



TO: SOUTHERN NEVADA DISTRICT BOARD OF HEALTH DATE: August 28, 2025

RE: Approval of the Revisions to the Definition of Exempt Employee to the SNHD Employee Handbook

PETITION #02-26

That the Southern Nevada District Board of Health reviews and approves the proposed revision to the Employee Handbook of the Southern Nevada Health District.

PETITIONERS

Cassius Lockett, PhD, District Health Officer *CL*
Renee Trujillo, Chief Human Resources Officer *RT*

DISCUSSION:

We are expanding the definition of exempt employee in the Employee Handbook to provide greater clarity around roles, responsibilities, and expectations tied to exempt status. This helps ensure consistent application across the organization and supports compliance with labor laws and internal policies.

Page 18 - Exempt

Deleted:

~~Exempt employees are typically paid on a salary basis and are not eligible to receive overtime pay or compensatory time.~~

Revised:

Exempt employees are typically paid a fixed salary, rather than an hourly wage, and are not eligible for overtime pay. The expectation is that exempt employees work a minimum of 40 hours on an average basis in a pay week. Exempt employees may be required to use accrued vacation and/or sick leave in specific circumstances to compensate for missed time in a scheduled pay week.

FUNDING:

No funding is required.

Exempt Employees

Exempt employees shall be paid based on their biweekly rate with appropriate adjustments made to their paid leave balances for leave time used.

During the last week of employment an exempt employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave under the Family and Medical Leave Act (FMLA).

Overtime

When required due to the needs of the business, employees may be required to work overtime to include staying over or reporting early to a regularly scheduled shift or reporting to a shift on a regularly scheduled day off. Nonexempt employees will be paid overtime compensation at the rate of one and one-half their regular rate of pay for all hours over 40 actually worked in a single workweek or 8 in a 24-hour period, if their regular rate of pay does not exceed 1.5 times current minimum wage. Employees who agree to an Adjusted Work Schedule (AWS) are eligible for overtime after working their scheduled nine (9) or ten (10) hour scheduled shift. Paid leave, such as holiday, vacation, sick leave, bereavement time, and jury duty, does not apply toward work time. All overtime work must be approved in advance by a supervisor or manager.

The District provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law.

Compensatory Time

Employees working on their scheduled day off may choose to bank compensatory time in lieu of receiving compensation during that pay week. Employees may not accumulate more than forty (40) hours of compensatory time off. Employees will be compensated for any remaining accumulated compensatory time off at the end of the fiscal year or at the time of separation from District service. The use of compensatory time off must be approved in advance by the appropriate supervisor. Approval of compensatory time off will be subject to District staffing needs.

Callback Pay

Callback pay is compensation earned for returning to duty in emergency situations requiring immediate attention. Where the division director or designee feels that it is necessary to call back a non-exempt employee of the division, the employee will be paid on a one and one-half (1 1/2) times their hourly rate of pay if the callback hours result in the employee working overtime. The employee will be paid a minimum of three (3) hours regardless of having worked less than three (3) hours. However, in the event that the period of callback extends into the employee's normal working shift, the employee will be paid only for the time actually worked in addition to the normal working shift. If the period of callback exceeds three (3) hours, the employee will be paid for the amount of time