

# 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 GCC: Work Time

## **Recommendation**

That the Board of Trustees approve revisions to LCSD Board Policy GCC: Work Time as a second and final 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 GCC: Work Time clarifies key expectations and align with established agreements:

1. **Collective Bargaining Agreements:** The policy now explicitly references the collective bargaining agreements, which govern the processes and procedures for all employee groups.
2. **Meal and Rest Periods:** Language has been added to specify that meal periods cannot be taken in conjunction with rest periods, ensuring compliance with Fair Labor Standards Act (FLSA) work time guidelines.

These updates promote consistency across employee groups and provide clear guidance on work time expectations.

## **Budget Considerations**

None

## **Discussed at Previous Meeting**

January 28, 2025 first reading

## **Attachment(s)**

LCSD Board Policy GCC: Work Time