 4. TCA 49-6-3004
41 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