

**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

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AUTHORITY: BOC
COUNTY MANAGER: ___PAW

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SUBJECT: Work Week and Work Time

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

POLICY: 1. Workweek Defined: The work week generally begins at 12:01 a.m. on Monday and generally ends 7 days (168 hours) later at midnight on the next Sunday. The Storey County Board of Commissioners formally adopted the 5-day, 40-hour work week, excluding 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 be 8:00 a.m. to 5:00 p.m., Mondays through Fridays for county offices, and allows an alternative workweek in accordance with Section 2 Work Time. All departments and/or statutory 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 statutory offices with modified or alternate work schedules are required to allow public access as required by NRS.

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. Regularly Scheduled Shift – Non-Exempt General Employees

- i. Standard workweek: Regular employees will work regular 5 day, 40 hour workweeks. The workweek will consist of 8 hours per shift for 5 shifts within the week, with 2, 24-hour periods off over a 7 day period. Overtime will be paid after 8 hours worked in a day.
- ii. Alternative workweek: The department head may authorize regular employees to work a regular workweek of more than 8 hours but not more than 10 hours in any workday, with the workweek not exceeding 40 hours in a 7 day period. Overtime will be paid after the regularly scheduled hours worked in the workday (e.g., 8.5, 9, 9.5, 10, or in between) and over 40-hours worked in the 7 day period.

- iii. Variable workweek: The department head may authorize regular employee(s) to work a 40-hour variable workweek. Overtime will be paid after 40 hours worked over a 7 day period. An example of a variable workweek is when one or more workdays have different starting and/or ending times than other workdays in the 7 day workweek, thus creating a fluctuating workweek.
 - 1. The affected employee(s) must sign an alternative variable work schedule agreement. The variable workweek will end upon the affected employee(s) written desire to return to a non-variable workweek.
- c. Regularly Scheduled Shift – Law Enforcement Non-Exempt Employees
 - i. The Sheriff may schedule peace officers to work the shifts set forth in section (b) above.
 - ii. The Sheriff may authorize peace officers to work variable bi-weekly work periods as allowed under FLSA 207(k) exemption and/or collective bargaining agreement.
- d. Regularly Scheduled Shift – Line Firefighter Non-Exempt Employees
 - i. The Fire Chief may schedule line firefighters to work the shifts set forth in section (b) above.
 - ii. The Fire Chief may authorize line firefighters to work up to 106 hours in a 14 day period or 212 hours in a 28 day period, with a 24-hour workday as allowed by FLSA Section 207(k) exemption and/or a collective bargaining agreement.
- e. Each regular part-time employee will be assigned a regular schedule by the department head. All schedules are subject to the approval of the Administrative Officer and/or Personnel Director.
- f. The assignment of the regular normal shift will be determined by the department head. Consideration will be given to the preferences of staff; however, the necessity of delivering adequate services to the community will take precedent.
- g. The department head will provide at least 30 days of written notice to the employee(s) prior to changing the normal regular shift, with exception of a drastic change in workload or if the schedule change is mutually agreed upon by the affected employees and the department head. During temporary instances, such as during community special events, disasters and emergencies, and unusual staff shortage conditions, changes to the regular shift may be made by the department head, effective immediately.
- h. Subject to the provisions of NRS 288.150, nothing herein may be construed to limit the authority of the county to make temporary assignments to different or additional locations, shifts, or work duties for the purpose of meeting emergencies.

3. Rest Periods

Regular employees, except communications series and Virginia City Tourism Commission employees, will be granted one 15 minute break or rest period during each work period of 4 or more hours. Communications series and Virginia City Tourism Commission employees will be provided short breaks as needed, such as restroom breaks, up to 15 cumulative minutes throughout the first half of the shift (or 6 hours) and 15 cumulative minutes throughout the second half of the shift (or 6 hours); however, the employee is at all times responsible to ensure no disruption/gap to 911 dispatch service, including when s/he is the only person on-shift. 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, and law enforcement personnel. Refer to departmental policy or applicable collective bargaining agreement.

4. Meal Periods

Regular employees, except communications employees, who work 6 or more hours in a work day are allowed an uninterrupted, unpaid meal period of 30 minutes, up to 1 hour as allowed by the department head, 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.

Meal periods, but not rest periods, may be waived if an employee signs a waiver with the department head's approval waiving his/her meal period. Meal period waivers will apply to each individual employee who signs the waiver. Each employee may individually choose not to sign a meal period waiver, and thus be allowed to take his/her meal period in accordance with this policy. The department head may deny any and all meal period waiver requests. The department head may adjust the employee's schedule to accommodate the meal period waiver, or may be subject to overtime pay requirements.

5. Work Assignments

- a) Any changes to an employee's permanent regularly scheduled workweek shall require 30 days 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 department head.
- b) The department head 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 may be considered to limit or restrict the authority of the department head 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 employment, and employees 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 the employee is going to be absent from work, s/he must notify his/her supervisor or department head, whichever is most appropriate for the department, within one hour of the start of the shift. If the employee is going to be late for work, s/he must notify his/her supervisor or department head within 15 minutes of the start of the shift. In the event that the department head or supervisor is not available, the employee may notify a fellow department employee or the Personnel Director and/or Administrative Officer.
- b) If any employee leaves the work site without permission or without notification to his/her supervisor, or is absent for 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 and terminated from employment.

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, all employees are 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.