

Lyon County School District Board Memo

Date: February 25, 2025
To: Board of School Trustees
From: BillieJo Hogan, Executive Director of Human Resources
Re: Revisions to LCSD Board Policy GCCD: Workweek Defined

Recommendation

That the Board of Trustees approve new LCSD Board Policy GCCD: Workweek Defined as a first reading.

Background Information

After each Nevada legislative session, the staff at POOL/PACT (our public agency insurance pool and risk management/human resources support entity) provide school districts with recommended policy changes based on the recent laws that were passed. Updating the LCSD policies to reflect the recommended changes keeps us in good standing with the insurance pool and mitigates our risk and liability. Please note that POOL/PACT expects school districts to adapt their recommended changes to meet the specific needs of the district, so long as the adaptations are consistent with the new NRS and federal employment laws. Therefore, the recommended changes from district administration may not match word for word with POOL/PACT's recommended language.

Policy

Overview:

The Lyon County School District is proposing a new policy, GCCD – Workweek Defined, to establish a clear and consistent definition of the workweek for all employees. This policy aligns with the Fair Labor Standards Act (FLSA), which defines a workweek as a fixed, recurring period of 168 hours within seven consecutive 24-hour periods.

- The official LCSD workweek will begin at 12:01 a.m. on Monday and end seven days later at 12:00 a.m. on the following Sunday.
- Establishing a defined workweek ensures compliance with FLSA regulations regarding overtime eligibility and payroll processing.
- This policy provides clarity for employees and supervisors in tracking hours worked, scheduling, and overtime calculations.
- The policy does not change existing work schedules, only the official definition of the workweek for FLSA compliance.

Budget Considerations

None

Discussed at Previous Meeting

No

Attachment(s)

Lyon County School District Board Policy GCCD: Workweek Defined