

**District:** Greenville Public School District  
**Section:** C - General School Administration  
**Policy Code:** CGA - Administrative Personnel Compensation Guides and Contracts

## **ADMINISTRATIVE PERSONNEL COMPENSATION GUIDES AND CONTRACTS**

It is the policy of this board to attempt to pay its administrators at a level which will attract and hold people with administrative ability who can exercise professional leadership in the school system.

If, at the commencement of the scholastic year, any licensed employee shall present to the superintendent a license of a higher grade than that specified in such individual's contract, such individual may, if funds are available from adequate education program funds of the district, or from district funds, be paid from such funds the amount to which such higher grade license would have entitled the individual, had the license been held at the time the contract was executed. ' 37-9-17

### **CONTRACT FORM AND EXECUTION**

The superintendent shall enter into a contract with each assistant superintendent, principal, licensed employee in the manner prescribed by law and the State Board of Education. If any principal, licensed employee or other person recommended for a licensed position who has been elected and approved shall not execute and return the contract within ten (10) days after same has been tendered to him for execution, then, at the option of the school board, the election of the licensed employee and the contract tendered to him shall be null and void and of no effect.

### **LENGTH OF CONTRACT**

All contracts shall include the exact period of time for which a licensed person shall be employed.

### **AMOUNT OF SALARY**

In employing and contracting with principals and licensed employees, the school board shall determine and fix the amount of salary and ensure compliance with all applicable laws and regulations.

In employing principals and licensed employees and in fixing their salaries the school boards shall take into consideration the character, professional training, experience, executive ability and teaching capacity of the licensed employee or principal.

### **SALARY PAY SCHEDULE**

This school district shall process a single monthly payroll for licensed employees, with electronic settlement of payroll checks secured through direct deposit of net pay. In December, salaries or wages shall be paid by the last working day.

Licensed employees shall earn a salary payable in equal monthly installments beginning in the first month of employment, regardless of the number of days worked in any particular

month by the employee.

Any employee failing to complete the contractual obligation of service, and who receives payment in excess of the monthly installment for the period which such employee ceases employment with the school district, shall become liable immediately to the board of trustees of the Greenville Public School District for the sum of all amounts received in payment less the corresponding amount of any compensation paid for which service has been rendered, plus interest accruing at the current Stafford Loan rate at the time the person discontinues his or her service.

Any school employee whose employment ends during a school term, regardless of the reason(s) the employment ended, shall be paid salary or wages only for that portion of the school term that employee actually worked. Nothing in this policy shall be construed to entitle any employee to payment of salary or wages when no work has been performed.

### **PAY CERTIFICATES**

The salaries of principals and licensed employees shall be paid by pay certificates issued by the school district superintendent. All pay certificates shall be preserved as a part of the official records of his/her office for the same time and in the same manner as other records are preserved. All pay certificates and warrants issued shall show the gross amount of the salary and all authorized deductions therefrom for income taxes, social security, retirement contributions and other lawful purposes.

### **EXECUTED CONTRACT REQUIRED**

It shall be unlawful for any principal or licensed employee to be paid for any services as such until a written contract has been executed. If any school district superintendent shall make any such payment prior to the execution of the contract he shall be civilly liable for the amount thereof, and, in addition, shall be liable upon his bond. If any licensed employee, or principal shall willfully and without just cause breach his contract and abandon his employment he shall not be entitled to any further salary payments either for services rendered prior to such breach or for services which were thereafter to have been rendered.

### **SALARY DEDUCTIONS**

All deductions from salaries shall be in accordance with all state and federal laws, regulations, and school board policies.

### **RELEASE FROM CONTRACT**

All contracted licensed employees desiring to be released from contract shall submit a written request to the school board for release. The request shall include clearly stated reasons for the release. If the board acts favorably upon the request for release, the licensed employee shall be released from his contract, and said contract shall be null and void on the date specified in the school board's order.

### **BREACH OF CONTRACT**

If any principal or licensed employee in this school district shall arbitrarily or willfully

breach his or her contract and abandon his or her employment without being released there from as provided by law, the contract of such principal or licensed employee shall be null and void. In addition, upon the written recommendation of the majority of the members of the school board the license or certificate of the licensed employee may be suspended by the State Board of Education for a period of one(1) school year as provided by law.

LEGAL REF.: MS CODE as cited 37-9-59, 37-9-1, 37-3-2, 37-9-57, 37-9-55, 37-9-49, 37-9-37 through 37-9-43, 37-9-17, 37-9-23 through 37-9-33

CROSS REF.: Policies CG Administrative Personnel

CBG Administrative and Supervisory Personnel Positions

CGD Administrative Personnel Hiring

Last Review Date: \_\_\_\_\_

Review History:[1/1/1900][1/1/1901]

**Adopted Date:** 6/28/2011

**Approved/Revised Date:** 2/26/2019