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POLICY #: 204

SECTION: Employment Practices

SUBJECT: *COMPENSATION ADMINISTRATION*

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**Proposed  
New Policy**

#### **10. Natural Disaster Compensation Policy**

This policy sets forth the manner in which NapaSan employees shall be compensated when unable to work because of a natural disaster or equivalent event as determined by the District. This policy applies to all District employees and shall be applicable on a fiscal-to-fiscal year basis.

In the event of a natural disaster or equivalent event that significantly impacts the local area and/or requires the Board of Directors or the General Manager to temporarily close a District facility, the General Manager shall use this policy for compensation purposes, as follows:

- A. When employees are ordered to leave work or ordered not to report to work by the authority of the General Manager, employee shall be compensated one (1) hour of base pay (designated as Paid Leave – Other) for each scheduled work hour missed.
- B. When employees are injured due to the natural disaster, or their property is damaged or destroyed, the General Manager may grant up to forty (40) hours of base pay (designated as Paid Leave – Other) for scheduled work missed, based on the severity of the circumstances.
- C. When employees are ordered by local law enforcement to evacuate their property as part of a mandatory evacuation, the General Manager may grant up to eight (8) hours of base pay (designated as Paid Leave – Other) for scheduled work missed, based on the severity of the circumstances and specific impacts to the employee.
- D. Employees, who were on scheduled vacation, sick leave, workers compensation or any other scheduled leave, whether or not paid, shall not be eligible for compensation as described above.