



Empowering families to improve our community.

Personnel Policy Manual
Florence Housing Authority
Florence, Alabama

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1.0 GENERAL POLICIES

1.1 Introduction

The policies, practices, and benefits of Florence Housing Authority (FHA) are contained in this manual. The manual shall be used as a reference for all employees. The policies contained in this document are continuously reviewed and will be changed from time to time. Employees with questions regarding personnel policies should always check with the Executive Director for the most current ones. Authority benefit plans are defined in legal documents such as insurance contracts, and official plan texts. This means that if questions ever arise about the nature and extent of plan benefits or if there is conflicting language, the formal language of the plan documents govern, not the informal wording of this policy. Plan documents are available for inspection in the Executive Directors office.

1.2 Employment-at-Will

Employment is for no specified time, regardless of the length of service. Just as employees are free to leave for any reason, the Authority reserves the right to end employment relationships at any time, with or without notice, for any reason(s) not prohibited by law. All employees are at-will employees, and the Personnel Policy Manual is not to be construed as a contract of employment. Any oral or written statement by anyone, (except those in writing, signed by the Commissioners and identified as an "Employment Agreement") to the contrary is invalid and should not be relied upon by any prospective or existing employee.

1.3 Ethical Standards

Florence Housing Authority conducts its business activities with integrity, fairness, and in accordance with the highest ethical standards. Employees are obligated to continue to uphold these standards in every business activity. If there is ever any doubt whether an activity meets the ethical standards of the Authority or compromises its reputation, the problem should be discussed with the Executive Director.

1.4 Orientation

New employees shall report to the Executive Director before starting work to allow for completion of necessary forms and to begin the orientation process. At that time, each new employee shall be presented with a copy of the Personnel Policy, information on fringe benefits, and a job description.

The Executive Director or his/her designee will be responsible for the orientation of the employee to the job, and to Authority policies and procedures. During the probationary period, the employee will meet with the Executive Director or his/her designee to ensure that the employee is reading, understanding, and following Authority policies and procedures. It is the responsibility of each employee to become acquainted with the policies, procedures, and rules of the Housing Authority.

The authority to effect actions relating to the employment, working hours, enforcement or rules, transfers, promotions, leaves of absence, demotions, separations, or disciplinary actions involving an employee is the responsibility of the Executive Director. The Executive Director at his/her discretion may delegate this authority subject to review by the Executive Director. In any case, the Executive Director may take the appropriate action involving an employee, including specifically the dismissal of an employee.

1.5 Addendum

The Personnel Policy Manual is intended to provide a general overview of the Authority and information regarding policies and benefits. Due to the continuously changing environment of Public Housing, some policies and benefit programs currently in effect may be added, revised, suspended, or eliminated by the Housing Authority in response to business needs or changing legal requirements.

The policies are intended to cover most personnel problems and actions likely to be encountered. Those not specifically covered shall be interpreted by the Executive Director in keeping with the intent and objectives of these policies. The final determination relative to administrative interpretation and application of the policies contained herein shall be vested in the sole and exclusive discretion of the Board of Commissioners.

2.0 ADMINISTRATIVE POLICIES

2.1 Equal Employment Opportunity

The Equal Employment Opportunity Policy applies to all departments of Florence Housing Authority. The Authority maintains a strong policy of equal employment opportunity for all employees and applicants for employment. The Authority will hire, train, promote, and compensate employees based on personal competence and potential for advancement without regard for race, creed, color, religion, sex, national origin, age, disability, citizenship, veterans' status, or any political affiliation, as well as other classifications protected by applicable state, federal, and/or local laws.

2.2 The Americans with Disabilities Act

In accordance with the Americans with Disabilities Act (ADA), Florence Housing Authority shall hire, promote, train, and compensate employees based on personal competence and potential for advancement. The Act prohibits discrimination against "qualified individuals with disabilities."

Florence Housing Authority shall not discriminate against people with disabilities regarding any employment practices, terms, conditions or privileges of employment. All aspects of the employment process are covered by the Act, including:

- Application
- Testing
- Hiring
- Assignments
- promotion
- medical examination
- layoff
- termination

- Evaluation
- Disciplinary actions
- Training
- compensation
- leave
- benefits

The Authority is required to provide “reasonable accommodation” as defined by the ADA. Reasonable accommodation is available to all qualified disabled employees, unless to do so would result in an undue hardship or present significant operational problems for the Authority. The Executive Director or his/her designee is responsible for handling all ADA accommodation requests, claims, decisions, and related issues.

2.3 Immigration Law Compliance

The Authority is committed to employing only United States citizens and immigrants who are authorized to work in the United States. We do not unlawfully discriminate based on citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Authority within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or those seeking more information on immigration law issues are encouraged to contact the Executive Director. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

2.4 Arbitration of Disputes

Each employee is required to sign and date a form entitled, “Binding Arbitration Agreement,” after receiving and reviewing a copy of the Authority’s policy on this subject. By signing this form, the employee acknowledges that he/she has read, understood, and agrees to be bound by this policy.

2.5 Anti-Harassment Policy

A fundamental policy of the Authority is that the workplace is for work. Our goal is to provide a workplace free from tensions involving matters that do not relate to the Authority’s business. We are committed to providing a workplace that is free of discrimination and unlawful harassment, including, but not limited to, discrimination or harassment based upon race, color, religion, gender, pregnancy, childbirth or related medical condition, national origin, citizenship, age or disability (“protected characteristics”) or sexual harassment and/or sexual molestation (See Appendix 11 for Acknowledgement of Anti-Harassment Policy). Violation of this policy can lead to termination of employment, liability for the corporation, and civil and/or criminal liability for the harassing employee as an individual.

Harassment of employees, vendors, suppliers, or of applicants/residents by any employee that demeans another person and undermines the integrity of the

employment relationship is prohibited and subject to immediate termination without further notice.

To promote a workplace free of harassment and to avoid the risk of creating harm to the reputation and resources of the corporation, all employees should refrain from any workplace behavior or conduct which could be viewed as harassment.

Race/Color Harassment

Race and Color Harassment is intimidating, ridiculing, denigrating, and insulting conduct towards individuals based upon their race or color which is sufficiently severe or pervasive to alter the conditions of the individual's employment and create an abusive work environment. The following is a nonexclusive list of examples which illustrate conduct which is prohibited in the workplace:

- Jokes, taunts, or comments which demean, offend, or degrade individuals based upon their race or color;
- Making derogatory remarks about individual characteristics or physical characteristics associated with race or color;
- Subjecting individuals to racial or ethnic derogatory epithets, slurs, or negative stereotyping, denigrating or hostile language;
- Subjecting individuals to threats and intimidation based upon race or color;
- Subjecting individuals to shouting and public displays of contempt which humiliate them based upon race or color;
- Displaying or possessing derogatory, denigrating, stereotypical written material, objects, pictures, memorabilia, posters, cartoons, caricatures, nooses, hoods, flags, or symbols which are based upon race or color;
- Isolating, segregating, ostracizing or subjecting employees to less favorable working conditions based upon race or color;
- Accessing and transmitting communications on Authority computers which promote prejudice based upon race or color.
- Making statements and treating employees as if they are inferior based upon race or color.

Disability Harassment

Disability Harassment occurs when individuals are subjected to repetitive contemptuous, degrading conduct based upon their disability or perceived disabling condition which is sufficiently severe or pervasive to alter the conditions of the individual's employment and create an abusive work environment. As with harassment based upon race and color, this conduct is evaluated based upon its severity and frequency. Some examples of conduct prohibited by this policy include:

- Jokes, taunts, comments or teasing, which berate, and insult individuals based upon perceived or actual disabilities or physical characteristics;
- Using derogatory, stereotypical, degrading or hostile language to describe individuals with a disability;
- Directing derogatory, negative, stereotypical, degrading or hostile language towards individuals based upon perceived or actual disabilities;
- Subjecting individuals to ridicule or humiliation in front of peers based upon actual or perceived disabilities;

- Isolating, ostracizing, separating, or segregating individuals from the workforce based upon actual or perceived disabilities;
- Mocking, mimicking, or imitating individuals with actual or perceived disabilities;
- Displaying or possessing offensive posters, pictures, graffiti, caricatures, cartoons, graphics, symbols, or other written material portraying individuals with disabilities in a negative light;
- Transmitting or accessing internet communications which promote bigotry or exclusionary practices based upon disabilities.

National Origin/Citizenship Harassment

National origin/citizenship (“ethnicity”) harassment is defined as continuous degradation, intimidation, and ridicule, based upon ethnicity or citizenship status which results in making the workplace a hostile environment and significantly affects the individual’s workplace experience. Some examples of conduct constituting harassment which are prohibited are the following:

- Subjecting individuals to joking, taunting, teasing, degrading, insulting, and offensive comments based upon their ethnicity;
- Displaying pictures, posters, graffiti, or stereotypical cartoons, caricatures, objects, graphics, written material, based upon ethnicity;
- Making offensive remarks regarding physical characteristics associated with ethnicity;
- Isolating, segregating, or ostracizing individuals based upon ethnicity;
- Directing threats and intimidation to individuals based upon ethnicity;
- Making derogatory, insulting, stereotypical comments or epithets about other individuals who are of the same ethnicity;
- Subjecting individuals to ridicule or humiliation in front of co-workers based upon ethnicity;
- Treating employees with disdain and disrespect, based upon ethnicity;
- Making employment decisions or limiting opportunities based upon negative stereotypes attributed to individuals based upon ethnicity;
- Making statements such as those which direct individuals to “go back to your country” or to “get back on the boat;”
- Making statements which indicate that the individuals are interlopers and do not belong in the workforce.

Age Harassment

Age harassment is persistent, seriously offensive conduct which has the purpose of intimidating, demeaning, and disadvantaging employees in workplace opportunities and conditions based upon age and creating an abusive environment. The following are some illustrative examples of conduct which is prohibited in the workplace:

- Joking, taunting, teasing, insulting, or ridiculing employees based upon age and characteristics associated with age;
- Making stereotypical comments indicating that individuals are limited in abilities and performance because of age;
- Subjecting employees to embarrassing or shameful and offensive remarks in the presence of peers based upon age;
- Subjecting employees to threatening or intimidating behavior based upon age;
- Making employment decisions or assignments or reducing responsibilities or benefits based upon age;
- Devaluing employees’ accomplishments or contributions based upon age;

- Suggesting that employees should go home or retire because of diminished capacity associated with age;
- Displaying or possessing derogatory, stereotypical objects, pictures, cartoons, graphics, posters, caricatures, graffiti, symbols or written material based upon age.
- Accessing or transmitting stereotypical or prejudicial ageist communications on Authority computers;
- Making comments about illnesses or conditions associated with aging, such as Alzheimer's, dementia, menopause, or impotency.

Religious Harassment

Harassment based upon religion is engaging in continuous behavior which is significantly demeaning or degrading to create a hostile workplace environment which makes it unduly difficult and burdensome to enjoy the opportunities, privileges and benefits of employment. Some examples of conduct which could constitute this harassment include:

- Joking, taunting, teasing, based upon the individual's religious practices;
- Subjecting individuals to derogatory, negative, stereotypical, epithets or slurs based upon the individual's religious practices or beliefs, or lack thereof;
- Subjecting individuals to threats and intimidating conduct based upon religious practices or failure to subscribe to religious practices;
- Forcing an employee to participate in religious practices or beliefs which differ from the individual's;
- Subjecting employees to shouting, berating, and public displays of disdain which humiliate them based upon their religious beliefs, or lack thereof;
- Ostracizing employees based upon their religious beliefs or lack thereof;
- Making employment decisions or assignments based upon religious belief or lack thereof;
- Displaying or possessing derogatory, denigrating, stereotypical, written material, objects, pictures, graffiti, memorabilia, posters, cartoons, caricatures, or symbols which are based upon religious prejudice.
- Accessing and transmitting communications on Authority computers which promote prejudice based upon religion.

Gender/Pregnancy Harassment

Harassment based upon gender, pregnancy, childbirth, or other related medical conditions is defined as action and behavior which is relentless, insulting, demeaning, derisive, and denigrating based upon the protected characteristic of gender or pregnancy which is so substantial that it impedes the individual's ability to function in the workplace and creates a hostile environment. Some examples of prohibited conduct include:

- Joking, taunting, or teasing which ascribe certain characteristics or limitations to individuals based upon gender or pregnancy;
- Subjecting individuals to threatening, intimidating, berating remarks in the presence of co-workers based upon gender or pregnancy;
- Making employment decisions or assignments based upon stereotypes related to gender or pregnancy;
- Making demeaning, negative, offensive or stereotypical remarks about other people of the same gender or who are pregnant;
- Making inane comments such as "women should be kept barefoot and pregnant" or "we should not hire women because they leave once they get pregnant;"

- Displaying or possessing demeaning objects, pictures, memorabilia, posters, cartoons, caricatures, symbols or written material or graffiti related to gender or pregnancy;
- Exclusionary practices based on gender or pregnancy;
- Subjecting employees to threatening or intimidating conduct based upon gender or pregnancy;
- Use of vulgar, obscene language or jokes related to characteristics associated with gender or pregnancy;
- Accessing or transmitting internet communications encouraging prejudice based upon gender or pregnancy.

Sexual Harassment or Sexual Molestation

Sexual harassment is unique, relative to other harassment, in several respects. Traditionally, sexual harassment claims have been based on the premise that individuals with power over an employee's employment required sexual favors in return for job benefits. Sexual harassment may also exist where an employer tolerates an abusive work environment which alters the conditions of the employee's employment or interferes with job performance based upon sex.

The following are some examples of prohibited conduct in the workplace:

- Allowing unwelcome flirtations, engaging in sexual banter or sexual advances or propositioning, even if this conduct was initially welcomed or initiated by the objecting employee.
- Jokes, taunts, comments which demean, offend or degrade individuals or categories of individuals because of sex;
- Offensive, abusive, unwarranted, or uninvited touching, hand holding, fondling, bodily contact, or any sexually motivated physical contact.
- Conversations and comments about sex including, but not limited to, your own sexual activities and experiences and those of other individuals;
- The implication or threat an applicant/resident or employee that cooperation of a sexual nature (or refusal thereof) will have any effect on that individual's employment, assignment, compensation, advancement, career development or any other term or condition of employment;
- Making sexual innuendos in the workplace and/or using language which is sexually oriented, sexually explicit, sexually suggestive and/or obscene;
- Use of vulgar, or obscene language or jokes, or otherwise making graphic, degrading, disparaging or demeaning comments or remarks about an individual or his/her appearance;
- Comments regarding another person's body, or anatomy;
- Blocking the movements of any other individual;
- Displaying or possessing sexually suggestive or obscene written materials, magazines, calendars, objects, pictures, memorabilia, posters, caricatures, cartoons, or symbols;
- Accessing pornographic, or sexual sites on Authority computers;
- Transmitting pornographic, and sexual communications on Authority computers;
- Making or threatening reprisals after a negative response to sexual advances;
- Making sexual gestures;

All the foregoing examples of prohibited conduct are intended to be illustrative and are not all inclusive. The purpose of this policy is to prevent discriminatory conduct and to stop practices and behavior before the activity reaches the level of severity and pervasiveness sufficient to constitute harassment. Accordingly, an individual may be subject to disciplinary action, up to and including termination, for engaging in any single prohibited offense which, if undeterred, could result in harassment.

Any alleged sexual molestation will be reported to one of the individuals identified on the contact list for immediate investigation. Also, if sexual molestation is alleged, a complaint must be filed with the City of Florence Policy Department for investigation. The complaint must be filed with the police department within 24 hours of the alleged molestation. Also, if sexual molestation is alleged, a complaint must be filed with the City of Florence Police Department because sexual molestation is a criminal act. Any employee involved with sexual molestation will be subject to disciplinary action, up to and including immediate termination of employment.

Note: "Individuals" is defined to include all persons any employee of the Authority has contact with, including but not limited to: Authority staff, applicants, residents, vendors, and anyone from the public.

WHAT TO DO IF YOU FEEL OUR POLICY HAS BEEN VIOLATED

The Authority will not tolerate unlawful harassment and will do its best to deter, prevent and punish any conduct which creates an intimidating, hostile, or offensive work environment for its employees. All reported incidents of harassment will be investigated in a timely manner. To the extent practicable, our investigation will be confidential with due regard for the sensitive nature of such complaints.

Any employee who is the subject of harassing behavior should immediately report it to one of the persons listed on the Contact List below. If possible, the employee should also submit a written report so that the Authority can have complete, properly documented information. Employees can be assured no innocent employee not directly involved will suffer retribution or reprisal for raising concerns or reporting incidents of sexual harassment.

Likewise, any person not a victim of such harassment who becomes aware of possible sexual or other harassment should promptly contact one of the persons on the Contact List below so that all appropriate steps can be taken to promote an atmosphere free of harassment.

If the results of the investigation show that an individual engaged in prohibited activity(s) that person(s) will be subject to appropriate disciplinary action, up to and including immediate termination of employment, regardless of the individual's position with the Authority.

We expect you to help us implement our anti-harassment policy. We expect you to treat your fellow employees with respect and courtesy. We expect you to perform your work in a professional manner with concern for the well-being of your fellow employees.

CONTACT LIST

Maggie Perez	Executive Director	256-740-5206	mperez@flohousing.org
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2.6 Anti-Retaliation Policy

The Authority is committed to providing a work environment in which employees may complain about alleged discrimination or other problems, including harassment, without fear of retaliation. The Authority strictly prohibits discrimination against any employee because he or she has opposed any unlawful employment practices or because he or she has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding or hearing regarding such alleged practices.

Examples of retaliation include:

- Denial of promotion;
- Refusal to hire;
- Denial of job benefits;
- Demotion, suspension or discharge;
- Threats;
- Reprimands or negative evaluations;
- Involuntary transfer;
- Harassment, such as stripping of job duties or clerical support, isolating the employee, or otherwise denigrating him or her.

Any employee who wants to report an incident of retaliation should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the persons listed on the Contact List below. Employees can raise concerns and make reports without fear of reprisal or retribution.

All reports of retaliation will be maintained in confidence to the extent practicable. The Authority will promptly conduct a thorough and unbiased investigation of all reports.

Any supervisor or manager who becomes aware of possible retaliation shall promptly advise the Executive Director. Anyone engaging in retaliation will be subject to disciplinary action, up to and including immediate termination of employment.

CONTACT LIST

Maggie Perez	Executive Director	(256)-740-5206	mperez@flohousing.org
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2.7 Immigration and Naturalization Service (INS) Compliance

As required by the Immigration Reform and Control Act of 1986, all employees hired after November 6, 1986, will provide a completed I-9 form and all necessary documentation that is set forth on the I-9 form. I-9 forms shall be completed at the time of hire.

2.8 Employment Categories

It is the intent of the Housing Authority to clarify the definitions of employment classifications, so employees understand their employment status and benefit eligibility.

These classifications do not guarantee employment for any specified time and do not create an employment contract relationship with the Authority. Regardless of the status of the individual, all employees of Florence Housing Authority are subject to the policies and procedures and expectations detailed in this Personnel Policy Manual. All employees are at-will employees, regardless of employee category and does not constitute a contract is not to be construed a contract of employment.

Each employee is designated as either NON-EXEMPT or EXEMPT from federal wage and hour laws. NON-EXEMPT employees are entitled to overtime pay under the specific provisions of the Fair Labor Standards Act (FLSA). EXEMPT employees are excluded from specific provisions of the Fair Labor Standards Act.

In addition to the above categories, each employee will belong to one other employment category:

Probationary An employee hired to fill a full-time regular position of a 40-hour week. This employee will be on a probationary period of three (3) months during which time he/she will be evaluated for regular employment.

Regular An employee who satisfactorily passes the probationary period and attains a regular status. Regular employees are subject to all rules and regulations and entitled to all benefits and rights outlined in the Personnel Policies.

Temporary Temporary employees may work forty (40) hours or less within a work week but are distinguished from regular employees in that they are hired to serve as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that temporary status unless and until notified by the Authority in writing of a change. Temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are generally not eligible to participate in any of the Authority's other benefit programs.

Positions funded through grant programs are conditional upon continued funding under the grant and are considered temporary positions. The fringe benefits and term of employment associated with the grant-funded positions may vary from the normal policies outlined herein for other non-grant funded temporary positions

<i>Part-Time</i>	Part-time employees are those who are regularly scheduled to work less than forty (40) hours within a work week, have satisfactorily completed their Probationary status, and are not otherwise temporary help. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are generally not eligible to participate in any of the Authority's other benefit programs.
<i>Emergency</i>	Appointment of any qualified person to a position to alleviate a hardship or the impairment of business for a period not to exceed ninety (90) days.
<i>Bred-in Service</i>	When an employee holds a temporary appointment and is employed to a regular appointment, the time worked as temporary employee will be converted to probationary time. The employee must serve a minimum of three (3) months' probationary status.
<i>Contracted Persons</i>	Contracted individuals or employees of contracted firms are not employees of the Authority and are considered independent contractors. Contracted persons or individuals are not eligible for any benefits provided under this policy.

All persons employed shall be advised of position, employment status/category, and benefits at the time of hire. All employees are at-will employees, and the Personnel Policy Manual is not to be construed as a contract of employment.

2.9 Organization and Authority

All positions shall be established in accordance with an organization plan clearly setting forth areas of responsibility and authority. The organization plan places primary responsibility for the operation of the Authority on the Executive Director. The Executive Director shall prepare an organizational chart showing lines of authority and decision-making responsibility. Authority to employ, promote, transfer, demote, and terminate personnel shall be vested in the Executive Director or his/her designee subject to the Executive Director's review.

All employees shall be informed of their level of authority and responsibilities at the time they assume their duties and shall be given the necessary authority to perform assigned tasks. Employees shall be given clear, concise job descriptions when employment begins. Job descriptions shall be reviewed and updated as needed.

2.10 Policy Administration

Amendment of any provisions of this Personnel Policy shall be upon Resolution of the Board of Commissioners. All changes and revisions made to this policy will become

effective as of the date deemed appropriate by the Board of Commissioners. The newly revised or adopted policies shall supersede and take precedence over all previous policies.

The Executive Director shall have primary responsibility for enforcing the provisions and purposes of this Personnel policy. The Executive Directors may at his/her sole discretion delegate some or all the responsibility for enforcing the provisions and purposes of this Personnel Policy and any associated procedures.

Each employee is individually responsible for following all Personnel Policy provisions and procedures.

A master copy of the Personnel Policy will be kept in the Executive Director's office. In the event of a discrepancy between any copies, the master copy will be considered the correct copy.

2.11 Recruitment and Selection

2.11.1 Vacant Positions

The Executive Director shall determine whether a vacancy should be filled and shall keep informed of all vacancies as they occur.

2.11.2 Recruitment for Vacant Positions

All full-time vacancies shall be posted on websites to allow current employees an opportunity for advancement. The Executive Director or his/her designee shall post announcements or use other means as necessary to ensure the Housing Authority shall obtain well-qualified candidates for all positions. The announcement shall specify the title of the vacant position, any minimum qualification requirements, the manner of making an application, the final date on which applications shall be received, and other pertinent information. The announcement will be posted to the public for no less than 5 business days. At the discretion of the Executive Director, the notice of the vacant position may be provided to the Alabama State Employment Office or private Employment Agency so that they can assist in applicant recruitment and screening. Further, at the Executive Director's discretion, the notice may be printed in various housing journals, publications, or newspaper(s), online or published, to ensure that the most qualified persons are attracted to compete. Any notice or advertisement placed in any publication on behalf of the Authority shall contain the designation "Equal Opportunity Employer" or "EOE". The Authority reserves the right to recruit applicants without using any of these procedures.

The Executive Director and/or his/her appointed interviewers shall select from the available applications and attempt to select at least three (3) applicants who, within their judgment, most nearly meet the required qualifications and who

possess the apparent ability to perform the duties of the vacant position as described in the approved description of such position. These applicants will be scheduled for interviews and if possible, a hiring recommendation will be made to the Executive Director by the appointed interviewers.

The applicant may be subjected to drug screening, credit background check, police record review, and any other reference or background searches as may be deemed necessary and pertinent to the proper and safe conduct of the Authority business. The Executive Director will make the final selection, in conjunction with the recommendation of the appointed interviewers.

2.11.3 Application Forms

Applications shall be made on Housing Authority application forms as directed in the position announcement. Such application forms shall include information covering education, training, experience, and other pertinent factors. Resumes may be accepted during the job posting period, but the Housing Authority application form must be completed prior to the interview. Only those individuals who complete a Housing Authority application will be considered applicants for the position.

2.11.4 Physical Examination and/or Functional Capacity Evaluation and/or Drug Screening after Conditional Offer of Employment

The Housing Authority may not conduct or seek to make an inquiry as to whether an applicant has a disability or the nature or severity of the disability. The Housing Authority may require applicants after a conditional offer of employment to take a physical examination and/or Functional Capacity Evaluation if all entering employees in the job classification must take such an examination regardless of whether they have a disability. Medical examinations, Functional Capacity Evaluations, drug screenings, physical examinations and medical history questionnaires may not be required until after the applicant has first received a conditional offer of employment. The scope of the medical examination and/or Functional Capacity Evaluations should be limited to the physical requirement of the position. Drug testing and medical information will be kept confidential in a file separate from the personnel files or any other files pertaining to the employee.

The Housing Authority requires after a conditional offer of employment that all applicants undergo a drug screening process to be paid for by the agency. Applicants who test positive for illegal drugs will be removed from employment consideration. All information obtained with respect to drug screening shall be kept confidential. For additional information on the Authority's substance abuse policy, please refer to Section 7.5.

2.112.5 Bonding

If the position to be filled requires that the employee be bonded, the applicant(s) in question must demonstrate such capability once a conditional offer of employment is made.

2.11.6 Disqualification

The Executive Director or a designated employee may remove from further consideration the application of an applicant for but not limited to the following:

- a) Does not meet the minimum qualifications established for the position.
- b) Has made false statements of material fact or practiced deception in the application.
- c) Test positive for drugs after the pre-employment drug screening.
- d) Has an unsatisfactory employment record of such a nature as to demonstrate unsuitability for employment.
- e) Has been convicted or pled guilty to a felony or crime of moral turpitude.
- f) Does not have a valid State of Alabama drivers' license.
- g) Not insurable as a driver under the Authority's vehicle insurance.

2.11.7 Selection

The Executive Director or his/her designee shall review all applications for employment to determine whether the applicant meets the established standards for employment and is the "best fit" for the position. Such additional information may be required as is necessary to make determinations, i.e. credit reports, police records, etc.

All positions shall be filled based on qualifications, competency, and related work experience as well as which applicant is the "best fit" for the position. In the case of current employees seeking to be promoted or transferred, past performance and such other factors as attendance, punctuality, work initiative, efficiency, and seniority shall be taken into consideration.

2.11.8 Appointment

When an applicant is selected, the Executive Director shall authorize a conditional offer of employment.

2.11.9 Emergency Appointment

When an emergency involving the serious impairment of the business makes it impossible to fill a vacant position by normal procedure, the Executive Director or his/her designee may appoint any qualified person to such position on a temporary basis to prevent business from stopping or slowing. Such an appointment should

be for a period not to exceed ninety (90) days, during which time the normal selection procedures would be followed to fill the position.

2.11.10 New Position

Prior to approval by the Executive Director for a new position, the new positions shall be assigned to an appropriate salary grade level. The salary grade/range for the position shall be determined through objective means that consider both internal and external (market) factors.

2.11.11 Dismissal

During the probationary period, an employee who is unable or unwilling to perform the duties of the position satisfactorily or whose habits and dependability do not merit his/her continuance in service may be terminated.

2.12 Probationary Period

New employees hired for regular positions shall serve a three- (3) month probationary period. Personal Leave credits shall accumulate from the date of employment, but no Personal Leave shall be used until after the first three (3) months of employment is completed. Any significant absence will automatically extend a Probationary Period by the length of the absence.

At the end of the three- (3) month period, an evaluation shall be made by the Executive Director or his/her designee. The Executive Director or his/her designee shall decide whether the employee is to be retained on a regular basis; that the employee will have the Probationary Period extended; or that the employee is to be discontinued in employment selection. The Probationary Period may be extended up to an additional three (3) months at which time another evaluation will be conducted. The additional probation period is covered by the same rules and provisions as the initial Probationary Period.

When the agency fills the position with the assistance of an employment agency, there will be a probationary period of 90 days. During the probationary period, the hire will be an employee of the hiring agency. At the end of the three- (3) month period, an evaluation shall be made by the Executive Director or his/her designee. The Executive Director or his/her designee shall decide whether the employee is to be retained on a regular basis; that the employee will have the Probationary Period extended; or that the employee is to be released. The Probationary Period may be extended up to an additional three (3) months at which time another evaluation will be conducted. The additional probation period is covered by the same rules and provisions as the initial Probationary Period. Once the hire works for the agency 90 days, an offer could be made for permanent hire. The 90-day probationary is removed, the hire completed the probationary period while working for the hiring agency. Leave accrual begins upon acceptance of position with the Florence Housing Authority.

New employees who are on a three- (3) month or extended probationary status are excluded from the grievance appeal process.

UPON SATISFACTORY COMPLETION OF THE PROBATIONARY PERIOD, EMPLOYEES ENTER THE “REGULAR” EMPLOYMENT CLASSIFICATION. HOWEVER, SATISFACTORY COMPLETION OF THE PROBATIONARY PERIOD DOES NOT AFFECT IN ANY WAY THE “EMPLOYMENT AT-WILL” STATUS OF THE EMPLOYEE. That is, the employee or the Authority may still end the relationship at any time with or without cause or advance notice.

2.13 Non-Disclosure

The law prohibits disclosure of non-public personal information relating to the Authority's clients or prior clients. Therefore, non-public personal information may not be used by employees for any purpose which is not directly related to the Authority's business. Likewise, non-public personal information may not be disclosed by employees to any person or entity who is not employed by the Authority and/or is not authorized to receive or use the information.

Former employees may not disclose or use, transfer or transmit confidential business information, trade secrets, and/or non-public personal information to any person or entity for any purpose whatsoever.

Confidential non-public personal information includes, but is not limited to, the following: names, addresses, and telephone numbers of the Authority's clients or prior clients.

Employees who are exposed to confidential and/or non-public personal information may be required to sign an employee confidentiality agreement as a condition of employment. Upon termination of employment, all the Authority records, including but not limited to manuals, disks, and computer records relating to confidential business information, and non-public personal information must be returned to the Authority.

2.14 Salary Administration Principles

It is the policy of the Authority to administer salaries in accordance with the following principles:

- a) Employees shall be compensated using a grade and step salary plan for both administrative and maintenance employees.
- b) The grade and step system shall be approved by the Board of Commissioners and incorporated by reference into the policy.
- c) Increases shall not be based on race, color, creed, sex, national origin, disability, age, or any factor other than economic conditions, longevity, or job performance.

- d) Promotions will be based on job performance and merit as determined by employee evaluation. Seniority or length of service is to be regarded as a factor only when all other factors are equal.
- e) In so far as possible, salaries and related benefits will be based on comparability, as documented by comparability studies conducted in accordance with industry practice and in reference to HUD guidelines.

A full comparability survey should be done at a minimum of every five years by the Executive Director, his/her designee or with assistance from qualified public or private agencies. In other years, any annual percentage increases will be determined by:

- a) Limited surveys of local practice, and
- b) The Authority's budget condition.

In addition to a general re-evaluation of all positions during major comparability studies, there are other circumstances, which may require position re-evaluation for pay purposes such as:

- a) When a new position is created.
- b) When a position outside the system is included for the first time.
- c) When examination of the job description for a position indicates that the duties have changed sufficiently to warrant a re-evaluation.

Exceptions to the pay plan *may* include the following:

- a) Personnel funded through grants, which require their salaries, to be set for a specific period, or which have other technical requirements, which demand exception to the system.
- b) Participants in special employment programs such as college cooperatives and internships subsidized training programs, etc.
- c) Employees who were paid more than the maximum of the grade-step plan when it was established. These employees shall have their salaries frozen or specifically set by the Board of Commissioners.

2.15 Proration of Expenses

The Authority's expenses for personnel-related items shall be charged to individual programs or developments on the same basis as is used to distribute compensation from other programs unless another formula, approved by the HUD Field Office, proves to be more equitable.

2.16 Employee Performance Appraisals

The Authority requires an evaluation of each employee's performance on an annual basis. It shall be the responsibility of the Executive Director or his/her designee to maintain the evaluation forms. All evaluations shall be in writing and provide a section for employees

to respond. The review, which will be administered by the Executive Director or his/her designee, and will cover the employee's:

- a) Ability to carry out the duties prescribed by individual job descriptions,
- b) Performance of critical elements of the job, and
- c) Perceived strengths and areas for improvement.

All evaluations shall be kept confidential and placed in the employee's personnel file.

3.0 COMPENSATION POLICIES

3.1 Pay Period

Authority employees are paid biweekly with payday occurring every other Friday. Payday covers the previous two-week period worked. Employees are paid the week after the pay period ends.

3.2 Work Schedule

The standard workweek for all Authority employees is five days, Monday through Friday. The standard work hours are from 8:00 a.m. to 5:00 p.m. with one (1) hour for lunch.

3.3 Submitting Overtime/Record-Keeping

The Supervisor will, if appropriate, approve the overtime worked, and submit the time to the Accounting Department for payroll purposes. The Authority, through the Authority's payroll system, constitutes the only official record of overtime worked and overtime wages paid.

3.4 Overtime

Working of overtime must receive prior approval by the Executive Director of his/her designee. Failure to work scheduled overtime or overtime worked without prior authorization may result in disciplinary action, up to and including termination of employment.

The Authority is subject to all regulations of the Fair Labor Standards Act (FLSA). Accordingly, the following provisions concerning overtime compensation apply to the two (2) categories of employees identified below.

Non-Exempt Employees

Non-exempt employees who work more than forty (40) hours in a week will be paid overtime at a rate of one and one-half times the employee's regular pay. Should overtime occur on a designated holiday, the pay rate is 2.0 the employees' regular pay. For

purposes of determining overtime compensation, pay for personal leave, holidays, etc., is not pay for time worked and is therefore not considered as hours worked for purpose of overtime computations. Non-scheduled hours of work which fall within the same week of vacation or leave time will not qualify for overtime. All overtime must be preapproved.

Exempt Executive and Administrative Personnel

Executive and Administrative employees, which are classified as exempt according to the FLSA, will not be paid overtime compensation. They will not receive payment or accrue compensatory time off for hours worked, travel time, attendance at meetings, etc., more than the normal work week.

3.5 Pay Increases

AUTHORITY recognizes two types of salary increases as outlined below:

Annual COLA

As budgetary constraints allow, the entire grade and step salary system (the salary schedule) may be increased by a uniform percentage to allow for increased costs within the general economy. All employees shall benefit from this general increase. However, nothing in this policy shall be construed to require a specific percentage increase tied to any economic indicator. Additionally, during the year of a full comparability study, this category may not apply since individual adjustments to pay grades may already contain the effect of a general increase.

Merit

Increases resulting from merit or outstanding performance will be given in accordance with the Authority's Performance Evaluation System.

Authority budgetary condition and funding availability dictate the issuance of any COLA and/or merit increases and no language in this policy should be construed to imply that any types of pay increases are guaranteed.

3.6 Wage Garnishment

Garnishment of wages results when an unpaid creditor has taken the matter to court. A garnishment is legal permission for creditors to collect part of an employee's pay directly from the Authority. Although the Authority does not wish to become involved in an employee's private matters, it will administer the court's orders.

In doing so, the Executive Director will contact the employee to explain the details of garnishment and how it affects wages. Employees are encouraged to resolve these matters privately to avoid the Authority's involvement.

3.7 Payroll Advances

Pay advances shall not be granted.

3.8 Promotions

It is the policy of the Housing Authority to hire employees for entry level positions, to provide training and development for employees when deemed necessary, and to offer employees promotions to higher level positions when deemed appropriate. To fill vacancies above entry level, management prefers to promote from within and will first consider current employees with the necessary qualifications and skills, unless outside recruitment is deemed to be in the Authority's best interest.

All employees are encouraged to seek advancement opportunities and to obtain promotion and career guidance from the Executive Director or his/her designee. An employee's basic eligibility for promotion will be determined by the requirements of the new position. In addition, the employee must have held his/her current position for at least three (3) months and have both a satisfactory performance record and no adverse disciplinary actions during the same period.

Job openings and promotions for which management seeks candidates from within the Authority will be posted on the website. When job openings or promotion opportunities are posted:

- a) Interested employees must initiate a transfer request to the Executive Director.
- b) The Executive Director may, at his/her discretion, solicit outside candidates during or after the posting period.

Current employee candidates for job openings and promotions will be considered and processed as outlined in the Transfer policy (Section 3.10). Applicants recruited from outside the Authority for such positions will be considered and processed as outlined in the Recruitment and Selection policy (Section 2.12).

Current employee candidates for promotion will be screened and selected based on attendance and work records, performance appraisals and job-related qualifications including, in some instances, aptitude tests. Seniority will be considered if two or more candidates are judged to be equally qualified based on merit, work record, and other qualifications.

Promoted employees will be placed on probationary status for a period of three (3) months.

Promoted employees may be required to have a medical examination and/or Functional Capacity Evaluation and/or Drug Screen after conditional offer of the promotion.

3.9 Demotions

There are two types of demotions that may be affected by the Authority. Each is defined below.

Demotion Without Cause This type of demotion will not adversely affect an employee's service record and generally occurs:

- a) When a position has been abolished or reallocated to a lower paying salary range and the employee cannot be transferred to a position of equal pay.
- b) When an employee is promoted on a probationary basis and does not perform in the new position. This type of demotion is only available when the employee's former position has not been filled. The Authority will not create a new lower position for demotion purposes.
- c) When the employee requests a transfer to a position with a lower paying salary range.

Demotion With Cause This type of demotion does affect an employee's service record and generally occurs when an employee not on any probationary status has been found unsuited for that employee's present position, but may be expected to give satisfactory service in a lower paying position.

3.10 Transfers

From time to time, the Authority may find it necessary to transfer employees within the organization to positions where their skills will be best utilized.

The Authority may require employees to make either a temporary or long-term job transfer to accommodate the organization's business needs.

Employees may request a voluntary job transfer. However, to be eligible for a voluntary transfer, employees must meet the requirements of the new position, must have held their current position for at least three (3) months, must have a satisfactory performance record, and must have no adverse disciplinary actions during the same time. All transfers are at the discretion of the Executive Director.

Job openings for which management seeks candidates from within the organization will be posted regularly on the website.

Transferred employees must serve a probationary period of three (3) months in their new positions during which the provisions of the Probationary Period will apply; however, benefits will continue at the level prior to transfer. Neither the transfer to a new position nor the completion of the subsequent introductory employment alters the basic employment-at-will relationship. In addition, transferred employees may be required to have medical examination and/or Functional Capacity Evaluation and/or Drug Screening.

3.11 Board Member Compensation

Expenses for compensation of the Board of Commissioners are not an allowable cost of the Authority's operating budget. Reimbursement for Board Member approved travel, however, shall be paid according to the provisions of the travel policy.

4.0 SEPARATIONS

4.1 Types of Separation

All employees shall be "at will" employees except those hired directly by the Board of Commissioners and covered by a written employment contract. Separation of employees from positions in the full-time service shall be designated as one of the following and shall be accomplished in the manner indicated: Resignation, compulsory resignation, layoff (reduction in force), inability to work for a period of one (1) year, death, retirement, and dismissal. Employees leaving the full service of the Authority with accumulated personal leave shall be paid in full no later than the next pay period following the last regular pay period.

4.2 Resignation

To resign in good standing, an employee shall give notice, in writing, to the Executive Director at least two (2) weeks (10 working days) prior to the effective date of his/her resignation. The notice should indicate the reason for the resignation. During the notice period, the employee will not be paid for time taken off as personal leave unless approved by the Executive Director or his/her designee. Failure to comply with the two weeks' notice provision shall be entered on the service record of the employee. The two weeks' notice period may be waived by the Executive Director or his/her designee if such action is determined to be in the best interest of the Housing Authority.

4.3 Job Abandonment

Any employee who without valid reason or authorized leave fails to call in or report to work may be separated from the payroll and reported as job abandonment and terminated without further notice.

4.4 Layoff (Reduction-in-Force)

The Executive Director may identify several positions by job title to be vacated, which will result in the layoff of an employee in full-time service. Such a layoff will normally be necessitated because of a shortage of funds or work, other material changes in the duties of the organization, or for related reasons which do not reflect discredit upon the service of the employee. Any employee who wishes to be hired any time after a layoff shall make an application to the Authority when the application period is open (see Section 2.12) and will be considered with the other applicants without preference. The employees to be retained shall be at the discretion of the Executive Director and shall be based primarily on the necessity of the job entailed and the employee's performance and attendance. Other things being equal, length of service shall be given consideration.

4.5 Absences for More than One Year

Employees who are reasonably expected to be unable to work or report to work for a period of one (1) year shall be terminated from their employment with the Authority.

4.6 Death

When a full-time employee dies without a will, and wages are due that employee, the wages shall be paid to the surviving spouse, if any, and then, if there is no surviving spouse, the amount shall be paid to the person having legal custody and control of the deceased employee's minor child or children. If the foregoing relationships cannot be established to the Authority's satisfaction, the Authority will hold the wages until presented with testamentary papers by the deceased employee's administrator.

If the employee has a will, the wages shall be surrendered upon presentment of testamentary papers by the executor of the employee's estate.

The Authority shall comply with all applicable Alabama law with respect to the foregoing situation.

4.7 Retirement

Employees eligible to receive retirement benefits shall submit a letter of retirement to the Executive Director at least two (2) weeks (ten working days) prior to the effective date of retirement.

4.8 Dismissal

As circumstances dictate, the Executive Director may find it necessary to dismiss an employee.

4.9 Payment of Benefits

All due benefits will be paid to employees who are separated in accordance with the provisions of this policy manual.

4.10 References

The Executive Director or his/her designee will only provide the last job title, dates of employment, and final rate of pay when an employee reference is requested. The Authority does not provide letters of recommendation.

The Executive Director or his/her designee is the only person authorized to disclose information and any phone calls or written inquiries seeking such information should be directed to the Executive Director.

5.0 Rules and Regulations for Code of Conduct

In recognition of the fact that each instance differs in many respects from somewhat similar situations, the Housing Authority retains the right to treat each occurrence on an individual basis and without creating a precedent for other cases which may arise in the future. The Housing Authority retains the right to suspend any disciplinary action, which it may take at its exclusive discretion. Examples given in any rule do not limit the generality of the rule. The reason for disciplinary action is not to be construed as a limitation upon the retained rights of the Authority, but merely serve as a guide. They do not in any way negate or infringe upon the employment-at-will relationship between Authority and employee.

Listed below are some of the reasons which might be cause of disciplinary action, up to and including termination of employment, referred to in these rules and procedures, but disciplinary action is not limited to the offenses listed:

1. Insubordination or uncooperative attitude, tending to lower discipline and morale.
2. Failure to work at an acceptable level of competence as determined by the Executive Director or his/her designee (may include excessive tardiness, lost time, or inefficiency.)
3. Conviction of a felony or crime involving moral turpitude.
4. Theft, embezzlement, abuse, or misuse of Authority property or vehicles.
5. Inexcusable absence without leave.
6. Willfully giving false statements to the Executive Director, officials, or the public.
7. Violation of Authority resolutions, administrative regulations, or departmental rules.
8. Violation of the Authority's Drug and Alcohol Policy.
9. Discovery of a false statement or omission in an application which had not been detected previously. Falsification, fraud, or omission of information in applying for a position.
10. Acceptance of gratuities or violation of policy regarding conflict of interest.

11. Falsification or destruction of official records or documents, or use of an official position for personal benefit, profit, or advantage or for another.
12. When duly and properly called as a witness before any Authority, appeals board, state or federal judicial or administrative tribunal, and while before such tribunal, failing to answer any proper question concerning the performance of his/her official duties with the Housing Authority.
13. Discourteous treatment of the public, residents, or other employees.
14. Fighting or disorderly conduct while on duty or on Authority premises.
15. Refusal to work or refusal to carry out specific instructions
16. Falsifying timecards.
17. Failure to report to work without notification.
18. Failure or inability to complete required training program that is part of the job assignment.
19. Failure to obtain or maintain a current license or certificate required by law or the Authority, which is a condition of employment.
20. Any act which endangers the safety, health or well-being of another person or which significantly disrupts work or discredits the Authority.
21. Gambling on duty or on the Authority premises.
22. Releasing confidential information without proper authority.
23. Continued or repeated improper conduct for which the employee was previously warned.
24. Taking and/or using Authority property off Authority premises.
25. Tardiness – reporting to assigned work area after reporting time.
26. Provoking unsatisfactory and inharmonious working relationships with the public, residents and/or other employees.
27. Offensive conduct or language toward residents, other employees, or the public.
28. Willful violation of any of the provisions of the Personnel Policy, Administrative Regulations or the instruction of the Executive Director or his/her designee.
29. Inducing or attempting to induce any employee to commit an act in violation of any lawful and reasonable department or official regulation or order, or to participate therein.
30. Violation of the Authority's policies regarding harassment and/or sexual harassment.
31. Failure to keep the Accounting Department advised of correct address and telephone number within two (2) weeks of address or telephone change.
32. Failure to obtain and/or maintain a valid State of Alabama drivers' license.

33. Failure to work assigned hours, including overtime, working overtime without prior approval.
34. Not working, wasting time, loitering, or leaving assigned work areas during working hours without permission.
35. Taking more than specified time for meals or breaks.
36. Productivity or workmanship are not up to required standards of performance.
37. Mistakes due to carelessness.
38. Absent without permission or leave
39. Violating a safety rule or safety practice.
40. Engaging in horseplay, scuffling, wrestling, throwing things, malicious mischief, distracting the attention of others, demonstrations on the job, or similar types of disorderly conduct.
41. Creating or contributing to unsafe and unsanitary conditions or poor housekeeping.
42. Smoking in restricted areas.
43. Provoking or instigating a fight or fighting at any time on Authority property.
44. Threatening, intimidating, or coercing a fellow employee (includes abusive language).
45. Sleeping during work hours.
46. Leaving the job during regular working hours without permission.
47. Unauthorized posting or removal of any matter on bulletin boards on Housing Authority property.
48. Failure to report to Executive Director a request for information from an outside agency (e.g., receipt of a subpoena from a law firm, court, or attorney).
49. Use or possession of another employee's tools or equipment without the employee's consent.
50. Refusal to give testimony in accident investigations.
51. Causing materials, parts, or equipment to be lost, damaged, or scrapped due to carelessness.
52. Receipt from any person of any fee, gift, or other valuable thing in the course of work, when such fee, gift or other valuable thing is given in the hope or expectation of receiving a favor or better treatment than that afforded other persons.
53. Violation of Authority's policy concerning political activities.
54. Failure to report an accident or personal injury in which the employee was involved while on the job.

55. Deliberate misuse, destruction, or damaging of any Housing Authority property or property of any employee.
56. Falsification of personal or Authority records, including, but not limited to, employment applications, accident records, purchase orders, time sheets, or other reports, records on applications, or work records.
57. Making false claims or misrepresentations to obtain sickness or accident benefits, or Workers' Compensation benefits.
58. Insubordination by the refusal to perform work assigned or to comply with written or verbal instructions of the supervisory force or discourtesy to persons with whom he/she comes in contact while in the performance of his/her duties.
59. Theft or removal from Authority locations without proper authorization, any Authority property or property of an employee.
60. Use or attempted use of a political influence or bribery to secure an advantage of any manner.
61. Refusal to sign for Authority equipment, tools, etc. in accordance with policy.
62. Bullying

6.0 RULES AND REGULATIONS

6.1 Overview

Every organization has certain guidelines, which were developed to reflect good business practices. In establishing any rules of conduct, the Authority has no intention of restricting the personal rights of any individual. Rather, we wish to define the guidelines that protect the rights of all employees and to ensure maximum understanding and cooperation. Therefore, employees are expected to be:

- On-time and alert when scheduled to be at work.
- Careful and conscientious in performance of duties.
- Thoughtful and considerate of other people.
- Courteous and helpful, both when dealing with the public and with other employees.
- Neat in appearance, wearing the proper attire for Authority business.

6.2 Tardiness and Partial Absences

All employees are expected to report to work at their assigned stations on time during scheduled working hours. Each employee shall be considered late if more than five (5) minutes late and such tardiness shall be recorded by the appropriate supervisor. The

reporting of such tardiness shall apply to any tardiness including lunch hours and work breaks.

All employees are expected to contact their supervisor or the Executive Director within thirty (30) minutes of the commencement of regular working hours, if, for any reason, they will be unable to report to work as scheduled.

It is the responsibility of each employee to notify his/her supervisor when the employee leaves from, and returns to, the Authority's premises during work hours so that the receptionist may properly direct all telephone calls and inquiries.

Employees should notify their supervisor as far in advance as possible whenever they are unable to report for work or know they will be late. Failure to notify the Authority of any absence or delay may be grounds for termination.

Employees should obtain permission from their supervisor to leave the Authority premises during working hours for other than their normally scheduled lunch.

Absences, which are neither supported in writing by the employee's physician nor authorized by the employee's supervisor, will subject an employee to disciplinary action, up to and including termination.

Supervisors are responsible for notifying the Executive Director of any unauthorized absences or excessive tardiness. This notification should be in writing and will become part of the employee's personnel file.

6.3 Safety

Florence Housing Authority expects its employees to conduct themselves in a safe manner. All employees should use good judgment and common sense in matters of safety, observe any posted safety rules, and follow the Florence Housing Authority safety policy.

If injured on the job, the employee is required to report the accident to his/her supervisor or Executive Director or his/her designee immediately, when possible, but in all cases no later than twenty-four (24) hours after the injury has incurred. The Supervisor must ensure that a written report of the accident and injury is then completed and turned in to the Executive Director or his/her designee in a timely fashion. An employee's failure to report a work-related injury in a timely manner may result in the denial of workers' compensation benefits.

The Authority has a complete safety program, which is available for review from the Executive Director. **(See Appendix B)**

6.4 Suspension of Drivers' License

All employees of Florence Housing Authority who at any time are required to operate a motor vehicle within the line and scope of their employment are required to always have a valid drivers' license while employed with the Authority. If an employee loses his/her drivers' license and driving privileges by due process of law and the employee's license suspension period does not exceed ninety (90) days, then said employee shall be suspended without pay during the license suspension period. The employment suspension will not end until written documentation is provided which indicates that the State of Alabama has removed the suspension against the license. No leave of any type may be used during the suspension period. In addition, no annual leave or sick leave will be earned during the suspension period. All employees are required to report the loss or revocation of their drivers' license and failure to report suspension or revocation will result in termination.

In the event the employee's license suspension or any extension thereof exceeds ninety (90) days, the employee shall be terminated from employment with Florence Housing Authority.

All employees are required to inform their supervisor or in his/her absence the Executive Director no later than the next business day or immediately if on maintenance emergency call, if arrested or cited for "driving under the influence". Also, the employee must provide their court date and license suspension date immediately after official notice. It is grounds for immediate termination of employment if an employee fails to inform their supervisor, or in his/her absence the Executive Director within the time frame stated above, of their arrest, court date, suspension date or provides incorrect or misleading information.

The Authority reserves the right to terminate the employment relationship during the period of any suspension when it is determined that termination is required to maintain the health and safety of any Authority employee or of the public in general irrespective of the period of license suspension or if the employee in addition to suspension is found to have violated any section of Authority policy which permits termination of employment. One specific example of when an employee will be terminated immediately is when the employee is cited or arrested while operating an Authority vehicle. The Authority reserves the right to check the driving records of all employees at any time. All employees of Florence Housing Authority are "at-will" employees, and this policy does not modify this status.

6.5 Substance Abuse and the Drug and Alcohol-Free Workplace

6.5.1 Introduction

In recognition of the continued and growing problem of substance abuse, it is the policy of Florence Housing Authority to take all reasonable measures to assure that drug and/or alcohol use by employees or other persons does not jeopardize the safety of its operations or otherwise adversely affect Florence Housing Authority, its employees, the community, or the public's trust in its ability to carry out its responsibilities.

Florence Housing Authority cannot and will not tolerate lapses in employee control of their abilities to operate safely and productively. Substance abuse can produce such lapses resulting in errors in judgment, loss of vigilance, and poor coordination, causing accidents and loss of public trust. Therefore, the Authority's goal is to establish and maintain a safe work environment within Florence Housing Authority, free from the effects of substance abuse.

6.5.2 Substance Abuse Policy

In accordance with Federal law and concern for the employee's safety and welfare, Florence Housing Authority seeks to have a drug-free workplace. In accord with the Drug-Free Workplace Act of 1988 and to promote drug-free awareness among employees, Florence Housing Authority, through posting of notices and discussions with employees, has informed employees that:

- a) Drug abuse in the workplace creates a dangerous environment for the employee engaged in drug abuse, endangers the health, safety, and welfare of all employees and other persons in the workplace.
- b) It is the policy of Florence Housing Authority to maintain a drug-free workplace. The illegal manufacture, distribution, possession, or use of drugs, or acting under the influence of drugs, in this workplace is strictly prohibited.
- c) Information will be available on a confidential basis from the Executive Director on public and private drug counseling, rehabilitation, and employee assistance programs, upon the request of any employee.
- d) Penalties may be imposed upon employees for drug abuse violations, up to and including termination of employment.

Each employee is required to sign a copy of the following statement and this copy becomes a part of the employee's personnel file:

DRUG TESTING

1. Authority employees shall not take any narcotics, dangerous substance or prescription drugs in a dosage or manner not prescribed by a person licensed to practice medicine. Employees who are required to take prescription medicine shall notify their immediate supervisors of the medication prescribed and the nature of the illness or injury. Any statutory defined illegal use of drugs by an employee, whether at or outside the workplace, will not be tolerated.
2. All property belonging to the Authority is subject to inspection at any time without notice, as there is no expectation of privacy (This statement is a standing rule in all matters).

- a) Property includes, but is not limited to, Authority-owned vehicles, desks, containers, files, storage lockers, offices, cell phones, computers, buildings, and structures.
 - b) Employees assigned lockers (that are locked by the employee) are also subject to inspection by the employee's Supervisor after reasonable advance notice (unless waived by the Executive Director) and in the presence of the employee.
3. Authority employees who have a reasonable suspicion to believe that another employee(s) is illegally using drugs or selling drugs or narcotics, shall report the facts and circumstances immediately to their Supervisor or the Executive Director.
4. Failure to comply with the intent or provisions of this policy may be used as grounds for disciplinary action. Refusal by an employee to take the required drug test or follow this policy will result in immediate relief from duties pending disciplinary action up to and including termination of employment.
5. Employees may be tested in one or more of the following situations:
 - a) After conditional offer of employment.
 - b) As part of any annual physical.
 - c) Post-accident testing.
 - d) When referred by his/her supervisor or Executive Director for reasonable suspicion.
 - e) When employees are in safety and/or sensitive positions.
 - f) As a follow-up to drug treatment.
 - g) As part of the Authority's random testing program.
6. The Authority will select the appropriate medical laboratory to perform the drug abuse and/or alcohol testing. Said medical laboratory must be licensed to operate in the State of Alabama, retest all those with positive results, retain all positive specimens for one (1) year, and provide chain-of-custody collection and handling of specimen.
7. The Authority will, at a minimum, test for the following substances: marijuana, cocaine, opiates, depressants, phencyclidine, and amphetamines, and within certain parameters will test for alcohol.
8. The Authority will automatically request confirmation of positive test results by gas chromatography/mass spectrometry when positive test results have been obtained on screen specimens.
9. Employees, who are under the influence, use, distribute, sell, or possess illegal drugs, alcohol, or controlled substances while on Authority time or on Authority property, will be subject to immediate termination.

10. Employees who use, distribute, sell, or possess illegal drugs or controlled substances on their own time off Authority property will be subject to disciplinary action up to and including termination, if such activity has or may have an adverse impact or effect on the Authority, its employees, residents, or public. Examples of such adverse impact include, but are not limited to, impaired work performance, endangered safety or employees, residents or the public, improper use of the Authority property, equipment, or vehicles, and/or the undermining of government and/or public confidence in the Authority.
11. Employees showing a positive drug test and/or alcohol positive test result may be suspended, discharged or disciplinary action taken related to the positive test result(s). Employees may be advised of assistance programs or medical services within the area. The Authority is not required to assist in any medical or legal cost of the employee. The cutoff point for a violation of the alcohol portion of the testing is .02 BAC.
12. Pre-employment applicants will be informed that a drug and/or alcohol test is required by the Authority. Results of the screening test will be only one component in the overall applicant evaluation process.
 - a) Refusal to take the test, or test results reporting a presence of illegal drugs or narcotics, or the use of non-prescription drugs, shall be the basis of discontinuing an applicant in the selection process. Any use or possession that constitutes a felony shall preclude any further consideration for employment.
 - b) Applicants found to have been, or are currently involved in the illegal sale, manufacture or distribution of any narcotic/drug will be permanently rejected.
 - c) Applicants demonstrating uncontrolled addiction to any narcotic/drug will be permanently rejected.
 - d) Any improper use of any narcotic/drug by an applicant after application will be grounds for permanent rejection.
 - e) After one year from the date of the above drug test, an applicant may reapply for an open position if use or possession did not constitute a felony. Applicants who previously refused the test are not eligible for further consideration.
 - f) The results of drug tests on applicants shall be kept confidential.
13. The Authority will provide training to appropriate Supervisors and employees on substance abuse recognition and hazards.
14. Employees and/or pre-employee applicants will be asked to present any legal medication or over the counter medication being taken at the time specimens are to be collected.

15. All information obtained during examination shall be protected as confidential medical information.

6.6 Workplace Violence Prevention Policy

The Authority is committed to maintaining a safe environment and preventing workplace violence. All employees, including supervisors and temporary employees, should always be treated with courtesy and respect. Conduct that threatens, intimidates, or coerces another employee, a client, or a member of the public at any time, including off-duty periods, will not be tolerated.

To prevent violence that may occur during business hours or on Authority premises, The Authority has developed these guidelines to identify and define prohibited conduct, which includes, but is not limited to:

- physically or verbally threatening another individual
- the intentional destruction or threat of destruction of Authority property or a co-employee's property while at work
- harassing or threatening phone calls or written communications
- stalking
- advocating or threatening the illegal use of weapons or bombs
- threats or attempts to commit suicide
- fighting
- horseplay
- advocating or threatening revenge based upon a workplace occurrence

Employees are prohibited from possessing firearms, weapons, and other dangerous instrumentalities or hazardous devices on Authority premises during business hours.

All threats of violence, violent acts, potentially volatile situations, and all conduct prohibited by this policy should be reported as soon as possible to your immediate supervisor, the Executive Director, or any other management official. This includes threats by employees, as well as threats by clients, vendors, solicitors, or other members of the public. Reports should be as specific and detailed as possible. Additionally, any emergency, crisis or situation posing imminent danger should be immediately reported to an employee's supervisor, or the Executive Director.

The Authority will promptly and thoroughly investigate all reports. The identity of the individual making a report will be protected as much as is practical. No person will be subject to retaliation or reprisal because of making a report. To maintain workplace safety and the integrity of its investigation, the Authority may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of violence, violent acts, or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The Authority encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Executive Director before the situation escalates into potential violence. The Authority is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

6.7 Release of Official Information

No employee may make an official statement concerning Authority activities to press, radio, or television representatives or other without specific approval of the Board of Commissioners or Executive Director. Official information shall be released by the Executive Director or specific Board designee. The Chairman of the Board is the official spokesperson of the Board unless another member is duly appointed, and their appointment is reflected in the Board's official minutes. All inquiries shall be referred to the Executive Director and/or the Chairman of the Board of Commissioners.

6.8 Consideration of Smokers and Non-Smokers

In keeping with the Housing Authority's intent to provide a safe and healthful work environment, smoking in the workplace and in all Authority vehicles are prohibited. In situations where the preferences of smokers and non-smokers are in direct conflict, the preferences of non-smokers shall prevail. Management retains the right to consider establishment of designated smoking times and areas. This policy applies equally to all employees, residents, and visitors.

6.9 Personal Appearance of Employees

It is the policy of Florence Housing Authority that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation. Employees are always expected to present a neat and business-like appearance as working conditions permit.

6.10 Changes in Personal Data

It is very important for an employee to inform his/her supervisor of any changes in his/her name, address, telephone number, number of dependents, emergency contact person, and driver's license status. By doing so, personnel information will always be up-to-date, and this will help the Authority in handling benefits, pay, and other matters important to an employee and his/her family.

6.11 Reporting Arrests

Any employee of the Authority who has been arrested for any reason must immediately report the arrest and surrounding circumstances to the Executive Director. Failure to comply with this policy may result in disciplinary action.

6.12 Conflict of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Housing Authority wishes the business to operate. The purpose of these guidelines is to provide general direction so employees can seek further clarification on issues related to the subject of acceptable standards of operation.

All employees and their immediate families are prohibited from transacting any business with the Authority for himself/herself or on behalf of any business, or for any business with which the employee or a member of his/her family has a substantial interest.

Employees are prohibited from taking possession of any personal property items remaining in a unit vacated by a resident. Employees are also prohibited from taking possession of any personal property items left on the public housing premises because of an eviction of a resident from a public housing unit. Such personal property items must be properly disposed of or donated to charitable organizations.

An actual or potential conflict of interest occurs when an employee can influence a decision that may result in a personal gain for that employee or for a relative because of the Housing Authority's business dealings. For the purposes of this policy, a relative is defined as: spouse, brother, half-brother, stepbrother, brother-in-law, sister, half-sister, stepsister, sister-in-law, child, stepchild, father, step-father, father-in-law, mother, step-mother, mother-in-law, grandparent, step-grandparent, grandchild, step-grandchild, uncle and aunt.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he/she disclose to the Executive Director of the Housing Authority as soon as possible the existence of any actual or potential conflict of interest so the safeguards can be established to protect all parties.

Personal gain may result not only in cases where any employee or relative has a significant ownership in a firm with which the Housing Authority does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration because of any transaction or business dealings involving the Housing Authority.

The materials, products, designs, plans, ideas, and data of the Housing Authority are the property of the Authority and should never be given to an outside firm or individual except through normal channels and with appropriate authorization by the Executive Director or his/her designee. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any employee who participates in such a practice will be subject to disciplinary action, up to and including termination of employment.

6.13 Outside Employment

Employees may hold outside jobs if they meet the attendance and other performance standards of their job with the Housing Authority. Employees should consider the impact that outside employment may have on their health and physical endurance. All employees will be judged by the same performance standards and will be subject to the Housing Authority's scheduling demands, regardless of any existing outside work requirements.

If the Housing Authority determines that an employee's outside work interferes with performance or the ability to meet the requirements of the Housing Authority as they are modified from time to time, the employee may be asked to terminate the outside employment if he/she wishes to remain employed with the Housing Authority.

Outside employment that constitutes a conflict of interest as set forth in this policy is prohibited. Employees may not receive any income or material gain from individuals outside the Housing Authority for materials produced or services that were rendered while performing their jobs at Florence Housing Authority.

6.14 Confidentiality

Florence Housing Authority has certain information about residents that is unique to it. Keeping such records private is a requirement of the Federal Privacy Act. All employees are required to keep information about residents confidential. An employee who divulges confidential information may be terminated and may also be subject to certain federal fines or imprisonment.

6.15 Personnel Files

It is the policy of the Housing Authority to maintain personnel records for applicants, employees, and past employees to document employment-related decisions, evaluate and assess policies, and comply with government record keeping and reporting requirements.

The Authority strives to balance its need to obtain, use, and retain employment information with everyone's right to privacy. To this end, it attempts to restrict the personnel information maintained to that which is necessary for the conduct of its business, or which is required by federal, state, or local law.

The Executive Director or his/her designee is responsible for overseeing the record keeping for all information and will specify what information should be collected and how it should be stored and secured. However, the personnel files will contain at least the following, as applicable:

- a) Employment applications and other personnel data such as performance evaluations and records of disciplinary proceedings.

- b) Payroll and accounting data for wage, tax, retirement, and other fringe benefit purposes, including the retirement plan.
- c) Leave and vacation requests/records.
- d) Termination, layoff, and/or other separation records.
- e) Grievances filed and the records from associated proceedings.
- f) Unemployment and workers' compensation files.

Employees have a responsibility to make sure their personnel records are up to date and should notify the Executive Director or his/her designee in writing of any changes in at least the following:

- a) Name
- b) Address
- c) Telephone Number
- d) Marital status (for benefits and tax withholding purposes only)
- e) Number of dependents
- f) Address and telephone numbers of dependents and spouse or former spouse (for insurance purposes only.
- g) Beneficiary designations
- h) Persons to be notified in case of emergency

In addition, employees who have a change in the number of dependents or marital status must complete a Form W-4 for income tax withholding purposes within ten days of the change, if the change results in a decrease in the number of dependents.

Only the Executive Director and Supervisors who have an employment-related need for information about an employee may inspect the files of that employee. Such an inspection must be approved by the Executive Director or his/her designee.

Employees are to refer all requests from outside the Authority for personnel information concerning applicants, employees, and past employees to the Executive Director or his/her designee. The Authority normally will release personnel information only in writing and only after obtaining the written consent of the individual involved. Exceptions may be made to cooperate with legal, safety, and medical officials who have the need-to-know specific employee information. In addition, exceptions may be made to release limited general information, such as the following:

- a) Employment dates
- b) Position held
- c) Location of job site

6.16 Credit Bureau Reports

The Authority's ability to access Credit Bureau reports is strictly for Authority business only. No report of any kind may be obtained without signed authorization. The Credit Bureau reporting system, including all its functions, shall not be used for personal use by any employee. In addition, no employee shall check and/or print their own credit report.

Failure to adhere to this policy shall subject the employee to discipline including termination.

6.17 Computer Usage

It is the policy of the Authority to use personal computers to improve communication, to provide better access to information, to improve service to our clients, to enhance the productivity of employees, and to lower the overhead cost of delivering services. The security, integrity, and accuracy of the information contained in these computers are the responsibility of every employee. An employee, who accepts the privilege and advantage of computer use, also accepts the responsibility associated with such privilege.

Every employee is expected to demonstrate caution and care around all equipment and ensure that confidentiality of information stored on the computers is always maintained. Users may not make copies of software owned by the Authority (except for backup purposes) and shall not install any software on Authority computer which has not been approved by the Authority and registered by the Authority. This prohibition includes loading personal software onto Authority computers. It is the policy of the Authority to comply fully with software manufacturers' licensing agreements. The Authority honors all licensing, copyright, patent restrictions, and terms and conditions with commercial proprietary computer software.

6.18 Cell Phone, E-Mail, Voicemail, and Internet Usage

The goal of the Authority's cell phone, e-mail, voicemail, and Internet policy is to outline the reasonable expectation of privacy for employees when they utilize the Authority cell phone, e-mail, voicemail, or Internet systems and to clearly define the appropriate use for these services.

E-mail, voicemail, and Internet services and cell phones are the Authority property, and all elements and/or voice-mail communications and contents stored therein, solely belong to the Authority. To the extent this section is consistent with federal law, Authority policy mandates that these systems are to be used for business purposes. Specifically, these systems are designed and intended to be utilized to facilitate non-personal and non-confidential communication between Authority employees, staff, and administrators, as well as between the Authority and its clientele. To the extent this section is consistent with federal law, employees who use Authority cell phones, e-mail, voicemail, or Internet services for solicitation of employees or distribution of information unrelated to Authority business will be subject to disciplinary action, up to and including, immediate termination of employment.

Expectation of Privacy: Employees should not assume that their communications via cell phone, computers, e-mail, voicemail, or the Internet are private -- merely because they make use of passwords, "confidential" markers, or other access limiting devices. Employees are provided limited, authorized access to these communication systems, and the Authority may, at any time, maintain knowledge of access providing passwords and/or

codes. To assure compliance with Authority policies, evaluate employees' service and effectiveness with clients and clients, or investigate conduct or behavior that may be illegal or adversely affect the Authority and/or the welfare of its employees, the Authority may monitor usage to the extent permitted by state and federal law. **By using the Authority's computers, cell phones, e-mail, voicemail, and Internet systems, employees knowingly and voluntarily consent to being monitored and acknowledge the Authority's right to conduct such monitoring.** Employees should also be aware that they have no rights to the contents of these tools once they have been terminated.

6.19 Political Contributions

In accordance with the provisions of the "Hatch Act", 5 USCS Chapter 15, 5 CFR Part 151, employees shall not take an active part in politics or political campaigns during work hours as defined in the Act. Uncompensated Commissioners are not covered by this Act.

The Hatch Act prohibits:

- a) Use of official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office.
- b) Giving anything of value to a member of Congress or a military officer for political purposes.
- c) Directly or indirectly coercing, attempting to coerce, commanding, or advising any other officer or employee to pay, lend or contribute anything of value to any part, committee, organization, agency or person for political purposes.
- d) Being a candidate for elective office, except in a totally non-partisan election.
- e) Working on a committee in connection with a question which is part of a political campaign issue except if the question relates to constitutional amendments, referendums, approval of municipal ordinances, and other similar questions not specifically identifiable with a political party.

6.20 Solicitations and Distributions

Employees are not permitted to distribute literature of any kind or solicit other employees at any time on Authority property unless prior approval has been given by the Executive Director or his/her designee. All Authority bulletin boards are for official use only and employee use of bulletin boards for non-Authority business is strictly prohibited.

6.21 Housing Authority Equipment

Only authorized employees may use Authority equipment and/or vehicles. If an Authority vehicle incurs any damage due to neglect or misuse while under the charge of a particular employee, that employee will be responsible for reporting the damage immediately and for paying the deductible amount toward repair, or the total bill if less than the deductible

amount. Vehicle or equipment owned by the Authority may not be used for personal business of any kind.

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damage, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including payment for equipment damage and/or termination of employment.

No Authority employee shall use an Authority vehicle for personal use and no unauthorized people are to ride in said Authority vehicle. Failure to comply with this provision will result in disciplinary action up to and including, termination.

At the time of separation and prior to final payment, all records, keys, assets, and other items of Authority property in the employee's custody shall be transferred to the Executive Director or his/her designee. Any amount due because of a shortage in the above shall be withheld from the employee's final compensation.

6.22 Eligibility for Use of Authority Owned Vehicles

All employees who drive Authority vehicles must be insurable under the Authority vehicle insurance policy, present proof of insurance, a valid and current driver's license and authorize release of their driving records. Seat belts must always be used. No one may use tobacco in any Authority vehicle. Employees who are required to drive Authority vehicles as part of their job description may be terminated should they become unable to fully perform their required job duties by not maintaining a valid drivers' license or become uninsurable under the Authority's vehicle insurance policy.

6.23 Traffic Citations

If an employee receives a traffic citation while operating an Authority vehicle, the employee will be responsible for paying any fine or penalty. Traffic citations must be reported within 24 hours or the next working day (whichever is later) to the Executive Director.

6.24 Employment of Relatives

Two or more members of a family, which does not include a current Commissioner, shall not be employed by the Authority. Family members of current Commissioners shall not be employed by the Authority. A family shall include mother (including step), father (including step), mother-in-law, father-in-law, grandparents (including step), husbands (including ex-husbands), wives (including ex-wives), brothers (including half and step), sisters (including half and step), children (including step), aunts, uncles, brothers-in-law and sisters-in-law, children-in-law, nieces, nephews, and grandchildren (including step).

In cases where other qualified applicants are not available for an essential task, employment of close relatives may be permitted for temporary periods of time, not to exceed ninety (90) calendar days. This exception does not include family members of current Commissioners.

6.25 Employment of Commissioners

A former member of the Board of Commissioners shall not be employed by the Housing Authority during his/her tenure or for one year thereafter in a salaried position; such an employment relationship would constitute a conflict of interest under Section 19 of the ACC. A HUD waiver of the ACC requirement would be required from the HUD Field Office to authorize an exception to this requirement.

7.0 LEAVE AND BENEFITS

7.1 Annual Leave

Annual leave with pay shall be earned by all regular full-time employees at the rate of one day per month (12 days per year) plus increased time in service as set out in the following chart. Regular part-time employees shall accrue annual leave proportionally as their normal hours of work compared to the 40-hour workweek. Annual leave that is not used shall accumulate up to the maximum rate based on length of service.

Years of service can be given for prior work with a housing authority. This will allow competitive recruitment of experienced employees.

Annual leave shall be scheduled with his/her Supervisor or in his or her absence the Executive Director or his/her designee with at least 24 hours' notice given prior to leave being taken. Annual leave shall not be advanced.

An employee who is separated shall be paid a lump sum for any additional annual leave earned but not taken as of the date of separation, provided proper written resignation is given. If an employee should die, all earned annual leave shall be paid to the spouse or the estate of the employee.

<u>Years of service</u>	<u>Monthly Accrual Rate</u>	<u>Maximum Yearly Accrual</u>	<u>Maximum Annual Rollover</u>
0-5	8 Hours	96 Hours/12 working days	21 working days
6-10	10 Hours	120 Hours/15 working days	25 working days
11-15	10.4 Hours	128 Hours/16 working days	30 working days
16-20	12 Hours	144 Hours/18 working days	40 working days
21+	14 Hours	168 Hours/21 working days	50 working days

The Authority will make every effort to accommodate employees' vacation schedules, however, when in conflict, the operational needs of the Authority will prevail. Exempt employees must work 4 hours to not be required to use annual leave.

7.2 Sick Leave

Sick leave shall be earned by all regular full-time employees at the rate of one day per month (12 days per year). Sick leave shall not be advanced to any employee. There is no maximum on the allowable accumulation of sick leave. Employees shall not be paid for any unused accumulated sick leave upon separation from employment, but unused sick leave may be converted into retirement service credit under the Authority's retirement plan, if qualify. Employees are entitled to use sick leave for reasons of personal illness, to keep a doctor's or dentist appointment, or family illness. Family members covered for use of sick leave are: mother, step-mother, mother-in-law, father, step-father, father-in-law, child, step-child, grandparent, step-grandparent, grandchild, step-grandchild, spouse, brother, half-brother, step-brother, sister, half-sister or step-sister.

The Authority may ask for a doctor's statement for any period of sick leave. Any time an employee cannot report to work due to illness or any other cause, their supervisor or in his or her absence the Executive Director or his/her designee must be notified immediately. The Supervisor or in his or her absence the Executive Director or his/her designee must also be contacted on each additional day of absence. Any absence of three days or more requires a doctor's certificate, which clearly shows that he/she may safely return to work. If an employee returns to work without a doctor's certificate when one is required, his/her pay shall be docked for time missed. Furthermore, the employee may be subject to disciplinary action. Exempt employees will not be docked for partial days missed.

Exhaustion of Sick Leave:

Once sick leave is exhausted, annual leave may be used. But if an employee has a balance of unused sick leave, he/she may not use annual leave in substitution for sick leave. If an employee has no sick leave or annual leave, then he/she will be docked hour for hour for leave taken.

7.3 Bereavement Leave

Eligible employees that experience a death in their own or their spouse's immediate family will be authorized a maximum of three (3) consecutive workdays administrative leave with pay. Immediate family is considered: mother, stepmother, father, step-father, child, step-child, grandparent, step-grandparent, grandchild, step-grandchild, spouse, brother, half-brother, step-brother, sister, half-sister, step-sister or similar in-laws. All funeral leave must be taken within seven (7) days of the death of the family member. Time away from work for other funeral attendance may be charged to annual leave.

7.4 Leave scheduled when the Authority is closed

If an employee has scheduled annual leave or sick leave for a day(s) when the Authority is closed, by direction of the Executive Director, the employee will not be charged with the leave scheduled for that day(s). This policy also includes leave scheduled during maternity leave, family sick leave or funeral leave. If an employee is on leave without pay, he/she will not be paid for the day(s) when the Authority is closed under the direction of the Executive Director.

7.5 Leave of Absence - Family and Medical Leave

The Family and Medical Leave Act ("FMLA") is a federal law that requires some employers to provide leaves of absence to eligible employees if they have a qualifying reason. The FMLA applies to Public Agencies, such as the Florence Housing Authority, regardless of the number of employees. However, FMLA provides benefits only to employees working for an employer with 50 or more employees within a 75-mile radius. The Authority has, and expects to have in the immediate future, fewer than 50 employees. The Authority has established, as a matter of policy and not legal right, a leave program which follows the principles and requirements of the FMLA. This will provide our employees with a benefit similar to that to which they would be entitled at a larger employer. The Authority intends to follow its policy and provide leaves of absence to employees meeting the eligibility requirements, but we may change the policy at any time and do not provide any guarantee to employees regarding approval of leave or reinstatement until or unless the Authority reaches the minimum number for employees to be covered by the FMLA.

Eligible employees may apply for unpaid family or medical leave under the Family and Medical Leave Act (FMLA) as follows:

If you have at least 12 months service and have worked at least 1,250 hours during the preceding 12-month period, you are eligible for unpaid family or medical leave, up to a total of 12 weeks in a 12-month period for the following reasons:

1. The birth of your child and in order to care for that child;
2. The placement of a child with you for adoption or foster care;
3. The care for your spouse, child, or parent who has a serious health condition;

4. A serious health condition that renders you incapable of performing the essential functions of your job.

Leave Period: You may take up to 12 weeks of family or medical leave in any 12-month period. The 12-month period is counted as the 12 months forward from the first date you use leave. Your entitlement to leave for the birth of a child, or the placement of a child for adoption or foster care expires 12 months from the date of birth or placement. FMLA Leave and Workers' Compensation Leave shall run concurrently. These leaves cannot be "stacked" and used separately.

If the leave is requested for your own serious health condition, you must first use all of your accrued sick leave. If a leave is requested for any other qualified reason, you must first use all your accrued sick leave. The employee may use accrued annual leave at their discretion after the exhaustion of all accrued sick leave. The remainder of the leave period will then consist of unpaid leave.

Application for Leave: To apply for an FMLA leave, you must request a leave by notifying the Executive Director or designee of your need for leave. Except in an emergency, you will be required to complete a request in writing that includes the reason for the leave, the duration of the leave, and the starting and ending dates of the leave.

Notice of Leave: If possible, you must submit an application for the leave at least 30 days before the leave is to begin or otherwise as soon as you know about the necessity for the leave.

Medical Certification of Leave: If you request a leave because of a "serious health condition" of yourself, your spouse, child, or parent, you must also provide a "Medical Certification Statement" completed by the health care provider. The certification must state the date on which the serious health condition commenced, probable duration of the condition, and the appropriate medical facts regarding the condition, and an estimate of the amount of time you will need to be on leave. If the medical certification is for you, the employee, it must state specifically that you cannot perform at least one of the essential functions of your job.

You must turn in the medical certification before your leave begins or, if that is not possible, within fifteen (15) days after the leave starting date. In addition, you are required to provide re-certification of medical necessity every 30 days.

Notification of Leave Approval: After receiving your notice regarding the need to take family or medical leave, the Executive Director will discuss the leave requirements with you and will confirm the terms of the leave in writing.

Benefits Coverage during Leave: During a family or medical leave, you will be eligible for coverage on the Authority's health plan under the same conditions that applied before the leave began. To continue health coverage, you must continue to make any contributions that you made for group insurance before the leave. Failure to pay your share of the health insurance premium may result in loss of coverage.

You will not lose any previously accrued seniority or employment benefits during family or medical leave, but those benefits that are time related will not continue to accrue during the leave.

Restoration to Employment: When you have completed your family or medical leave, you will be returned to the same position held when the leave began or to a position equivalent in pay, benefits, and other terms and conditions of employment. The Authority cannot guarantee that an employee will be returned to his or her same former job.

Return from Leave: You are required to report at least every thirty (30) days on your status and intent to return to work upon completion of the leave. If you are returning from medical leave, you must provide certification from a health care provider indicating that you are able to resume work. If you need to request an extension of family or medical leave, you must submit your request in writing and state the reason for the requested extension.

Termination of Leave:

An employee will be considered as having resigned his or her position if he or she:

- 1) Fails to return to work on the first day after his or her leave of absence or authorized extension expires;
- 2) Applies or accepts outside employment without his or her supervisor's or in his or her absence the Executive Director or his/her designee's permission;
- 3) Gives a false reason for any requested leave of absence

7.6 Holidays

The following holidays shall be observed with full pay, except for Temporary employees. Temporary employees shall be paid only for time worked.

New Year's Day	Martin Luther King Day	Memorial Day
Juneteenth	Independence Day	Labor Day
Veteran's Day	Thanksgiving Day	Day after Thanksgiving
Christmas Eve	Christmas Day	

If a holiday falls on a Sunday, the following Monday shall be observed as a holiday. If a holiday falls on a Saturday, the preceding Friday shall be observed as a holiday.

If additional special occasion holidays are declared by the Federal Government, and approved by the Board of Commissioners, they shall be granted to Authority employees.

If a holiday occurs while an employee is on approved personal leave, a day shall not be charged against personal leave.

All employees are eligible for holidays if they are in paid status the day before and the day after the holiday. Employees on unpaid leave are not eligible for holiday pay.

Employees may not elect financial compensation in lieu of taking time off for a holiday. If an exempt employee is requested to work on a holiday, an alternate day off will be allowed in lieu of taking the holiday. If a non-exempt employee is requested to work on a holiday, he/she will be paid at the applicable overtime rate.

7.7 Military Leave

Employees who are involved in a United States military reserve organization or the National or State Guard and are required to complete training or assignments for these roles can take military leaves of absence for these assignments. If an employee is permitted to choose the period during which the military training assignment is to be performed, he/she should speak with his/her supervisor or manager to select a period which least interferes with the conduct of business.

Employees called to military training or assignments should submit a copy of their orders to the Executive Director / Accounting Department as far in advance as possible and should inform their supervisors of the training.

Eligible employees returning to work from military service or training are guaranteed job restoration. To be eligible, the employee must seek reinstatement within the time limits established by federal law (see chart below) and be qualified for work.

LENGTH OF DUTY	TIME LIMITS TO RETURN
1 to 30 days	First workday 8 hours after return
31 to 180 days	Within 14 days after service completion
180 days or more	Within 90 days after service completion

Time limits to return to work may be extended for up to two (2) years if necessary due to a service-connected disability. The Authority will provide reasonable accommodation for qualified individuals with known disabilities unless doing so would result in undue hardship to the Authority. Reasonable efforts will also be made by the employer to retrain/upgrade as required by federal law.

While on military leave for less than thirty-one (31) days, the Authority will maintain the employee's group insurance benefits at the same level and under the same conditions as if the employee had been actively working. If military leave extends to thirty-one (31) days or more, the employee has the option to continue coverage at his or her expense for up to twenty-four (24) months. If coverage is discontinued, the employee's group insurance benefits will be reinstated upon his or her return to work at the same level, and under the same conditions, as if the employee had been actively working, with no waiting period or exclusion of pre-existing conditions, except for service-connected disabilities.

The Authority is committed to complying fully with the Uniformed Services Employment and Reemployment Rights Act and ensuring equal opportunity in employment for qualified

persons with military obligations. All employment practices and activities are conducted on a non-discriminatory basis.

7.8 Workers' Compensation

All employees of the Authority are covered by Workers' Compensation Insurance. For absences for which Workers' Compensation benefits are received, the employee must receive only his/her Workers' Compensation benefit and does not have the option of taking annual leave or sick leave in lieu of Workers' Compensation leave. If personnel are injured, they are to report the injury to their supervisor or in his or her absence the Executive Director or his/her designee. The injury must be reported, and the Notice of Injury signed within twenty-four (24) hours of the injury. All injured employees will be screened for drugs when the injury is reported in accordance with Florence Housing Authority policy. The Authority's Workers' Compensation Policy is in accordance with State law. To the extent that State law and the language of this policy conflict, State law shall control with respect to work-related injuries and occupational illnesses. Workers' Compensation Leave and FMLA Leave shall run concurrently. These leaves cannot be "stacked" and used separately.

The Authority has selected a health provider to provide initial care and treatment of non-life-threatening job-related injuries or illnesses. The Authority approved Emergency Room is to be used in non-life-threatening emergencies or severe injuries. No other physician, medical group, clinic, or medical service provider is authorized to provide initial services for job related injuries or illnesses.

If the employee fails to report to work at the end of his or her approved Workers' Compensation leave, the employee will be deemed to have voluntarily resigned his/her employment with the Authority.

The Alabama Workers' Compensation law provides that no compensation shall be allowed for any accident or death resulting from an employee being intoxicated from the use of alcohol or being impaired due to the use of illegal drugs. The governing statute further provides that a positive drug test which is conducted in accordance with standards adopted by the U.S. Department of Transportation (49 C.F.R. Part 40) shall be considered a conclusive presumption of impairment resulting from the use of illegal drugs. Furthermore, compensation will be disallowed to an employee who refuses to submit or cooperate with a blood or urine test after an accident.

7.9 Unemployment Compensation Benefits

The Authority is covered by the Alabama Unemployment Compensation Law, which is implemented by the Alabama Department of Industrial Relations. This government-operated system of insurance is intended to protect employees against the complete loss of income during temporary periods of unemployment by providing a weekly cash benefit to eligible employees who are not otherwise disqualified from receiving all or a portion of the benefits. The eligibility requirements and a list of reasons for disqualification are set out in the law. Employees do not pay any part of the fund that provides this benefit.

Section 25-4-78 of the Alabama Unemployment Compensation Law provides in pertinent part as follows:

A confirmed positive drug test that is conducted and evaluated according to standards set forth for the conduct and evaluation of such tests by the U.S. Department of Transportation in 49 C.F.R. part 40 or standards shown by the employer to be otherwise reliable shall be a conclusive presumption of impairment by illegal drugs. No unemployment compensation shall be allowed to an employee having been warned that such a positive test could result in dismissal pursuant to a reasonable drug policy. Further, no unemployment compensation benefits shall be allowed if the employee refuses to submit to or cooperate with a blood or urine test as set forth above, or if the employee knowingly alters or adulterates the blood or urine specimen.

This policy constitutes the Authority's warning and notice that unemployment benefits shall not be allowed to an employee having a confirmed positive drug test or to an employee who refuses to submit to or cooperate with a blood or urine test, or who knowingly alters or adulterates the blood or urine specimen.

7.10 Leave Without Pay

Absence without prior authorization or approval shall be considered leave without pay and will be considered sufficient grounds for disciplinary action including termination.

Leave without pay for a period not to exceed sixty (60) days in a twelve (12) month period, may be granted by the Executive Director when all applicable leave has been depleted for any acceptable reason, including educational purposes, and the reason for the leave does not qualify for FMLA, provided the following conditions are met, and policies apply:

- A written request is made stating the reason for the leave without pay, and prior approval is granted.
- If leave is requested for medical reasons, evidence will be required of the medical need and the ability of the employee to return to work after an absence.
- No other benefits contained in this policy will apply to any employee on leave without pay status except health insurance, LTD, life insurance, and only then, if the employee makes payment for the entire cost of coverage and contributions. The Authority will make benefit payments through the end of the month in which the employee requests leave. Employees who wish to continue their benefits should advise the Executive Director or his designee before beginning their leave.
- All leave without pay status more than thirty (30) consecutive days will constitute a break in service.
- No sick leave or annual leave shall be earned during a period of leave without pay.

- Leave without pay cannot be used as a substitute for FMLA leave or in addition to FMLA leave to extend the leave period beyond the FMLA time limit.

Because operations sometime require that vacant positions be filled, leave without pay does not guarantee that the job will be available when the employee returns from leave. An effort, however, will be made to place the employee in their previous position or a comparable job, which the employee is qualified to perform upon their return from leave. If no such position is available, the employee may be eligible to rehire as a new employee if they apply for an available position for which they are qualified and if their prior work history warrants their rehire.

If an Authority observed holiday occurs while an employee is on leave without pay, the employee will not be paid for the holiday or earn a percentage of annual leave or sick leave for the holiday (See Section 7.6 Holidays).

7.11 Civil Leave

Authority policy is to encourage employees to serve on jury panels or as a witness when called and vote. An employee called by due process of law to serve on a jury or travels to a polling place during the workday and votes will receive his/her regular salary. Employees who are excused from jury duty must return to work. Employees will receive his or her regular earnings, exclusive of overtime, during the time for which he/she serves as a juror during normal working hours. Any mileage or per diem allowance an employee receives in connection with jury service is his or hers to keep and is not offset against the pay adjustments.

At the discretion of the Executive Director, an employee may also be granted civil leave with pay when performing emergency duty with the Civil Defense in connection with a national emergency or disaster, or for the purpose of voting when the polls are not open at least two hours before or after the employee's scheduled working hours.

7.12 Educational Leave

The Executive Director may grant leave to an employee to further his/her education when it is in the best interest of the Authority.

7.13 Inclement Weather

It is the policy of the Authority to provide service to its residents even during inclement weather. The following guidelines will govern Authority operations whenever snow, ice, or other hazardous conditions exist:

- a) Generally, the Authority will be open for business.
- b) When the weather is such that conditions may not be safe, the Executive Director may close the Authority at his/her discretion. However, unless

otherwise specified by the Executive Director, one person must remain on call to provide emergency services to residents.

- c) If the office is open and the employee chooses for safety reasons to not return to work, leave time will be used to cover their absence.
- d) If the City of Florence schools are closed due to weather conditions, the earliest the Authority will open on that day is 10:00 a.m.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will be paid in accordance with the provisions of applicable federal, state, and local regulations.

7.14 Flexible Work Schedule

Flexible schedules are variable work hours requiring employees to work a standard number of core hours within a specified period. It is our policy to allow flextime for employees at the discretion of the executive director or their designee. Operating days and hours are Monday through Friday 8:00am to 5:00pm. All employees are expected to work these hours unless approval is granted by the executive director.

A. Flextime is a work schedule with time of arrival and departure that differs from the standard operating hours by not more than two hours. Flextime requests must be submitted in writing and approval is on a case-by-case basis, factors that will be considered:

- 1. Staffing needs
- 2. Employee job duties
- 3. Work team schedule
- 4. Job performance
- 5. Ability to work independently

B. The following are offered by the agency:

- 1. Fixed schedule- set schedule but differs from business hours
- 2. Daily flex schedule- employee sets own hours within management guidelines
- 3. Compressed work week fewer than 5 days

C. Employees operating within a daily flex schedule must adhere to following requirements:

- 1. Core Period Set hours in workday when all employees are required to be present
- 2. Bandwidth: earliest time and latest time for work schedule. For this agency those hours are 6 a.m. to 7p.m.
- 3. Adjusted Lunch Period Flextime allows employees to adjust the length of their lunch period. The employee may opt to take a minimum of a 30-minute lunch and a maximum of two hours for lunch.

D. For employees working core hours, their compensation, benefits, work status and work responsibilities will not change because of participation in flextime. Participation in flextime cannot create overtime nor will it take away the opportunity for overtime.

7.15 Employee Benefits

This section merely summarizes the benefits afforded to employees of the Authority. Eligibility for such benefits and the benefits provided are fully set forth in the respective plan documents, which are subject to change, and which are controlling. What follows is a summary of benefits for which Authority employees may be entitled to participate.

Group Health Insurance

- a) Employees are eligible to be covered under the Authority's group health insurance plan. Joining is a condition of employment unless the employee and/or employee's immediate family are covered and continue to be covered under another plan that provides, at a minimum, comparable coverage to that offered by the Authority. All requests by employees concerning reducing or eliminating their participation in the Authority's group health insurance plan must be presented to the Authority in writing and dated, with the reason for said changes clearly stated. If an employee is covered by other insurance, he/she must present to the Authority the declaration page to substantiate its comparability with the Authority's group health insurance plan and waive Authority coverage in writing.
- b) If the employee or member of employee's immediate family declines coverage by the Authority's group health insurance provider at the initial stage of employment, they must wait until the annual open enrollment period to enroll in the program.
- c) Employee coverage will begin on the first day of employment.
- d) The Authority will pay a percentage of the cost of this coverage based upon comparability with local public practice.
- e) The group health insurance is with the Local Governments Health Insurance Program, which is provided by the State of Alabama - State Employees' Insurance Board and administered by Blue Cross Blue Shield of Alabama. The contact person is Teresa Scroggins, 500 RSA Tower, 201 Monroe Street, P. O. Box 304900, Montgomery, AL 36130-4900 and her telephone number is (334) 833-5911.

Group Dental Insurance

The Authority provides group dental insurance for all employees. Employee coverage will begin on the first day of employment. The Authority's group dental insurance is with the Local Governments Health Insurance Program, which is provided by the State of Alabama - State Employees' Insurance Board and administered by Blue Cross Blue Shield of Alabama. The contact person is Teresa Scroggins, 500 RSA Tower, 201 Monroe Street, P. O. Box 304900, Montgomery, AL 36130-4900 and her telephone number is (334) 833-5911.

Social Security

The Authority matches employee payment according to law.

Retirement Plan

The Authority provides a defined benefit retirement plan through the Employees' Retirement System of Alabama. The vesting period is ten (10) years. Employees hired before December 31, 2012 are Tier 1 and are required to contribute five (5) percent of gross compensation toward retirement. Employees hired after January 1, 2013 are Tier 2 and are required to contribute six (6) percent of gross compensation toward retirement. The Authority allows unused sick leave to be converted into retirement service credit for Tier 1. The Employees' Retirement System of Alabama is the plan administrator and may be contacted at 135 South Union Street, Montgomery, Alabama 36104 or P. O. Box 302150, Montgomery, Alabama 36130-2150, Telephone Number (334) 832-4140 or (800) 214-2158. The Authority's representative is George Frost and his extension is 317. To determine retirement benefits please consult the Employees' Retirement Systems Plan Description, website, or contact the Plan Administrator's representative directly.

Post-Employment Health Program

At the discretion of the Board of Commissioners, the Authority will contribute a set amount monthly, currently \$75.00, on behalf of each employee to the Authority's Post Employment Health Program (PEHP). The Board will make an annual decision on whether to continue contributing to the program. The funds in each employee's account will become available upon separation from employment with the Authority. Management fees will be deducted from each account by the Plan Administrator. Each employee is responsible for making his or her own investment decisions. Full-time employees shall be covered under the PEHP effective the first of the month following completion of a ninety (90) day waiting period. Nationwide Retirement Solutions administers the program. Customer service can be reached by calling 1-877-677-3678.

Disability Insurance

The Authority provides Long Term Disability Insurance for all employees. It pays approximately 60% of employee's salary after a six (6) month waiting period after disability has occurred. The insurance is with Northwestern Mutual Life Insurance Company and Kenneth L. Rideout is the Employee Benefit Specialist [Office: (423) 490-3011 Fax: (423) 485-8167]. The account service is provided by Strategic Employee Benefit Services, 633 Chestnut Street - Suite 820, Chattanooga, TN 37450 [Office: (423) 553-5020 Fax: (423) 485-8167]. The application for disability insurance will be filed after completion of ninety (90) days waiting period from date of employment.

Life Insurance

The Authority provides a term life insurance policy in the amount of \$40,000.00 for each

employee who is accepted by the life insurance company. The policy includes accidental death and dismemberment coverage in the amount of \$40,000.00. The Authority also provides a term life insurance policy in an amount approximately 1½ times the employee's annual rate of pay. The policy includes accidental death and dismemberment coverage in an amount approximately 1½ times the employee's annual rate of pay. Both insurance policies are with American United Life Insurance Company and John Archer is the local agent [P. O. Box 39, Florence, AL 35631-0039 Office: (256) 766-1728].

The application for both life insurance policies will be filed after completion of ninety (90) days waiting period from the date of employment.

7.16 Continuation of Benefits

Upon separation from the Authority, employees and their dependents may be eligible to continue certain fringe benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA) and any other applicable federal regulations. The Act contains a requirement for extension of health insurance benefits to employees and eligible family members. All separated eligible employees shall be supplied with a package for coverage selection. The package will be supplied when a qualifying event occurs, and the Authority is aware of that event.

7.17 Remote Work

The agency considers telecommuting or remote work to be a viable alternative work arrangement in cases where individual, job, supervisor characteristics are suited for the arrangement during Shelter in Place for continuance of operations. Telecommuting work is defined as allowing employees to work outside the primary office. Employees must have authorization from the Executive Director.

All telecommuting or remote work arrangements are made on a case-by-case basis, with the approval of the Executive Director. The housing authority complies with the guidance of PIH Notice 2015-06 HUD's Privacy Protection Guidance for Third Parties to ensure that tenant files are protected.

1. Although an individual employees' schedule may be modified to accommodate child and dependent care needs, the focus of the arrangement must remain on job performance.
2. Exempt Employees maybe required to work from home for continuing of operations during shelter at home or inclement weather or other disaster.
3. Non-exempt Employees
 - a. Must keep accurate records of all working time through the automatic electronic timekeeping system, which includes logging work start and end times and paid and unpaid meal break start and end times.
 - b. Remote workers must follow the housing authorities' policies. Hours worked more than those specified in the employee's schedule in accordance with state

and federal requirements, will require advanced approval of the Executive Director.

4. Injuries sustained by the employee while at their homework location and in conjunction with their regular work duties are normally covered by the Florence Housing Authority's workman compensation policy. Remote workers are responsible for immediately notifying their supervisor and/or the Executive Director of any work related injury
5. The housing authority will supply appropriate equipment needs (hardware, software, printer) as well as responsible office supplies.

8.0 Travel Regulations

Employees, Commissioners, and agents of Florence Housing Authority shall be given a per diem to cover all expenses while traveling on official business. The amount per diem will vary according to the nature of the business and the destination. In general, the following parameters will apply, subject to adjustment at the discretion of the Board of Commissioners:

- GSA Allowable Per Diem for the City
- Hotel paid for conference or training
- Milage at IRS Rate
- Lesser of milage or flight costs

When leaving before and returning after 12:00 p.m., a full day's allowance will be paid. When leaving after and returning before 12:00 p.m., one-half day's allowance will be paid. When traveling for less than 24 hours, reimbursement will be made for expenses supported by receipts. The Authority does not reimburse employees for the cost of alcohol. The actual cost of lodging, including parking will be reimbursed when accompanied by receipts.

Transportation costs for travel will be reimbursable under the terms of this policy. If travel is by common carrier (airline, bus line, or rail) an amount not to exceed the cost of tourist or economy fare shall be eligible for reimbursement.

Travel by automobile, the owner of the personal vehicle will be reimbursed at the rate per mile that is recognized as reasonable by the Internal Revenue Service at the time. Such reimbursement will require a signed statement of actual miles, and in no event will more than one person be allowed mileage expense reimbursement for a joint trip.

No entertainment costs for a Commissioner or employee shall be reimbursable regardless of whether the expenditure is for Authority related business.

All travel expenses shall be recorded, signed by the traveler, and approved by the Executive Director or the traveler is the Executive Director, a member of the Board of Commissioners, prior to reimbursement or acceptance. Expenses reports shall be filed in the office within five (5) working days upon return.

The following incidental costs will also be reimbursed to the traveler while on official business:

- a) Ferry fares and bridge, road, and tunnel costs
- b) Taxi, bus, and subway fares
- c) Telephone and telegraph charges for conducting official business
- d) Rental vehicles

9.0 Employees: Definitions

Regular Full-Time Employee - Any employee of the Authority working a standard work week of not less than forty (40) hours. A regular full-time employee will be eligible to be enrolled with current Authority medical and dental insurance coverage, as outlined by the applicable Plan Document and the Post Employment Health Plan. A regular full-time employee will be enrolled in the Retirement Plan. A regular full-time employee will accrue annual and sick leave as outlined in The Authority's Personnel Policies and Procedures and be subject to all the Authority's rules and regulations covering annual and sick leave. The Authority's Personnel Policies and Procedures affect the regular full-time employee where applicable. A regular full-time employee will be eligible to be enrolled in the Long-Term Disability Insurance program and Life Insurance program, if accepted by the provider. All employees are at-will employees, and the Personnel Policy Manual is not to be construed as a contract of employment.

Regular Part-Time Employee - Any employee of the Authority working a standard work week of not more than thirty (30) hours. Regular part-time employees are not in a bona fide position of a regular nature and are not subject to, or eligible to receive, a probation period, evaluation, any type of medical coverage, life coverage or flexible benefit program coverage. Regular part-time employees are not eligible to be enrolled in the Employee Retirement Program. Regular part-time employees are not eligible to accrue annual and sick leave. Regular part-time employees and their positions can be eliminated by (a) the return to work of the incumbent employee; (b) the termination or elimination of the job position or positions; or (c) the ending of a scheduled seasonal job activity. The Authority's Personnel Policies and Procedures affect the regular part-time employees where applicable. All employees are at-will employees, and the Personnel Policy Manual is not to be construed as a contract of employment.

Temporary Full-Time Employee - Any employee enrolled on a provisional status, transitory status, working a standard workweek or not less than forty (40) hours. Temporary full-time employees are not in a bona fide position of a regular nature and are not subject to, or eligible to receive, a probation period, evaluation, any type of medical coverage, life coverage or flexible benefit program coverage. Temporary full-time employees are not eligible to be enrolled in the Employee Retirement Program. Temporary full-time employees are not eligible to accrue annual and sick leave. Temporary full-time employees and their positions can be eliminated by:

- a) The return to work of the incumbent employee;
- b) The termination or elimination of the job position or positions; or

- c) The ending of a scheduled seasonal job activity.

The Authority's Personnel Policies and Procedures affect the temporary full-time employees where applicable. All employees are at-will employees, and the Personnel Policy Manual is not to be construed as a contract of employment.

Temporary Part-Time Employee - Any employee enrolled on a provisional status, transitory status, working a standard workweek or not less than thirty (30) hours. Temporary part-time employees are not in a bona fide position of a regular nature and are not subject to, or eligible to receive, a probation period, evaluation, any type of medical coverage, life coverage or flexible benefit program coverage. Temporary part-time employees are not eligible to be enrolled in the Employee Retirement Program. Temporary part-time employees are not eligible to accrue annual and sick leave. Temporary part-time employees and their positions can be eliminated by:

- a) The return to work of the incumbent employee;
- b) The termination or elimination of the job position or positions; or
- c) The ending of a scheduled seasonal job activity.

The Authority's Personnel Policies and Procedures affect the temporary part-time employees where applicable. All employees are at-will employees, and the Personnel Policy Manual is not to be construed as a contract of employment.

10.0 Job Descriptions

General

Job descriptions are intended to provide information regarding the kind and responsibility of work. These are intended to be descriptive and explanatory, defining the duties and responsibilities of each class rather than prescribing the restrictions with regard to such duties. Each includes: a definition of the work, a list of examples of work, an indication of the requirements in terms of knowledge, skills, and abilities necessary for successful performance, and a section on the qualifications in terms of training and experience which should qualify the person to do the work, Explanations are as follows:

Position Summary

This section is intended to set forth the type of work and the responsibilities that characterize the job. A consideration of such factors as variety and difficulty of the work, work hazards, supervision received and exercised, and other distinguishing features may be included.

Major Duties and Responsibilities

This section lists typical tasks which are common to these positions. These examples show further the range of duties performed by employees. They are not intended, however, to define or limit the duties that may be assigned to employees. This section of

the specification primarily serves to provide a more specific picture of the types of duties assigned to the positions. Required Knowledge, Skills, and Abilities section includes a list of the knowledge, skills, and abilities which are desirable for effective work in these jobs. This information may be useful to administrators, supervisors, and appointing officials in developing standards of work and in judging the relative efficiency of employees. The degree of knowledge required in classes is indicated through the use of phrases, which have the meaning indicated below:

SOME KNOWLEDGE - This implies familiarity only with the elementary principles and terminology of the subject or subjects indicated.

WORKING KNOWLEDGE - This term implies sufficient knowledge of the subject to enable the employee to work effectively in a limited range of work situations.

CONSIDERABLE KNOWLEDGE - This term implies enough knowledge of the subject to enable an employee to work effectively in normal work situations of the class and with little direct supervision.

THOROUGH KNOWLEDGE - This implies advanced knowledge of the subject matter to permit solution of unusual as well as commonplace work problems, advising on technical questions and planning methods for difficult work situations.

EXTENSIVE KNOWLEDGE This implies an unusually broad and specialized knowledge and means that work calls for an almost complete mastery of the subject. It is used rarely and only for especially advanced positions.

Continuum of Operations Remote Work