

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 402
CLASSIFIED STAFF**

ESTABLISHMENT OF NEW CLASSIFIED PERSONNEL POSITION

The following conditions must be observed in establishing new classified positions from the School District general fund and hiring personnel to fill those new positions.

1. Any request for a new classified position must be submitted to the Personnel Department, along with the appropriate written rationale for the position. The Director of Personnel will review the request and submit a recommendation to the Superintendent.
2. If the Superintendent concurs with the Director of Personnel that a need exists for the new position, they will notify the Board of School Trustees.

The hiring of personnel for replacement positions and the hiring of personnel, who are fully funded under Federal Projects, outside of the general fund budget, are not included in this regulation.

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