

Section G: Human Resources	Knox County Board of Education Policy		
	Descriptor Term: Compensation Guides and Contracts for Support Personnel	Descriptor Code: G-500	Issued: 7/95
		Reviewed: 11/25	Revised: 1/26

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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.¹ 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.²

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.

The terms "monthly" and "bi-weekly" are used solely to define the pay structure for the employee. These terms are not meant to determine the employee's classification as "exempt" or "non-exempt" under the Fair Labor and Standards Act or any other applicable wage and hour laws.

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.

Cross Reference:

- Knox County Board of Education Policy D-190 "Payroll."