

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 GCCB: Overtime

Recommendation

That the Board of Trustees approve revisions to LCSD Board Policy GCCB: Overtime 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 GCCB: Overtime outlines procedures for both exempt and non-exempt employees. Striking of FMLA language was done as these provisions already exist in LCSD Board Policy GBCB: Family and Medical Leave Act.

Non-Exempt Employees

- Overtime compensation is clarified. The specific references to NRS 281.100(3)(b)(2) were removed as all of NRS 281.100 is referenced at the end of the policy.
- Collective bargaining agreements (CBAs) may specify additional time reporting processes.
- Overtime pay will be included in the same paycheck in which it was earned, unless it can't be determined in a timely manner.
- Compensatory time is better clarified with specific parameters to ensure that non-exempt employees are being appropriately compensated for their time worked.

Exempt Employees

- Reinforces compliance with FLSA and NRS salary basis rules, prohibiting improper deductions and ensuring reimbursement if any occur.
- Leave policies (GBCA) govern absence management for exempt employees. The policy changes more accurately describe the difference between exempt employees covered under the LCEA CBA and those not covered in regard to leave deduction amounts.

Collective Bargaining Agreements

- CBAs may include additional compensation processes or procedures not detailed in this policy.

Budget Considerations

None

Discussed at Previous Meeting

No

Attachment(s)

Lyon County School District Board Policy GCCB: Overtime

