



May 18, 2024

Letter of Agreement/Compensation of Employees

Dear Reader:

The following document was created from the CTAS website (ctas.tennessee.edu). This website is maintained by CTAS staff and seeks to represent the most current information regarding issues relative to Tennessee county government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with county government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other CTAS website material.

Sincerely,

The University of Tennessee
County Technical Assistance Service
226 Anne Dallas Dudley Boulevard, Suite 400
Nashville, Tennessee 37219
615.532.3555 phone
615.532.3699 fax
www.ctas.tennessee.edu

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Letter of Agreement/Compensation of Employees

Reference Number: CTAS-2091

LETTER OF AGREEMENT COMPENSATION OF EMPLOYEES

_____ COUNTY, TENNESSEE

Pursuant to Tennessee Code Annotated, Section 8-20-101, this agreement by and between

_____(Official/Office)_____ and _____(County Executive/Mayor)_____

is for the purpose of establishing the number of employees and the authorized salaries
for the _____(Office)_____. The parties named herein have agreed and

do hereby enter into this agreement according to the provisions set forth herein:

A. The term of this agreement will be from (Beginning Date) to (Ending Date).

B. In order to insure the efficient operation of this office, it is agreed that the official is
authorized to employ the following employees at salaries not to exceed the specified amounts:

Number of Employees	Job Classification	Annual Salary for Each Employee in Job Classification not to Exceed
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C. It is furthered agreed that part time help may be employed at a rate of up to \$ _____
an hour with a total not to exceed \$ _____ for the terms of this agreement.

D. The parties agree to the following special provisions: _____

E. It is further agreed that in no event shall the amount of this agreement exceed \$ _____.

IN witness whereof, the parties have set their signatures.

_____ OFFICIAL	_____ (Date)
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_____ COUNTY EXECUTIVE/MAYOR	_____ (Date)
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Source URL: <https://www.ctas.tennessee.edu/eli/letter-agreementcompensation-employees>