



Agenda Date: 11/15/2017  
Agenda Placement: 8C

## Napa Sanitation District Board Agenda Letter

---

**TO:** Honorable Board of Directors  
**FROM:** Timothy Healy - General Manager  
NS-Administration  
**REPORT BY:** Jeff Tucker, Director of Administrative Services/CFO - 707-258-6000  
**SUBJECT:** Approve Revisions to Natural Disaster Compensation Policy

---

### **RECOMMENDATION**

Approve revisions to the Natural Disaster Compensation Policy.

### **EXECUTIVE SUMMARY**

NapaSan has an established Natural Disaster Compensation Policy. The policy was implemented for employees during the recent fires in Napa County. The Personnel Committee reviewed NapaSan's policy at its last meeting, comparing the policy to those of Napa County and the City of Napa. The Committee recommends changes to the policy in light of the specific circumstances of the fires, as follows:

- I For those employees injured or who lost property because of the natural disaster, the General Manager can grant up to 40 hours of paid leave, based on the severity of the circumstances. Under the current policy, there are no allowances made for such circumstances, and any leave by effected employees would be required to be vacation or other paid leave.
- I For those employees in a mandatory evacuation area, the General Manager can grant up to 8 hours of paid leave, based on the severity of the circumstances. Under the current policy, impacted employees would be required to use vacation or other paid leave.
- I For those employees who were ordered to leave work or ordered not to report to work by authority of the General Manager, employees shall be compensated one hour of base pay for each scheduled work hour missed. Under the current policy, this allowance was capped at 8 hours, after which the employee has to make up half of the hours with vacation or other paid leave.

It is also recommended by the Committee that these changes in policy be retroactive to include the recent fires.

**FISCAL IMPACT**

Is there a Fiscal Impact?                      No

**ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

**BACKGROUND AND DISCUSSION**

None.

**SUPPORTING DOCUMENTS**

- A . Proposed New Policy
- B . Current Policy
- C . Comparison of Compensation Policies

Napa Sanitation District: Approve

Reviewed By: Timothy Healy