

Houston County Board of Education

Monitoring: Review: Annually, in January	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;">5/13/24</h3>
		Rescinds:	Issued:

Certified personnel shall make a written contract at a fixed annual salary before initially entering upon their duties.¹

The Director of Schools shall establish the salary rating of all personnel and shall recommend the salary schedule to the Board for its approval.²

Contracts for full-time certified personnel shall provide the following: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) vacation/holidays; 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 all certified personnel contracts.

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}

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\(a\)](#)

Cross References

- School Calendar 1.800
- Revenues 2.400
- Payroll 2.802
- Application and Employment 5.106

