
Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Public Utility Outages
POLICY NUMBER: 3003

3003.1 In the event of a loss of electrical power or natural gas, any decision to close a District work site must be made by the District Manager or designee; but in no event will employees be required to remain at the workplace if to do so would jeopardize individual health or safety.

3003.2 Employees must remain at work if outages are one to two hours in length during the regular work schedule, unless to do so would jeopardize employee health or safety. In buildings without generators, alternate lighting sources such as battery lanterns, light sticks and such will be used. If service to the public cannot be reasonably provided after two hours, the District Manager or designee may make the decision to close to the public, deploy the employees to generator-powered buildings, or to send employees home.

3003.3 It is the policy of Butte County Mosquito and Vector Control District to create and maintain an active emergency preparedness program that includes an emergency plan that will help manage the District's critical functions during any emergency and protect the safety of staff. The District will coordinate the emergency plan, function and response with those responders from the public and private entities and organizations charged with emergency duties.

3003.4 In the event that it is no longer possible to perform work duties at the current or another District work site, and the Manager or designee, determines it is necessary to close the work site, the following information should be considered and communicated to employees prior to excusing them from work:

3003.4.1 If the outage occurs close to the regular meal period for employees working at the affected work site, supervisors and managers are expected to keep the work site open, but are encouraged to allow employees to take a meal break. If a manager chooses to send employees to lunch early due to an outage, employees should be informed to return to their work site immediately following completion of their meal break. In these situations, meal breaks should be neither shorter nor longer than the employee's normal assigned meal break.

3003.4.2 Regular employees who are sent home shall be provided "regular pay" for the balance of their regular work day; however, such employees shall remain ready and available to be called back to work by their supervisor for the duration of their regular work day should such a circumstance arise. Employees who seek approval or have received prior approval to leave work without having been ordered to, shall use appropriate leave time for the time off.

3003.4.3 Regular employees who are sent home, and who are not called back to work that day will be expected to return to work at their regularly scheduled work time on the next scheduled workday.

3003.4.4 If the work site closure extends beyond the first work day of closure, employees are expected to remain ready and available for assignment to their original or another District work site as quickly as possible.

3003.5 Disaster Procedure: In the event that there is a disaster or major infrastructure failure, the District Manager or designee shall confer with the President of the Board of Trustees, or other available Board officer if the President is not available, to determine whether to continue business operations.