

Lyon County School District Board Memo

Date: January 28, 2025
To: Board of School Trustees
From: BillieJo Hogan, Executive Director of Human Resources
Re: Revisions to LCSD Board Policy GCCA: Time Reporting

Recommendation

That the Board of Trustees approve revisions to LCSD Board Policy GCCA: Time Reporting 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.

Revisions to Policy GCCA: Time Reporting includes several updates to enhance clarity and alignment with applicable Fair Labor Standards Act (FLSA) standards:

1. **Reference to CBAs:** Additional language acknowledges that collective bargaining agreements (CBAs) may specify time-reporting processes and procedures that supersede this policy or that are not explicitly covered in this policy.
2. **Compensation for Non-Exempt Employees:** The policy now clarifies compensation guidelines for non-exempt employees, ensuring accuracy for hours worked.
3. **FLSA Safe Harbor:** A new paragraph has been added to better explain the Fair Labor Standards Act (FLSA) Safe Harbor provision, providing clear guidance on compliance and protections.

These updates reinforce transparency in time reporting and compensation practices while aligning with both CBAs and FLSA requirements.

Budget Considerations

None

Discussed at Previous Meeting

No

Attachment(s)

Lyon County School District Board Policy GCCA: Time Reporting