

Clark County Sheriff's Office



Administrative Division Work Rules

Effective Date: June 16, 2022

These work rules define the privileges and responsibilities for the Clark County Sheriff's Office Administrative employees while on duty. These work rules are in addition to and supplement the Clark County Employee Handbook and the Administrative Compensation Policy. They are designed to provide the framework that will allow each employee to maximize their productivity and efficiency while meeting county guidelines and departmental policies.

HOURS OF WORK

The pay period for employees in the Administrative Division is 14 days.

Within a pay period, exempt employees shall work 80 hours. Non-exempt employees should work 40 hours per week. The standard work schedule for department employees shall be from 8:30 a.m. – 4:30 p.m. Monday – Friday. Flex scheduling will be allowed at the discretion of Chief Deputy.

COMP TIME ACCRUAL

1. Exempt positions
 - a. For employees working in excess of eighty (80) hours in a pay period, employees may accrue comp time on an hour-for-hour basis only after working a minimum of one (1) hour in excess of eighty (80) hours. Once the minimum of one (1) hour of comp time accrues, employees may accrue comp time at the rate of hours worked (i.e. working 1.25 hours beyond the employee's eighty (80) hours equates to 1.25 hours of comp time; however, employees working only 0.75 hours beyond the employee's eighty (80) hours do not accrue comp time).
 - b. If an employee is entitled to comp time but has the maximum number of hours banked, the employee shall not accrue additional compensatory time and shall not be paid additional compensation for hours worked
 - c. Paid benefit time when hours aren't worked by an employee (i.e. paid time off, holidays) will be considered as hours worked for purposes of determining comp time.
2. Non-exempt positions shall accrue comp as stated in the Administration Compensation Policy.

HOLIDAYS

Holidays Observed:

January 1 – New Year’s Day

Friday before Easter

Memorial Day

July 4 – Independence Day

Labor Day

Thanksgiving Day

Friday after Thanksgiving

December 24 – Christmas Eve

December 25 – Christmas Day

May 31, 2022