



Hours of Employment Policy

Policy 2.7

POLICY

Per Nevada Revised Statute 561.105, the Board of Agriculture shall establish the policy of the Nevada Department of Agriculture (NDA).

The Hours of Employment Policy shall allow the use of alternative and variable workday schedules in a manner that does not compromise services while providing flexibility for employees and the NDA. The policy shall ensure overtime use is limited to emergencies, unscheduled or unplanned emergent issues or to meet critical deadlines. The policy shall meet applicable federal and state statutes, Nevada Administrative Code (NAC) and applicable federal, state and department, policies, procedures, manuals, handbooks, directives and systems.

POLICY EFFECTIVE DATE

June 9, 2021

LAST REVISED DATE

May 7, 2021

REFERENCES (not all inclusive)

NRS 281.110, 284.148, 284.180 - .181; NAC 284.0637, 284.0638, 284.067, 284.071, 284.072, 284.100, 284.242 - .258, 284.524, 284.5255; Fair Labor and Standards Act; State Employee Handbook; NDA Hours of Employment Procedure

POLICY REPLACES A PREVIOUS POLICY DATED

Working Schedule Policy #AG-1-HR-5 dated March 26, 2013
Overtime Approval and Recording Policy #AG-1-HR-6 dated March 26, 2013

RESPONSIBILITIES

The leadership team, consisting of the director, deputy director, and each administrator shall uphold the policies set forth by the Board of Agriculture.

APPLICABILITY

This policy applies to all NDA staff, and those who work on behalf of the NDA.

APPROVED BY:

Director

Date

Board of Agriculture

Date

This policy is not a substitute for relevant law or regulation, nor does it establish additional rights beyond those provided in law and regulation. This policy is intended to be used in conjunction with the state law and the Rules for State Personnel Administration (NRS & NAC 284).