



NEVADA STATE BOARD OF MASSAGE THERAPY  
POLICY AND PROCEDURE

Subject: Board Compensation	Policy No. 8.1.1	
	Issued By: Board	Distribution: Nevada State Board of Massage Therapy Members and Employees
	Amends/Supersedes	
Reference(s): NRS: 640C.170, 640C.160		Effective Date: 9/5/2018 Updated: 3/27/2019 Updated: 3/30/2022

**I. PURPOSE**

To establish per diem and salary for board members of the Nevada State Board of Massage Therapy (NSBMT).

**II. POLICY**

The Board of Massage Therapy consists of nine (9) board members and one (1) non-voting advisory member. The voting members of the Board will receive salary, travel expenses and per diem when applicable. The non-voting member receives travel expenses when applicable.

**III. SCOPE**

This policy shall apply to all members of the Board.

**IV. RESPONSIBILITY**

- A. Board members are responsible for complying with the requirements of this policy.
- B. The Executive Director shall be responsible for providing assistance to board members in the interpretation and explanation of this policy.

**V. PROCEDURE**

- A. Salary and Per Diem: Voting board members may receive \$18.75 per hour capped at \$150 per day for performing tasks considered to be business of the Board.
  - 1. Items qualifying as business of the Board for voting board members:
    - a. Board meeting
    - b. Board meeting preparation: Capped at \$150.00 per meeting for meetings with a Board Packet requiring review prior to the meeting.
    - c. Training provided by CLEAR, FARB, FSMTB, the Office of the Attorney General, or other organizations **relevant to the business of the Board.**

- d. Travel for meetings, trainings, or other Board business. Board members may combine business travel with personal travel; however, the choice to combine business and personal travel may not increase the costs to the Board (see Policy 1.5.1 for additional clarification).
    - i. Each member and employee of the Board is entitled to receive a per diem allowance and travel expenses at a rate fixed by the General Services Administration (GSA). The rate must not exceed the rate provided for officers and employees of this State generally.
  - e. School visits are considered service to the Board at no cost to the Board.
  - f. Attending public meetings without a request from the Board is considered service to the Board with no compensation and at no cost to the Board.
  - g. Testifying at legal proceedings or cooperating with investigations.
  - h. Attending ABMP or AMTA meetings at the request of the Board.
  - i. Attending public meetings at the request of the Board.
  - j. Responding to requests from the Executive Director or the Board.
  - k. CLEAR training online: \$18.75 per hour, capped at \$150.00.
  - l. Items not qualifying as work of the Board include: reviewing public meetings and researching topics.
2. Duties of Board Officers: \$18.75 per hour capped at 3 days (24 hours) per month. If the amount exceeds 24 hours the Board Officer would present at the following Board meeting for additional hours.
  3. Non-Voting Advisory Board Member:
    - a. Serves without salary or compensation.
    - b. Is entitled to receive the per diem allowance and travel expenses at a rate fixed by the Board. The rate must not exceed the rate provided for officers and employees of this State generally.

B. Pay for Voting Board Members

1. Board salaries are paid through the last day of the month and by the 4<sup>th</sup> business day of the following month.
2. Voting board members are paid for any days during the month that they performed work for the Board including but not limited to meetings, preparation for Board meetings, conferences or trainings.
3. Monthly, board members will complete a ~~form~~ **time log** reflecting hours for compensation **by the last day of the month. Time Logs received after the 1<sup>st</sup> business day of the following month will be processed with the subsequent months' time logs.**
4. **Failure to submit a Time Log within 60-days will result in forfeiture of the compensation.**
5. **For the month of June all Time Logs must be submitted no later than June 30<sup>th</sup> due to the end of the fiscal year.**

**VI. POLICY EXCEPTION**

On occasion there are special circumstances that may require an exception to this policy be granted. Exceptions, while not common, require the approval of the Executive Director.

## **VII. POLICY COMMUNICATION**

All supervisors and managers of the NSBMT will provide their employees with a copy of this policy. Employees needing clarification should contact the Executive Director for assistance.

*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 federal regulations and State law.*