

**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER** 501  
**EFFECTIVE DATE:** 11-10-08  
**REVISED:**  
**AUTHORITY:** BOC  
**COUNTY MANAGER:** PAW

**SUBJECT: Work Week and Work Time**

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**PURPOSE:** To Establish Policy regarding a work week and work schedules.

**POLICY: 1. Work Week Defined:** The work week begins at 12:01 a.m., on Monday and ends seven (7) days (168 hours) later at midnight on the next Sunday.

Storey County Board of Commissioners formally adopted the 5-day, 40-hour work week including lunch for all offices except the District Attorney and the Justice of the Peace. The Board of Commissioners hereby defines the county work day to extend from 9 a.m. to 5 p.m., Mondays through Fridays. All Departments and/or Offices are encouraged to keep their offices open for public business including lunch hours subject to the capabilities of their respective staffing levels. State law requires that certain County Departments and/or Office be open to the Public per NRS 245.040.

Public Offices with modified or alternate work schedules shall be required to allow public access.

**2. Work Time**

**a. Attendance**

Employees are expected to be available and ready for work at the beginning of their assigned shifts and at the end of their scheduled rest and meal periods. Required preparation for rest and meal periods, as well as the end of the work day, is considered work time. Rest and meal periods include the time spent going to and from the place where the break is taken.

**b. Work Schedules**

The supervisor or manager shall schedule work hours according to the needs of the **employer**.

1. Regular Part-Time employee shall be assigned a regular schedule by the Supervisor.
2. Employees working a five-day, thirty-five hour work week (designated 5/35) shall work seven (7) hours per day for five (5) days in any work week and shall receive two (2) days off.

3. Employees working a five-day, forty-hour week (designated 5/40) shall work eight (8) hours per day for five (5) days in any work week and shall receive two (2) days off.
4. Employees working a four-day, forty-hour week (designated 4/40) shall work ten (10) hours per day for four (4) days in any work week and shall receive three (3) days off.
5. Supervisors may schedule employees a variable workweek of twelve (12) hour shifts, where the employee will work 36 hours one week and 44 hours the following week.
6. Non-Exempt Supervisor working for the Fire Dept. maybe assigned by the Fire Chief or Division Chief a twenty-four (24) hour day and on an annual average, a fifty-six (56) hour week.
7. A modified or alternate workweek maybe scheduled if the Personnel Director/Administrative Officer, Supervisor and Employee agree. The employee shall be assigned regular schedule day's with starting and quitting times.

Work should be scheduled in a manner which allows employees rest periods and meal periods. Rest and meal periods shall be scheduled by Elected Official, Dept. Head or Supervisor in a manner which allows maximum public access to the **employer's** services.

### **3. Rest Periods**

Employees will be granted one (1) fifteen (15) minute break or rest period during each work period of four (4) or more hours. Employees may not take rest periods at the beginning or at the end of the work period. Rest periods may not be scheduled or taken consecutively or in conjunction with meal periods. This policy does not apply to firefighters, public safety communication specialists, and law enforcement personnel. Refer to departmental policy or applicable collective bargaining agreement.

### **4. Meal Periods**

Employees who work six (6) or more hours in a work day are allowed an uninterrupted, unpaid meal period of thirty (30) minutes or longer at or about mid-point of their work day. Supervisors or managers will be responsible to ensure that wherever and whenever possible, employees will be permitted the meal period uninterrupted by work-related duties. If an employee's meal period is interrupted by a work-related matter, the employee will be paid for the meal period. Employees may not take rest periods at the beginning or at the end of the work period. This policy does not apply to firefighters, public safety communication specialists, and law enforcement personnel. Refer to departmental policy or applicable bargaining agreement.

## 5. Work Assignments

- a) Any changes to an employee's permanent regularly scheduled workweek shall require a thirty (30) day written notice to the employee, with the exception of a drastic change in workload or if the change in schedule is mutually agreed upon by both the employee and the Supervisor
- b) The Elected Official, Dept. Head or Supervisor may adjust rest and meal periods from time to time to meet the needs of individual employees and/or to respond to changes in department workload.
- c) Nothing herein should be considered to limit or restrict the authority of the Elected Official, Dept. Head or Supervisor to make temporary assignments to different or additional locations, shifts, hours of work, or duties as needed to meet the **employer's** needs or to respond to unforeseen or emergency situations.

## 6. Attendance and Punctuality

Punctuality and attendance are an important part of your employment, and you are expected to maintain a satisfactory attendance and punctuality record. An employee who is absent or late without permission is subject to disciplinary action up to and including termination.

- a) If you are going to be late for work or absent, you must notify your Dept. Head or Supervisor within one (1) hour of the start of your shift or within one-half hour of your start time. In the event that your Elected Official, Dept. Head or immediate supervisor is not available, you may notify a fellow department employee or the Personnel Director and/or Administrative Officer.
- b) Any employee leaves the work site without permission or without notification to his/her supervisor, or is absent for three (3) days without notifying the employer, it will be assumed he/she has voluntarily abandoned his/her employment and will, accordingly, be removed from the payroll.

## 7. Inclement Weather

Severe weather is generally to be expected during the winter months. Although driving may at times be difficult, when caution is exercised, the roads are normally passable. Except in cases of severe storms, we are all expected to work our regular hours. Time taken off due to poor weather conditions is to be used as vacation or is, in turn, unpaid.

**RESPONSIBILITY FOR REVIEW:** The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.

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**NUMBER** 502  
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**AUTHORITY:** BOC  
**COUNTY MANAGER:** PAW

**SUBJECT: Pay Periods and Time Reporting**

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**PURPOSE:** Establishing Pay Period with documentation of recorded of hours worked and/or leave time taken by employees is necessary to provide an accurate basis for preparing paychecks, to assure compliance with federal and state law, and to maintain an effective and efficient cost accounting system. (For payroll purposes, non-exempt employees covered by the Fair Labor Standards Act (FLSA) must report all time spent performing work.)

**POLICY:** 1. **Pay Periods and Paydays**

Employees are paid bi-weekly on Friday and paycheck can be picked up at the Treasurers Office after 12:00 p.m. If a payday falls on a holiday, employees are paid on the preceding work day.

2. **Time Reporting**

**a. Hours Worked**

Non-exempt employees will be paid for all hours worked. Hours worked include, but are not limited to:

1. Time worked before or after the normally assigned shift, or any other irregular hours, **even if the employee volunteers his/her time.**  
**GUIDELINE:** Periods of fifteen (15) minutes or less are not considered overtime unless they occur regularly.
11. Rest periods of fifteen (15) minutes or less.
12. Travel time that occurs during an employee's normally scheduled work hours, including regular days off, holidays, etc.
13. Hours spent at lectures and training activities, unless attendance is completely voluntary.
14. Hours spent serving as volunteer ambulance, fire, or law enforcement personnel for an emergency response during normally scheduled work hours.

**b. Position Designations - Exempt or Non-Exempt**

All positions are designated as "exempt" or "non-exempt" according to federal and state laws and regulations. For cost accounting and billing purposes, Storey County requires exempt employees in certain positions, regardless of exempt or non-exempt status, to account for hours worked.