

ORDINANCE NO. _____

AN ORDINANCE OF THE NAPA COUNTY BOARD OF SUPERVISORS,
STATE OF CALIFORNIA, AMENDING CHAPTER 2.100 (PERSONNEL)
OF TITLE 2 (ADMINISTRATION AND PERSONNEL) OF THE NAPA
COUNTY CODE RELATING TO ADMINISTRATIVE LEAVES OF
ABSENCE

WHEREAS, on April 18, 2005, Chapter 2.100.235 was last amended by Ordinance 1257; and

WHEREAS, the Napa County Board of Supervisors now wishes to amend portions of Chapter 2.100 in order to give the Napa County Director of Human Resources more discretion about when to place employees on an administrative leave of absence.

NOW, THEREFORE, the Napa County Board of Supervisors, State of California, ordains as follows:

SECTION I. Section 2.100.235 (Administrative leaves of absence with pay) of Chapter 2.100 (Personnel) of the Napa County Code is hereby amended to read in full as follows:

2.100.235 Administrative leaves of absence with pay.

When ~~a particular~~ an employee ~~may have been~~ is involved in a matter which requires an investigation, ~~and the county's best interest would be served thereby or if it is in the County's best interest,~~ a department head may place ~~that an~~ employee on an administrative leave of absence with pay for up to three workdays. In granting such leave, the department head or ~~his/her~~ their designated representative shall seek prior approval from the human resources ~~department~~ division. The ~~department head~~ Director of Human Resources or ~~his/her~~ their designe~~ated representative~~ may grant additional leave of absence with pay of up to ~~twenty-sixty~~ workdays ~~upon written approval from the county executive officer or his/her designated representative.~~ At the end of sixty-three days, the County Executive Officer or their designated representative may for good cause grant up to an additional thirty days of leave of absence with pay, at the Director of Human Resources' request. Any further extension of such leave shall require the approval of the ~~B~~board of ~~S~~supervisors.

SECTION II. If any section, subsection, sentence, clause, phrase or word of this ordinance is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The Napa County Board

of Supervisors hereby declares it would have passed and adopted this ordinance and each and all provisions hereof irrespective of the fact that any one or more of said provisions be declared invalid.

SECTION III. This ordinance shall be effective thirty (30) days from and after the date of its passage.

SECTION IV. A summary of this ordinance shall be published at least once five (5) days before adoption and at least once before the expiration of fifteen (15) days after its passage in the Napa Valley Register, a newspaper of general circulation published in Napa County, together with the names of members voting for and against the same.

The foregoing Ordinance was introduced and read at a regular meeting of the Napa County Board of Supervisors, State of California, held on the 26th day of March 2024, and passed at a regular meeting of the Napa County Board of Supervisors, State of California, held on the 9th day of April 2024, by the following vote:

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|----------|-------------|-------|
| AYES: | SUPERVISORS | _____ |
| | | _____ |
| NOES: | SUPERVISORS | _____ |
| | | _____ |
| ABSTAIN: | SUPERVISORS | _____ |
| | | _____ |
| ABSENT: | SUPERVISORS | _____ |
| | | _____ |

NAPA COUNTY, a political subdivision of the State of California

JOELLE GALLAGHER, Chair of the Board of Supervisors

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|-------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------------|
| APPROVED AS TO FORM Office of County Counsel | APPROVED BY THE NAPA COUNTY BOARD OF SUPERVISORS | ATTEST: NEHA HOSKINS Clerk of the Board of Supervisors |
| By: _____ Deputy County Counsel | Date: _____ Processed By: _____ | By: _____ |
| By: _____ Code Services | _____ Deputy Clerk of the Board | |
| Date: _____ | | |

I HEREBY CERTIFY THAT THE ORDINANCE ABOVE WAS POSTED IN THE OFFICE OF THE CLERK OF THE BOARD IN THE ADMINISTRATIVE BUILDING, 1195 THIRD STREET, ROOM 310, NAPA, CALIFORNIA ON _____.

_____, DEPUTY
 NEHA HOSKINS, CLERK OF THE BOARD