

# Hardin 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>11/04/02</b>
		Rescinds:	Issued:

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 by the Board. No  
8 payment to any employee for service performed on behalf of the school system shall be made from  
9 any source other than the Board.<sup>3</sup>

10  
11 Contracts for administrators and system-wide professional personnel shall include two-hundred (200)  
12 days of responsibility, plus twenty (20) days for each additional month assigned by the Board. Each  
13 contract shall provide:<sup>4</sup>

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

20  
21 The school calendar adopted by the Board each year shall become part of each employee's contract.

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

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35 Legal References:

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

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Cross References:

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