

<b>Section G:</b>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	<b>Descriptor Term:</b>  <b>Compensation Guides and Contracts for Support Personnel</b>	<b>Descriptor Code:</b> <b>G-500</b>	<b>Issued:</b> <b>7/95</b>
		<b>Reviewed:</b> <b>3/23</b>	<b>Revised:</b> <b>8/17</b>

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Each employee shall be paid the salary for which he qualifies by reason of assignment as approved by the Board.

Salaries of all employees, including substitute and supplemental pay, shall be paid by the Board.<sup>1</sup> No payment to any employee for service performed on behalf of the school system shall be made from any source other than the Board.

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. Included are donations or contributions from individual, civic or other non-school related sources or funds from individual school activity funds, such as gate receipts and concessions.<sup>2</sup>

**MONTHLY EMPLOYEES**

The pay period for office personnel, teacher aides, cafeteria managers, and some professionals' not requiring certification will be monthly for the term of employment. Payday is the 25th of each month or the last working day before the 25th.

**BI-WEEKLY EMPLOYEES**

The pay period for security, maintenance and custodial personnel and all food service employees (except managers) is bi-weekly for the term of employment.

**SUBSTITUTE AND PART-TIME EMPLOYEES**

Substitute workers are to be paid at the rate established by the Board at budget approval. Part-time personnel shall be employed on an hourly basis at a rate established by the Board.

Legal References:

- 1. T.C.A. § 49-5-709(a)
- 2. 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  
By Knox County Law Director 6/19/2017  
*/Gary T. Dupler/Deputy Law Director*