



February 05, 2025

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# Comptroller's Form - Letter of Agreement

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Dear Reader:

The following document was created from the CTAS website ([ctas.tennessee.edu](http://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  
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[www.ctas.tennessee.edu](http://www.ctas.tennessee.edu)

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# Comptroller's Form - Letter of Agreement

Reference Number: CTAS-2189

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 Mayor/Executive) 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 ensure the efficient operation of the 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 in Job Classification	Job Classification	Annual Salary for Each Employee in Job Classification Not to Exceed
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- C. It is further agreed that part time help may be employed at a rate of up to \$\_\_\_\_\_ an hour with a total cost not to exceed \$\_\_\_\_\_ for the term 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)  
 \_\_\_\_\_ (COUNTY MAYOR/EXECUTIVE) \_\_\_\_\_ (DATE)

**Source URL:** <https://www.ctas.tennessee.edu/eli/comptrollers-form-letter-agreement>