

**BOARD OF TRUSTEES  
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 418.1  
CLASSIFIED STAFF**

**ANNUALIZED SALARIES**

Classified employees whose assignment is for fewer than twelve months during a school year may have their salaries annualized. The purpose of annualizing the salary is to pay the employee an equal portion of their earnings in each pay period throughout the twelve months of the year. This is achieved by dividing the total anticipated earnings, including annual leave, by the number of pay periods in the year.

A classified employee may qualify for annualized salary if the primary assignment is four or more hours per day, and the employee meets the minimum standards for obtaining benefits.

Adopted: July 1, 1983