

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 420
CLASSIFIED STAFF**

WORKING PERIODS

The following working periods for classified employees shall apply uniformly throughout the schools of this District:

- A. Secretarial-clerical staff
 - 1. Full time employment is 8 hours per day, 5 days per week.
 - 2. Secretarial-clerical staff shall report to work when schools are closed for bad weather.

- B. Custodial-maintenance personnel
 - 1. Full time employment is 8 hours per day, 5 days per week.
 - 2. Custodial-maintenance staff shall report to work when schools are closed for bad weather.
 - 3. Starting time shall be specified by the custodial supervisor.

- C. Classified Employees Rest and Meal Periods Applicable to Full Time and Part Time Employees

All classified employees working in excess of 3 and one-half hours shall be allowed duty free work breaks of 15 minute durations for each period of 3 and one-half hours worked, at such time as may be determined by the employee's immediate supervisor or designee. All classified employees employed for at least 6 hours will be provided no less than a one-half hour duty free unpaid lunch. If the lunch is not duty free, it will be rescheduled the same day by the employee's immediate supervisor or designee or the employee will be paid for the amount of time that is not duty free.

Adopted: April 15, 1981
Revised: July 1, 1986
July 26, 2016