

**BOARD OF TRUSTEES  
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 418  
CLASSIFIED STAFF**

**COMPENSATION OF CLASSIFIED STAFF**

The range of pay for each title under which a person is employed shall be determined by the type of work performed. These pay ranges are generally related to the prevailing community rates of pay for that particular type of work. All classified employees, other than those hired as student workers, are to be paid on ranges which consist of five annual steps. Entering salaries shall normally be at the first step of the salary range. In certain specific instances where employment conditions dictate higher beginning salaries, or where the employee is unusually well-qualified for the work to be performed, the director of personnel may establish an entering salary above the first step of the appropriate salary range.

Unless the employee has advanced to the highest step in their grade, every regular employee who successfully completes the current year's employment, and has received a satisfactory evaluation, will advance one step on the salary schedule on the anniversary date of employment. Advancement on the salary schedule is not automatic, however, and the School District reserves the right to hold any employee at the current step who fails to receive a satisfactory evaluation.

Classified employees who work on a twelve month basis will be paid in equal bimonthly installments. Classified employees who work less than twelve months will be paid on an hourly rate of pay based on hours actually worked, or may have their salaries annualized with Regulation No. 418.1.

Policy No. 331 provides that School District employees are responsible to ensure that no duplicate payments are received from other sources.

Although the policy makes specific reference to job related expenses such as travel and per diem, it has application to other aspects of employment.

In this latter regard, the School District will not authorize the use of academic or in-service training courses for advancement on the salary schedule when the School District pays or reimburses an individual for participation in a course or workshop.

Adopted: April 15, 1981  
Revised: December 1, 1983