

GCC3 Overtime

1. Non-Exempt Employees

- a. Employees in positions designated as “non-exempt” will be eligible for overtime compensation for hours worked in excess of forty (40) in one (1) work week.
- b. All overtime hours must be specifically authorized in advance by the employee’s administrator or manager/supervisor. Overtime will be compensated at one and one-half (1.5) times the employee’s regular rate of pay. An employee’s regular rate includes all payments made by the District to the employee. Examples of payments to be included are on-call pay, shift differential, hazard duty pay, and longevity pay.
- c. Time paid but not worked, such as sick leave, holidays, and annual leave, does not count toward hours worked for the purpose of computing overtime hours.

2. Exempt Employees

Generally, exempt employees are hired with the understanding that they are responsible for accomplishing the duties required for their assigned position. It is the District’s policy to comply with all aspects of the Fair Labor Standards Act (FLSA) including its salary basis requirements. Therefore, making any deductions from the salaries of exempt employees which are not allowed by law is prohibited.

Consistent with the FLSA and NRS 281.100, employees in exempt positions are not required to be paid for overtime. Eligibility for overtime is based upon the duties and responsibilities of each individual employee. Subject to certain exceptions, an exempt employee will be paid the full salary for any work week in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees will not be paid for any work week in which they perform no work, unless the employee is on approved paid leave.

- a. Deductions from pay will be made when an exempt employee does not have or use paid leave and is absent from work for one (1) or more full days for personal reasons other than sickness or disability. The deduction will be made in accordance with the District’s vacation and sick leave policies. Deductions will also be made to offset amounts employees receive as jury or witness fees or for military pay or for unpaid disciplinary suspensions of one (1) or more full days imposed in good faith for workplace conduct rule infractions. The District will prorate an employee’s salary based upon the days worked during the initial and terminal pay period of employment.
 - 1) Any employee who believes that an improper deduction has been made to his/her salary should immediately report this information to his/her direct administrator or manager/supervisor, or to superintendent/designee.
 - 2) Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, s/he will be promptly reimbursed for any improper deduction made.
- b. Exempt employees are generally expected to be available to perform their job duties during normal school hours, Monday through Friday. It is expected that,

in order for exempt employees to complete their assigned work, from time to time it will be necessary that they work beyond the normal work days and business hours of the District. If, however, an exempt employee is working well beyond a 40-hour work week on a regularly recurring basis, the District may examine staffing levels and the employee's work habits and procedures.

NO ADMINISTRATIVE REGULATION

END OF POLICY

Legal Reference: NRS 281.10