

TITLE: Compensable Work Hours: Attendance, Punctuality, and Breaks		NUMBER: ADMIN 1.8
 CENTRAL LYON COUNTY FIRE PROTECTION DISTRICT <i>Policy</i>		
ISSUE DATE: September 10, 2026		REVISION DATE:
REVIEWED DATE:		EXPIRATION DATE:

1.8.1 SCOPE

The scope of this Policy applies to all Central Lyon County Fire Protection District (Central Lyon Fire) career members, except FLSA-exempt employees where a contract's terms or where a collective bargaining agreement may supersede.

1.8.2 PURPOSE

The purpose of this Policy on Compensable Work Hours: Attendance, Punctuality, and Breaks, is to make the fact known, the District cannot compensate a career member/employee for hours not worked. This Policy establishes District-wide standards for compensable work time, attendance, punctuality, call-in and timekeeping procedures, rest breaks and meal periods, limited personal use during authorized non-duty time, social media, and smoking. It promotes operational readiness, performance, accountability, consistent administration, accurate timekeeping, wage-hour compliance, and continuity with uninterrupted emergency and public services.

1.8.3 POLICY

1.8.3.1 Policy

- A. Employees shall report punctually, be prepared and begin assigned duties at the scheduled start, remain on duty and available as required, and use breaks and meal periods without interfering with administration, operations, emergency response, staffing, public service, or safety.

1.8.3.2 Attendance, Punctuality, and Call In

- A. Regular, prompt attendance is an essential condition of employment. Employees shall be at the assigned location, prepared and ready at the scheduled start, and work the full schedule unless leave is approved under District policy, procedures, and any applicable collective bargaining agreement (CBA).
- B. When an absence or late arrival becomes known within 48 hours of reporting time, the employee shall call the Duty Officer (line staff), Division Chief (Prevention/Risk Reduction Crew), Business Manager (office staff), or Assistant Fire Chief (non-exempt chief officers) at least thirty (30) minutes after the scheduled start, unless emergency circumstances make notice unfeasible. Leave known more than 48 hours in advance shall be submitted through District scheduling/timekeeping software.
- C. If advance notice is impracticable, notify the District as soon as reasonably possible, state the reason and expected arrival or return, and follow any CBA. Notice is required each day unless the employee and Human Resources Director agree otherwise for an approved extended absence supported by written leave, such as FMLA.
- D. Untimely or improper notice may make an absence unexcused. Unexcused or excessive absence or tardiness, patterns of unscheduled absence, or failure to follow call-in

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procedures are grounds for discipline, including termination. Employees are responsible for knowing and following the call-in procedures applicable to their assignment. Three (3) consecutive assigned workdays without reporting or notice may constitute abandonment or voluntary resignation and may result in dismissal, subject to Fire Chief/designee review, law, due process, and any CBA.

- E. Duty Officers and Division Heads shall maintain accountability for call-in compliance; employees must know and follow procedures applicable to their assignment.
- F. Excessive absenteeism, excessive tardiness, a pattern of unscheduled absences, or failure to follow call-in procedures is a Reason for Discipline, and disciplinary action will be taken.

1.8.3.3 Breaks and Meal Periods

- A. Defined breaks and meal periods are not required for Emergency Response members, who remain available for response, coverage, training, and operations. When operationally feasible, breaks may be taken but may be delayed, interrupted, shortened, rescheduled, or unavailable.
- B. Authorized rest breaks are compensable. Bona fide meal periods are non-compensable only when the employee is completely relieved and does no work. Meal periods normally are excluded from forty (40)-hour schedules, except Emergency Response assignments; forty (40)-hour firefighter and risk-reduction schedules with expected emergency response include an on-duty working meal.
- C. The District schedules and administers breaks based on operations, staffing, response, training, public service, safety, FLAS, and any CBA. Division Heads/supervisors may set time, location, and manner. When feasible, breaks should be near the middle of a work period. Employees may not combine breaks, add them to meals, arrive late, leave early, skip, shorten, move, or extend a break or meal without approval. Unauthorized extensions may result in corrective action or discipline.
- D. The Fire Chief may approve greater benefits when required by CBA, or for operational or safety reasons.
- E. Rest breaks are compensable brief relief periods, not meals. Employees remain subject to readiness unless specifically relieved. An employee may voluntarily forego a break, but no employee may be pressured, directed, or coerced to waive a legally required break. Controlling law and CBA provisions apply to non-exempt and represented employees.
- F.

Continuous Hours	10-Minute Rest Breaks
Less than 3.5	None required
At least 3.5, less than 7	One
At least 7, less than 11	Two
At least 11, less than 15	Three
15 or more	Four

- G. A non-exempt employee working at least eight (8) continuous hours shall receive at least a thirty (30)-minute, up to (60)-minute, uncompensated meal period unless a lawful exemption, CBA provision, or operational exception applies. An employee may voluntarily request to waive the meal period in writing. If a waiver is approved, do not use work time for a meal; address nutrition during rest breaks or through non-interruptive snacking while performing duties.
- H. A meal is unpaid only when completely duty-free. Promptly report, record, and compensate any work during an unpaid meal; off-the-clock work is prohibited. A meal

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under thirty (30) minutes is not bona fide unless law permits special conditions. Employees on schedules or classifications with on-duty meals shall follow the applicable schedule and CBA.

1.8.3.4 Timekeeping and Working During Breaks

- A. Accurately record actual start/end times and all work, including work during meals and all overtime or additional work, authorized or not. All work and uncompensated breaks/meals shall appear in District scheduling/timekeeping software and be approved by the employee and supervisor on the digital bi-weekly timecard.
- B. For compensation only, the District uses FLSA quarter-hour rounding: 1-7 minutes round down; 8-14 minutes round up. Payroll rounding does not determine punctuality; an employee may be tardy even when paid time rounds to the scheduled start.
- C. Knowing falsification, failure to report work, or directing off-the-clock work is prohibited and may result in discipline. Supervisors shall review reported interruptions to unpaid periods and make required payroll or scheduling adjustments.

1.8.3.5 Limited Personal Use

- A. District Technology is primarily for District business. Limited personal use of District hardware, internet, electronic communications, social media, or online blogging is permitted only during an authorized break, meal, or approved non-duty time; must be infrequent, brief, and reasonable; and must not interfere with performance, operations, emergency response, staffing, or public service. Emergency Response members remain subject to operational readiness.

1.8.3.6 Smoking and Vaping

- A. Smoking, vaping, and tobacco use may occur only during meal or rest breaks, away from District property; never in District facilities or vehicles or within 100 feet of an emergency scene. Materials must be properly disposed of and may not be left on District property. Additional smoking-only “smoke breaks” are prohibited.

1.8.3.7 Compliance

- A. Employees must know and comply with this Policy and assignment-specific procedures. Supervisors and Division Heads shall administer breaks, attendance, call-in, timekeeping, standards, and expectations equally and consistently. Violations may result in corrective action or discipline, up to termination, consistent with law, District policy, and any CBA.

1.8.4 OTHER RELATED REFERENCES

- NRS 608.019 – Periods for meals and rest
- NAC 608.145 – Periods for rest and meals
- 29 CFR 785.18 – Rest periods
- 29 CFR 785.19 – Meal periods
- Personnel Manual, 2016 ed.
- PM Section 3.09 – Smoking and the Use of Tobacco Products
- PM Section 6.09 (A) – Paid Member Responsibilities
- NRS 202.2483 – Nevada Clean Indoor Air Act
- Collective Bargaining Agreement(s)

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1.8.5 APPROVALS

District Chief	Date
Fire Board	Date