

<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	<b>Descriptor Term:</b>  <b>Compensation Guides and Contracts for Professional Personnel</b>	Descriptor Code:	Issued:
		<b>G-240</b>	<b>7/95</b>
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Upon employment, all certified personnel must enter into a contract with the Board at a fixed salary before assuming any duties.<sup>1</sup>

The Director of Schools shall establish the salary structure for all positions within the school system and shall recommend such to the Board for its approval.<sup>2</sup>

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

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

1. A minimum of one hundred and eighty (180) working days;
2. A minimum of five (5) days for in-service education;
3. One (1) day for parent-teacher conferences;
4. Ten (10) vacation days; and
5. Four (4) days as designated by the Board.<sup>4</sup>

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

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

Legal References:

1. T.C.A. § 49-2-203(a)(1).
2. T.C.A. § 49-5-402.
3. T.C.A. § 49-3-306; TCA § 49-5-709; T.C.A. § 49-2-203(a)(1).
4. T.C.A. § 49-6-3004.
5. T.C.A. § 49-6-2006; Tennessee Internal School Financial Management Manual, Section 5, Title 2 and Section 5, Title 5.

Approved as to Legal Form 4/20/2017  
By Knox County Law Director  
*/Gary T. Dupler/Deputy Law Director*