

Hancock County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: <h2 style="text-align: center;">Compensation Guides & Contracts</h2>	Descriptor Code: <h3 style="text-align: center;">5.110</h3>	Issued Date: <h3 style="text-align: center;">06/04/15</h3>
		Rescinds:	Issued:

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

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

5 Contracts for administrators and system-wide professional personnel shall include two-hundred (200)
 6 days of responsibility, plus twenty (20) days for each additional month assigned by the Board. Each
 7 contract shall provide:³

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

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

14 Salaries and supplements may be paid from revenue derived from sources other than taxes, provided
 15 the revenue is deposited with and salaries paid through the Board. This includes donations or
 16 contributions from individual, civic or other non-school related sources of funds from individual
 17 school activity funds, such as gate receipts and concessions.^{1,4}

Legal References

1. TCA 49-2-203(a)(1); TCA 49-5-408
2. TCA 49-5-402
3. TCA 49-6-3004
4. 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