

**10. Natural Disaster Compensation Policy**

This policy sets forth the manner in which NSD 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 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. When this policy is in use and employees are ordered to leave work or ordered not to report to work by the authority of the General Manager, employees shall be compensated as follows:

- A. First Eight (8) Hours – One (1) hour of base pay (designated as Paid Leave – Other) for each scheduled work hour missed.
- B. Second Eight (8) Hours – One-half (1/2) hour of base pay (designated as Paid Leave – Other) for each scheduled work hour missed. This may be supplemented by compensatory time off, vacation or other similar accrued/earned leave benefit except sick leave.
- C. Third Eight (8) Hours – One-half (1/2) hour of base pay (designated as Paid Leave – Other) for each scheduled work hour missed. This may be supplemented by compensatory time off, vacation or other similar accrued/earned leave benefit except sick leave.
- D. Additional Hours – No further “Paid Leave – Other” compensation. Employee may use compensatory time off, vacation, or other similar accrued/earned leave benefit except sick leave.
- E. Leave Without Pay – An employee may, in accordance with the MOU, use leave without pay instead of accrued/earned leave benefits for A, B and C above.

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.

The salary of an exempt employee consists of a predetermined amount irrespective of the amount of hours worked. If an exempt employee has exhausted all accrued paid time off benefits and misses additional days or hours of work for personal reasons, the amount of time the employee misses may be deducted in hour per hour increments from the employee's salary. (Title 29 Code of Federal Regulations Part 5 Section 541.5d)