



Department: Human Resources  
Policy Number: HUM-A027  
Effective Date: 01/17/05

## ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

# CERTIFIED STAFF CONTRACTS AND COMPENSATION PLANS

## Employment Application, Offer and Acceptance

The Clarksville-Montgomery County School System (CMCSS) requires all persons applying for a position as a **teacher** as defined in TCA 49-5-501, or any other position requiring proximity to schoolchildren, to complete and submit the on-line employment application.

Upon the principal's or supervisor's employment recommendation of an educator, the HR office notifies such person of the recommendation and corresponding HR approval. During orientation, the employee will receive a written offer of employment. Upon receipt of the employment offer, the educator has fourteen (14) days to accept or decline, in writing, the employment offer. From the date of the written acceptance, the educator is considered to be under employment with the CMCSS, and is subject to all rights, privileges and duties of this role.

## Determination of Prior Service Credit - Professional Personnel

After the selection of teachers, as provided under TCA, 49-5-402(a), the CMCSS establishes the salary rating of each person employed as teacher or principal, and also the director and other school personnel employed on a system-wide basis in the public schools, using for this purpose the established training and experience of school personnel and the respective state and local salary schedule for the school year, including any applicable diversified pay plan, as prescribed by the State Board of Education and approved by the Commissioner of Education.

1. Credit for prior experience must be verified and approved before June 1 of the school year in which an educator is employed. Experience credit for salary will not be retroactive to a previous fiscal year.
2. Each teacher employed by the CMCSS submits verification of prior experience to the Human Resources Office on forms approved by the Tennessee State Department of Education.
3. Experiences receiving consideration for salary rating purposes include:
  - a. those recognized by the Tennessee State Department of Education for licensure advancement.
  - b. verified full-time teaching experience in an accepted regionally accredited college and/or university. (Graduate assistants' experience will be considered.)
  - c. a maximum of 5 years of experience credit for active military service as verified with a copy of DD-214.
  - d. additional experience as approved by the Chief Human Resources Officer, such as occupational or high need/difficult to staff positions.

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## Compensation Guides and Schedules

The Board of Education annually adopts a salary schedule for certified employees.

A copy of all compensation guides for professional employees, including salary and salary supplemental schedules, is on file in the Human Resources Office and on the Clarksville-Montgomery County School System website.

Implementing Procedures: Certified Staff Application ([CER-P001](#))

New Hire In-Processing ([HUM-P003](#))

Associated Documents: Acceptance Letter (CER-F011)

### Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/17/05		Initial Release
6/29/09	A	Change first paragraph to reference on-line application, change second paragraph to reference principal's recommendation and HR's approval and that written offer is given during orientation, add Implementing Procedures and Associated Documents
07/01/11	B	Added "including any applicable diversified pay plan" to the first sentence of Determination of Prior Service Credit – Professional Personnel section.
03/04/13	C	Change "Professional" to "Certified", change "teachers" to "certified employees". Remove reference to Clarksville-Montgomery County Education Association.
4/2/15		Reviewed, no changes
4/11/16	D	Updated #1. Added 3a-3d.
3/5/18	E	Replaced "hard to fill" with "difficult to staff". Slight change to language and grammar throughout (not content).
10/22/20	F	Updated item 3b to consider Graduate Assistants' experience to those considered as part of full-time teaching at a college or university.

**\*\*\* End of Policy \*\*\***