

BOARD OF TRUSTEES
HUMBOLDT COUNTY SCHOOL DISTRICT

POLICY 3110
BUSINESS, NON-INSTRUCTIONAL

COMPENSATORY TIME – OVERTIME CLASSIFIED EMPLOYEES

With respect to NRS 281.100, non-licensed employees are limited to work not more than 8 hours in any one calendar day, and not more than 40 hours in any one week. Employees whose hours are so limited may be permitted, or in case of emergency where life or property is in imminent danger, may be required, at the discretion of the site administrator or his designee, to work more than the number of hours limited.

A work week is any seven (7) consecutive day periods commencing on Monday and ending on Sunday midnight.

The employee shall receive, at the discretion of the site administrator or his designee:

- (a) Compensatory vacation time; or
- (b) Overtime pay
 - (1) Overtime pay shall be paid at the rate of 1 1/2 times the regular rate of pay.
 - (2) A minimum of one-half (1/2) hour overtime per working day is required before compensatory time can be accrued or collected.
 - (3) All compensatory time claim slips must be filled out completely and turned in to the District Office. Prior arrangements for compensatory time must be made with the District Office and/or school principal.
 - (4) A maximum of forty (40) hours compensatory time is all that may be accumulated by each employee at any given time, unless specifically stated in the employees' contract.

Revised 11/89 Revised 2/09/10