Houston County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Compensation Guides & Contracts**	**5.110**	**8/10/26**
		Rescinds:	Issued: **5/13/24**

General

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) 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]

ACCRUED LEAVE & BENEFICIARIES[5]

A deceased employee's estate or designated beneficiary shall be paid the value of any unused accumulated leave. Unless an employee 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)

Cross References

School Calendar 1.800
Revenues 2.400
Payroll 2.802
Application and Employment 5.106

5. TCA 49-5-717; Public Acts of 2026, Chapter No. 909