

Rutherford County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Compensation Guides & Contracts	Descriptor Code: 5.110	Issued Date: 01/12/12
		Rescinds: 5.110	Issued: 07/20/11

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

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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

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

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

- 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. ⁴)
- 20

21 Certified professional employees anticipating completion of a new degree that will affect their salary
22 for the coming year shall notify the central office by May 1 of each year. Each professional employee
23 shall be awarded full credit for allowable teaching experience and academic training as established
24 under the State Board of Education Rules, Regulations and Minimum Standards.

25
26 Career and Technical Education (Occupational Education) teachers shall be placed on a step of the
27 salary schedule in accordance with the years of appropriate employment experience not to exceed a
28 maximum of five (5) years provided such experience is confirmed by the previous employer and directly
29 relates to the teaching assignment.

30
31 Salaries and supplements may be paid from revenue derived from sources other than taxes, provided
32 the revenue is deposited with and salaries paid through the Board. This includes donations or con-
33 tributions from individual, civic or other non-school related sources of funds from individual school
34 activity funds, such as gate receipts and concessions.^{1,5}

35
36 **Advance Pay**

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38 Newly hired professional employees may, at their option, elect to receive \$1500 of their first salary in-
39 stallment after completion of the first ten (10) workdays of employment.

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Administrative Salary Schedule

The salary index for principals and central office personnel shall be approved by the board each year.

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

Cross References:

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