



## NCSD Policy/Regulation Revision Request

<input checked="checked" type="checkbox"/> Policy <input type="checkbox"/> Regulation <input type="checkbox"/> Form	Title: Work Day	Number: 6311
Attach copy of original document with lined-through deletions <b>highlighted in yellow</b> , and new verbiage in <b>bright blue bold font</b> .		
Request submitted by (print name): Chelle Wright, PHR, CLRP		
Your Title: Director of Human Resources		Site/Building Location: SDO-HR
Signature: <i>Chelle Wright</i>		Date: <i>8/22/2025</i>
<input type="checkbox"/> Reviewed by Board Secretary:		
Board Secretary Signature:		Date:
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Print Name:	
Superintendent/Designee Signature:		Date:

**Upon approval by the Superintendent, the Board Secretary will do the following:**

**Regulations:** Make approved revisions, upload to the NCSD website, and email to all NCSD staff.

**Policies:** Place on two separate BOT agendas, under the consent agenda (first reading is informational, second reading for approval). Upon approval of the second reading, the Board Secretary will make approved revisions, upload to the NCSD website, and email to all NCSD staff.

## WORK DAY

### Hours

#### Licensed Personnel:

1. Hours of duty for licensed personnel will be in accordance with the collective bargaining agreement between **the** Nye County School District (NCSD) and the Nye County Classroom Teachers Association (NCCTA).
2. Hours of duty for half-day sessions will be scheduled by the site administrator, with the approval of the Superintendent/Designee. The Superintendent/Designee or NCSD Board of Trustees (BOT) may schedule, on occasion, a short school day in session pursuant to NAC 387.140.

#### Non-Licensed Personnel:

1. Hours of duty for non-licensed personnel working in job classifications covered by the Nye County Support Staff Organization (NCSSO) for full-day and half-day sessions will be assigned by the site administrator or immediate supervisor in accordance with the collective bargaining agreement between NCSD and the NCSSO.
2. Hours of duty for non-licensed personnel who are not bargaining unit members will be assigned by the site administrator or immediate supervisor in accordance with site operating hours and NCSD job descriptions. **Employees should be aware that schedules may be adjusted based on the operational needs of the site or department. Any required travel for non-exempt employees will be managed and compensated in strict compliance with all applicable federal and state wage and hour laws, including regulations pertaining to travel time. Employees will be provided reasonable notice of such changes whenever possible.**

Any permanent change to hours of duty request must be submitted by the immediate supervisor and approved by the **Human Resources Executive** Director of **Human Resources** and/or Chief Operating Officer.

### Duties

#### Licensed Personnel:

1. All duties will be in accordance with the collective bargaining agreement between the NCSD and the NCCTA.
2. Licensed personnel will be assigned extracurricular duties by the site administrator in accordance with the collective bargaining agreement between NCSD and the NCCTA.

Non-Licensed Personnel:

1. All duties for non-licensed personnel working in job classifications covered by the NCSSO will be in accordance with NCSD job descriptions and the collective bargaining agreement between NCSD and the NCSSO.
2. All duties for non-licensed personnel who are not bargaining unit members will be assigned by the site administrator or immediate supervisor in accordance with NCSD job descriptions.

Adopted: May 6, 2005  
Revised: July 22, 2025  
Reviewed: December 14, 2021

NEPN/NSBA Classification: GCLA, GCLB

Legal Reference: NCCTA and NCSSO Collective Bargaining Agreements

Forms Location: None