# Hickman County Board of Education

| | Descriptor Term: **Compensation Guides & Contracts** | Descriptor Code: **5.110** | Issued Date: **11/05/24** |
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| | | Rescinds: **5.110** | Issued: **10/03/22** |

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

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

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.

Contracts for administrators and system-wide 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:[3]

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

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.[1,4]

## ACCRUED LEAVE & BENEFICIARIES[5]

**[Include the provision below if the Board opts to compensate the estate of a deceased teacher for accrued leave.]**

A deceased teacher's estate or designated beneficiary shall be paid the value of any unused accumulated leave. Unless a teacher designates differently, the beneficiary shall be the same as the beneficiary designed for receipt of retirement benefits with the Tennessee Consolidated Retirement System

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(a)
5. Public Acts of 2025, Chapter No. 433

Cross References

School Calendar 1.800
Revenues 2.400
Payroll 2.802
Application and Employment 5.106