



Hugo Housing Authority

300 13th Place

Hugo, OK 74743

(580) 326-3348

RESOLUTION NO. 26-26-01

**RESOLUTION APPROVING THE REVISED AND UPDATED HUGO
HOUSING AUTHORITY'S PERSONNEL POLICY**

WHEREAS, the Board of Commission desires to approve the revised and updated Housing Authority's Personnel Policy: and

WHEREAS, the revised and updated Housing Authority Personnel Policy is attached as Exhibit A of this resolution.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Hugo Housing Authority, that:

1. The Revised and Updated Housing Authority's Personnel Policy as shown on Exhibit A of this resolution is approved as the new Housing Authority Personnel Policy.
2. This Resolution, 26-26-01 shall take effect immediately.

DULY AND REGULARLY ADOPTED by the Board of Commissioners of Hugo Housing Authority this 31st day of March, 2026. On a motion of Commissioner _____, seconded by Commissioner _____ and upon the following roll call vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Approved: _____
Chairperson

Attest: _____
Secretary



EXHIBIT A



HOUSING AUTHORITY OF THE CITY OF HUGO PERSONNEL POLICY

*Revised xx/xx/xxxx
Resolution xx-xx-xxxx*

CHAPTER ONE - DEFINITIONS

1.0 DEFINITIONS

For the purpose of these rules and regulations, the following words and terms shall have the meaning indicated below.

1.0.1 Appointing or Hiring Authority

Appointing or hiring authority shall mean the Board of Commissioners or the Executive Director. The Board of Commissioners shall be the final appoint the Executive Director and may elect to appoint a General Counsel to serve the Board. The Legal Counsel of the Housing Authority may be this General Counsel; but it is not required to be the same.

The Executive Director shall have hiring and terminating authority for all positions designated to conduct day to day operations of the Authority within classification positions approved by the Board of Commissioners.

1.0.2 Place of Work

The terms “workplace” or “premises” include but are not limited to Authority buildings, facilities and properties, remote jobsites as assigned, work vehicles or other means of travel when conducting business and training or travel locations during business hours.

1.0.3 Hours of Work

A typical workweek for administrative full-time and non-contract employees is Monday through Thursday 8:00 a.m. – 4:30 pm with an hour lunch break as afforded by state employment law requirements, and Friday 8: a.m. to 12:00 p.m.

A typical workweek for maintenance full-time and non-contract employees is Monday through Thursday 7:30 a.m. – 4:30 p.m. with an hour lunch break as afforded by state employment law requirements, and Friday 7:30 a.m. – 11:30 a.m.

The Authority may, as dictated by the needs of the agency’s successful operations, change these schedules with appropriate notice, **of at least 2 weeks for a permanent change of schedule**. The Authority may hire employees specifically to work a routine schedule outside of typical workweek hours. Employees attending training or similar events will be expected to accommodate with the event schedule.

Exempt staff are typically required to attend meetings of the Board of Commissioners, unless excused by the Executive Director, and must be responsible for adjusting work schedules accordingly.

A full-time employee is currently defined in Oklahoma Admin. Code § 240:10-1-2 as an employee working 32 hours per week or more. This policy would automatically adapt and implement any future change to this code.

1.0.4 Employment At-Will

Unless otherwise provided in a written contract signed by the Board of Commissioners, or unless set forth by statute, HHA employees are considered to be employees at will. Authority employees at will therefore may resign from employment at any time for any reason. Likewise, the Authority may terminate the employment relationship of such employees, at any time for any reason in conformity with State and Federal law. Neither the policies contained in this manual, nor any other written or verbal communication by a supervisor are intended to change that at-will relationship or create a contract of employment.

1.0.5 Employment Classifications and Overtime

Overtime pay will only be approved by the Executive Director and when an employee's works 41 hours in a week or more. An employee working 40 hours or less will be paid regular wages. The State of Oklahoma has no state-specific laws regarding overtime or the maximum number of hours an employee can work. Therefore, the State follows the overtime pay standards established by the Fair Labor Standards Act (FLSA). Under the FLSA, non-exempt employees working more than 40 hours in a workweek are entitled to compensation at a rate of **one-and-a-half-time** regular pay rate for all additional hours worked. Exempt Employees are not overtime eligible. In non-routine situations, as approved by the Executive Director, Exempt Employees may be granted Compensatory Time. (An example of a non-routine situation would be excessive hours worked resulting from a catastrophic weather event.)

Unless approved by the Executive Director prior to working or in the case of an extreme emergency, overtime pay should not be scheduled in pay periods where employees have approved leave time.

Full-Time Permanent Employees: Individual who are regularly scheduled to work no less than 32 hours and no more than 40 hours per week are considered Full Time Permanent Employees as defined by Oklahoma State law. A full-time employee is currently defined in Oklahoma Admin. Code § 240:10-1-2 as an employee working 32 hours per week or more. This policy would automatically adapt and implement any future change to this code.

The HHA Board of Commissioners recognize the following as non-contracted routine classifications:

Non Exempt Positions

Receptionist/Work Order Clerk
Program Assistant - Public Housing
Program Assistant - HCV
Program Assistant - Resident Services
Program Assistant - Finance
Inspector
Maintenance **Supervisor**
Maintenance Worker I
Maintenance Worker II
Janitor/Cleaner
Groundskeeper
Security Officer

Exempt Positions**

Property Manager (Lease Enforcement/Inspector)
Program Coordinator - Public Housing***
Program Coordinator - Business Operations***
Administrative Analyst Confidential***
Maintenance Supervisor***
Financial Manager Confidential***
Management Analyst (i.e. IT/Policy/etc***)

Temporary Employee:

General Laborer-Maintenance
General Laborer-Administration

*** Exempt Employees are not OT eligible. Exempt Employee Designated as Deputy Director will receive 5% incentive pay during time of designation*

**** Confidential employees may help formulate management procedures for worker conditions may have access to confidential agency.*

The HHA Board of Commissioners recognizes the following as contracted routine classifications:

Executive Director

General Counsel

The HHA Board may choose to negotiate a contract with contracted full or part-time employees. Unless otherwise and specifically noted in the employment contract, employees under contract will be afforded the same employment non-salary benefits as non-contracted employees; and will also be subject to the content of the HHA Personnel Policy.

1.0.6 PAY PERIODS

HHA Pay Periods are based on a schedule of 26 pay periods per calendar year; with employees receiving pay every two weeks.

EMPLOYMENT

1.1.0 Hiring Authority

The Board of Commissioners shall appoint the Executive Director and may elect to appoint a General Counsel to serve the Board only. The Legal Counsel of the Housing Authority may be this General Counsel; but it is not required to be the same. Appointing a General or Legal Counsel does not preclude the HHA from procuring specialized legal services from other attorneys as needed in the day-to-day operations of the agency.

The Executive Director shall have hiring and terminating authority for all staff positions designated to conduct day to day operations of the Authority within employment classifications listed in the Personnel Policy.

An employee will not be allowed to hold a programmatic position with the Housing Authority and hold an appointed position with the Board of Commissioners at the same time. A one-year prohibition shall exist between the position of Executive Director and Housing Authority Commissioner. As the Hugo Housing Authority is designated by HUD as a Small AND Rural Housing Authority, it is acknowledged that the general pool of candidates may be limited in numbers and geographic access to the agency. Therefore, a Board Member wishing to seek employment by the HHA may resign as a Commissioner and apply for employment by the Authority under the following conditions:

- The Housing Authority has posted an available position to the public.
- The Board Member resigns from the Commission prior to applying for a Housing Authority position.
- The Board Member meets the minimum qualifications of the posted position and is selected for hire.
- The position applied for may not be or fill the role of Executive Director for a minimum one-year time period.
- If a Board Member applies for and is NOT selected for an employment; may not seek nor accept re-appointment to the Board of Commissioners for a minimum of one-year.

1.1.1 Equal Employment Opportunity

The Housing Authority of the City of Hugo is committed to a policy of equal employment opportunity to all persons based in individual merit, competence and need. The HHA adheres to Federal and/or State of Oklahoma Fair Employment Practices protecting employees from discrimination based on race, color, religion, sex, national origin, age, disability and genetic information. **Any employee**

who discriminates or harasses another employee or a customer on any of the basis of protected classes listed above will be subject to discipline, up to and including immediate discharge.

The Authority defines harassment as follows:

Harassment is verbal and/or physical conduct that denigrates or shows hostility or aversion toward any individual, **including but not limited to** race, color, sex, pregnancy, national origin, age, religion, disability, marital status, sexual orientation, HIV status or veteran status, or that of another employee's relatives, friends or associates and that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

It is not possible to list all the circumstances and behaviors that may constitute unlawful harassment in violation of the Authority policy. However, the following are some examples of conduct which, if unwelcome, may constitute harassment depending on the circumstances, including the severity of the conduct and its pervasiveness:

- Epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, pregnancy, age, disability, sexual orientation, marital status, HIV status, or veteran status; and
- Written or graphic material that denigrates or shows hostility toward an individual group because of race, color, gender, religion, marital status, pregnancy, national origin, age, disability, sexual orientation, HIV status, or veteran status that is placed on walls, bulletin boards, or elsewhere on Authority premises, or in circulation in the workplace.

The Authority prohibits all of the activities discussed above, whether engaged in by a supervisor, co-worker, or non-employee who is on our premises or who comes in contact with employees.

Employees should immediately report harassment in violation of this policy to a HHA Supervisor, the supervisor assigned to Human Resources or the Executive Director. The matter will be promptly investigated and appropriate action **up to and including termination** will be taken, depending on the nature and severity of any proven incident.

Retaliation against an employee who complains in good faith about harassment in accordance with this policy is a violation of this policy. Retaliation is a form of unlawful harassment and will be handled in the same manner as other forms of harassment.

1.1.2 Promotions, Transfers & Job Postings

The Housing Authority of the City of Hugo strives to provide employees with the opportunity to make full use of employee skills, interest and potential. To support employee growth and development, encourages efforts promote qualified employees from within the agency, based on the needs of the Authority, employee qualifications and employee past performance. At the discretion of the Executive Director, the HHA may opt to appoint employees, post an internal only recruitment or post an internal and external recruitment.

The Board of Commissioners, when selecting an Executive Director may be afforded the opportunity to select a candidate through the processes above, selected an Interim Director or may procure an Executive Search Firm to identify qualified candidates.

A person selected for appointment may be required to undergo a medical examination in a manner prescribed by the Executive Director. Employment may be contingent upon successful completion of the medical exam in relation to the standards of fitness required for the position(s) involved.

If initial employment, transfer or promotion is granted, the employee's pay rate in the new position will be determined based on the Authority's approved pay schedule and the discretion (within the pay schedule) of the Executive director based upon the employees' qualifications, experience, past job performance, and other considerations within the discretion of the Authority, within the requirements of the HHA Personnel Policy.

Transfers are the assignment of an employee from one position to another, which does not involve an increase in pay grade. Administrative transfers may be made by the Executive Director on a temporary basis to fill a vacant position until such time as a regular employee is selected. Administrative transfers shall occur when the Executive Director determines an emergency exists and that such transfer would be in the best interest of the Authority. An employee may request a transfer by applying for a vacant position, which does not represent a promotional opportunity. The employee should apply for the lateral move by writing the Executive Director a memorandum that explains the reason for the request to transfer, such memo should be submitted to the Executive Director by the closing date posted to fill the vacancy.

1.1.3 Probationary Period

Employees will generally receive a performance evaluation after 180 days in a new position. Another performance evaluation will typically be conducted after 12 months of service in the new position. Employees may be eligible for a pay increase in conjunction with the 12-month evaluation. Promoted employees shall be required to successfully complete a probationary period that is reasonable in length to permit the Executive Director or designee to make a judgment as to the employee's abilities and potential. Disciplined employees may be subject to a probationary period pursuant to disciplinary action taken.

An employee shall fail probation when, in the judgment of the Executive Director or his/her designee, the employee's fitness and/or quality of work are not adequate to merit continuation in the job, or if sufficient work is not available to warrant the additional employee. Failure of a newly hired or promoted employee may occur at any time within the probationary period and shall not be considered a part of the disciplinary process. An employee failing probation shall have no right of appeal except on grounds of illegal discrimination, in which case the employee may follow the regular appeals procedures outlined in this policy.

1.1.4 Performance Evaluations

The Authority will continue to evaluate new employees at 6 months, 1 year and then bi-annually thereafter. Special evaluations may happen at any time of employment and may document exception or poor performance. Such evaluations shall include an objective analysis of each employee's competence and skill in carrying out his/her assigned duties over a defined period of time. The employee shall be permitted to permanently affix any written comments to such evaluations and shall receive a copy thereof.

No employee will be able to pass probationary employment status until a probationary evaluation has been completed. A 6-month performance evaluation may determine that the probationary period will be extended. The Board of Commissioners will evaluate the performance of the Executive Director upon his/her annual anniversary date each year.

1.1.5 Personnel Records

The Authority maintains certain records containing job-related information on all employees to ensure compliance with State and Federal law and to keep a record of employee progress.

~~You may inspect your personnel file in accordance with this manual. File inspection must be done on your own time, during regular office hours, and must be arranged through the Executive Directors office.~~

~~If upon inspection of your personnel file, you disagree with any of the information contained in such file, you may submit a written statement explaining your version of the information together with evidence supporting such version. The Authority will maintain such statement as part of your personnel file and will include the statement in any transmittal of the file to a third party.~~

It is important that the employee ~~your~~ file includes accurate information regarding who should be contacted in case of an emergency. Please notify your supervisor or the Executive Director in writing as soon as possible of any changes in your name, address, telephone number, marital status, dependents and/or beneficiaries.

1.1.6 Employment of Relatives

The hiring of relatives shall not be permitted, unless authorized by the Board of Commissioners. If the Board of Commissioners approved employing related persons, they will not be employed in the same department, or have supervisory authority over each other.

1.1.7 Confidentiality

Employees are expected to respect the confidentiality of information received during the course of employment with the Authority. Employees may use and/or disclose confidential and/or proprietary information only during employment with the Authority only as necessary to further the interest of the Authority and only within the defined limits of communication for your job.

No employee, Commissioner, Contractor nor other person serving in a compensated or non-compensated manner, by the Authority, may not disclose confidential or proprietary information either during employment or after your separation from employment, service or contractual obligation regardless of reason, for personal gain or for any purpose which does not further and/or which is inconsistent with the interest of the Authority.

Further, employees, Commissioners, service providers or contracted providers may not seek or otherwise attempt to gain access to c <https://www.compsourcemutual.com/submit-a-claim/nfidential> information other than that which is within your area of responsibility or consistent with your need to know for the purpose of performing a job or contractual obligation.

1.1.8 Authority Property

Authority property shall not be available for personal use or removed from Authority premises without authorization of the Executive Director. All Authority equipment, memoranda, records, communications, computer data, disks or other documents made by you or made available to you in connection with the business of the Authority shall be delivered to the Authority at your termination or at any other time upon request.

1.1.9 Personal Dress and Hygiene

Discretion in style of dress and behavior is very important to the Authority. Employees are therefore required to dress in attire safe and appropriate for their positions. Work clothing must not be torn, must meet safety requirements, and must not contain inappropriate language, graphics, **may not be political or religious nature**, or be revealing. Employees shall use good judgment in the choice of work clothes and hygiene and shall remember to conduct themselves at all times in a way that best represents the agency. Office personnel are required to dress appropriately for working within a business office.

Miniskirts, shorts, clothing with intentional rips and tears, spaghetti strap shirts, and blouses/shirts that expose the midriff are not considered appropriate office dress. ~~Jeans are discouraged for administrative staff.~~ **Maintenance employees are required to wear Agency provided shirts.**

Employees must practice good hygiene and personal habits while on the job. Employee clothing should fall within dress standards within the Personnel Policy. Certain body parts must be covered for all employees at all times. Clothes must be worn such that body parts such as buttocks and breasts are fully covered.

1.1.10 Solicitations

No solicitation of any kind is permitted during working time, unless first approved by the Executive Director. "Solicitation" is defined as requests for contributions, donations, raffles, lotteries, and membership in

organizations, attendance at events, or other similar conduct. “Working time” is defined as time during which the employee is scheduled to be working, exclusive of established break periods, meal times, or time before or after work hours. This rule applies to solicitation for both charitable and non-charitable causes.

No distribution of any non-work-related written materials is permitted in any work area at any time, unless first approved by the Executive Director. “Work areas” are defined as any Authority office, facility, other than designated break areas. Absent prior approval by the Executive Director, employees may solicit or distribute materials only during break time or outside of scheduled work hours. Persons not employed by the Authority are likewise prohibited from distributing materials or soliciting employees on Authority premises at any time, unless authorized by the Executive Director. Any employee who violates these rules will be subject to disciplinary action.

Unless otherwise provided by law, all employees shall refrain from using status at the HHA or influence in any way for or against any candidate for public office. Employees shall not circulate petitions or campaign literature on behalf of candidates or be in any way concerned with soliciting or receiving any contribution or political service on behalf of any candidate while on Authority time or property.

Authority personnel may engage in encouraging general voter registration and may host events inviting all candidates to speak, for the benefit of Authority program participants and residents; as a resident community activity. **Distribution of materials from a non-employee or any employee are prohibited as stated in Section 1.1.10.**

1.1.11 Acceptance of Rewards, Favors and Gifts

No reward, favor or other form of remuneration in addition to regular compensation shall be accepted by an employee for the performance or non-performance of specific favors from any vendor, contractor, individual or firm, from any source having or proposing to have a business or possible business relationship with the Authority.

1.1.12 Physical Fitness

It shall be the responsibility of each employee to maintain the standards of physical fitness required for performing his/her job. When the Executive Director has reason to believe that the physical condition of an employee constitutes a hazard to persons or property, the Executive Director may require the employee to submit to a medical examination by an approved physician. The employee shall be granted administrative leave for the time required for such examination, which shall be conducted without expense to the employee and shall be for the sole purpose of obtaining a doctor’s certification that the employee is fit to perform duties and employment requirements.

1.1.13 Telephone

A large volume of Authority business is transacted by telephone (including cell phones). Both incoming and outgoing personal telephone calls are discouraged. The Authority realizes that there are occasional calls that must be made or received during work hours, such calls must be held to a minimum. ~~and no long-distance personal telephone calls can be made and charged to the Authority bill.~~ Calls made and/or received during work hours utilizing personal mobile telephones must also be held to a minimum.

1.1.14 Accidents

To ensure prompt action, the employee is responsible for notifying the Executive Director immediately when an accident occurs on the job, in order to enable the Executive Director to initiate the Employer’s First Notice of Injury, which is to be filed according to law. All accidents shall be documented on accident forms furnished by the Authority and forwarded to the Executive Directors office within 24 hours of occurrence. A fact-finding investigation will be commenced to determine if the employee has a legitimate claim. Accidents that occur off the job and result in lost time should also be reported in the same way.

1.1.15 Death or Incapacitation of an Employee

In the event of the death or incapacitation of an employee, the Authority will deliver salary check(s) and any annual leave checks to the designated beneficiary identified survivors in a timely manner, according to prescribed Oklahoma Statutes.

1.2.0 COMPENSATION

1.2.1 Regular Compensation

~~Employees will be paid at a rate schedule approved annually by the Board of Commissioners.~~ Considerations for said pay rate may include requisite qualifications; prevailing rates of pay for comparable work in other private and public employment; cost of living factors; maintenance and other benefits received by other employees of the Authority; the financial ability of the Authority; and other economic considerations. All wage schedules will be in compliance with Federal Wage and Rate laws, including Davis Bacon wage determination rules. Employee pay rate schedule will be included in the annual budget.

The Executive Director will take into consideration conditions of merit and seek to reward employees who have performed meritorious service to the Authority within the pay range schedule of approved by the Board of Commissioners. Supervisors may recommend that an employee receive a half-step or full step merit increase; the Executive Director may choose to accept or reject any such recommendation.

The Executive Director will bring a Cost-of-Living Adjustment factor to the Board of Commission Annually for consideration during the annual operating budget process; proposing and update to the approved Hugo Housing Authority schedule of pay rates and ranges. This will include exempt, non-exempt and contracted employees. The Recommendation for Cost-of-Living Adjustment should be brought before the Board of Commissioners by November and implemented in the first pay period in February by of each year.

~~No employee shall be paid at a rate lower than the Federal/ or State minimum wage. Authority employees assigned to maintenance will be paid in accordance with any State and/or Federal wage requirements.~~

~~If an employee is absent on the payday, may have paychecks held by finance or may have a designee get the check with a written request signed by the employee. Employees may choose to provide a written designee, in writing, in advance. No employee's pay check will be given to any other person except on written request, bearing the signature of the employee.~~ An employee may choose to provide a designee in advance and in writing to release the employee's payroll check to designee. No employee's payroll check will be given to any other person.

1.2.2 Payroll Deductions

There are two categories of payroll deductions: those required by State or Federal law and those authorized by the employee. Payroll deductions required by State and Federal law include Federal withholding, income tax, social security tax, and wage garnishments as required by law (i.e. child support payments, court-ordered payments, IRS garnishments). If authorized in writing by an eligible employee the Authority may at its discretion make additional deductions for health insurance and other purposes as allowed by the HHA. Arrangement for voluntary deductions must be made in writing with the Executive Director. The Authority reserves the right based upon cost and time involved not to make additional deductions.

Payroll deductions are also permitted by law for: required clothing not considered to be uniforms, voluntary rental fees for non-required clothing, voluntary cleaning of uniform clothing, medical, surgical, hospital and other group insurance benefits having no financial advantage for the employer, union dues; and health, welfare pension. Please contact Human Resources for any questions regarding payroll deductions.

1.2.3 Reimbursable Expenses

With prior supervisory approval, legitimate expenses will be reimbursed by the Authority to the employee. The employee must submit receipts in order to be reimbursed.

+ Reimbursement may be in the form of petty cash or a separate check. See the Executive Director with any questions as to whether and what expenses may be reimbursed to the employee.

1.2.4 Overtime

Overtime pay will only be approved by the Executive Director and when an employee's works 41 hours in a week or more. An employee working 40 hours or less will be paid regular wages. The State of Oklahoma has no state-specific laws regarding overtime or the maximum number of hours an employee can work. Therefore, the State follows the overtime pay standards established by the Fair Labor Standards Act (FLSA). Under the FLSA, non-exempt employees working more than 40 hours in a workweek are entitled to compensation at a rate of one-and-a-half-time regular pay rate for all additional hours worked. Exempt Employees are not overtime eligible. In non-routine situations, as approved by the Executive Director, Exempt Employees may be granted Compensatory Time. (An example of a non-routine situation would be excessive hours worked resulting from a catastrophic weather event.)

~~Sick leave, holidays, annual leave, leaves of absence, and other time off benefits are counted as time worked for purposes of overtime. Unless approved by the Executive Director prior to working or in the case of an extreme emergency, overtime pay should not be scheduled in pay periods where employees have approved and scheduled leave time. Sick leave, holidays, annual leave, leaves of absence, and other time off benefits are counted as time worked for purposes of overtime.~~

Full-Time Permanent Employees: Individual who are regularly scheduled to work no less than 32 hours and no more than 40 hours per week are considered Full Time Permanent Employees as defined by Oklahoma State law. A full-time employee is currently defined in Oklahoma Admin. Code § 240:10-1-2 as an employee working 32 hours per week or more. This policy would automatically adapt and implement any future change to this policy would automatically adapt and implement any future change to this code.

1.2.5 Hours of Employment/Attendance/Leave

Every employee is a valuable and contributing member of the Authority. Regular attendance is important to HHA's success and efficiency. The Agency must be able to depend on employees to report to work regularly and on time. Every employee is expected to work all scheduled hours; report for work on time; and work until the end of the work period. **See Appendix A for more detailed information.**

Excessive absence, being late and quitting early may be grounds for disciplinary action up to and including termination. Employees who are absent or late for work, must contact their immediate supervisor either verbally or in writing, within one hour before and no later than one hour after starting time, to explain the reason for absence or tardiness and the projected length of absence. An employee who fails to call in on the day of an absence, or does not have an excuse for calling in late, may be subject to discipline, up to and including termination. Employees absent from work more than one day, are required to call in on each day of the absence, unless a doctor's note has been indicating that and employee will absent from work for a time-period longer than a day. The Authority may request a medical professional's note for release back to work.

Unless there are extenuating circumstances approved by the Executive director, an employee will be considered to have resigned from the Authority if absent with no notification within 3 consecutive working days. Before returning to work, an employee who is absent 3 or more consecutive workdays due to illness may be required to obtain a work release from a medical professional. Work releases should be submitted to Human Resources. Employees who have exhausted sick leave hours may be required to obtain a note from a medical professional for any requested time off due to illness.

1.2.6 Breaks and Meal Periods

Neither Federal nor Oklahoma State law require employers to provide breaks to employees age 16 or older. Mandatory break laws only apply to children under the age of 16. Breaks and lunch periods are considered

benefits and remain at the discretion of the employer. At the HHA, though, Employees who work in excess of 5 hours in a work day may take a meal period that is unpaid and 60 minutes in length. Most employees may take meal periods at any time that does not interfere adversely with office coverage and/or the flow of work. Employees assigned to reception will be assigned to meal breaks consistent with Lobby the open and closed schedule; unless otherwise approved by the Executive Director.

Employees are permitted to take two 10-minute paid breaks during the scheduled work day at a time that does not interfere with office coverage and/or the flow of work. Since breaks are counted as work time, employees are not permitted to save or use break time and count it towards late arrivals, early departures, extended meal periods, flex time, work week adjust, or any other work time offset. Specific break times and lengths are adjusted as necessary due to staffing or business necessities.

1.2.7 Leaving the Premises During the Work Day

Nonexempt employees finding it necessary to be away from the Authority premises at times during the work day other than during the meal period, must first request permission from their immediate supervisor. Exempt employees, you do not need permission to leave the Authority premises, but are required to leave information as the location and planned return time in the event an emergency arises with the employee or at the office.

1.2.8 Holidays

Full time permanent employees are entitled to the following paid holidays. Part-time, temporary employees, contract laborers shall not be entitled to receive paid holidays.

Some employees may be required to work on holidays. Full time permanent employees who are required to work on a holiday will be paid at their normal rate plus the holiday pay. Maintenance employees required to work on Christmas Day shall receive double time and one-half pay. If a holiday occurs during an employee's annual leave, the employee is entitled to an additional day of leave.

Holidays:

New Year's Day (January 1)

Martin Luther King Day (3rd Monday of January)

President's Day (3rd Monday of February)

Memorial Day (Last Monday of May)

Juneteenth (June 19th)

Independence Day (July 4)

Labor Day (1st Monday in September)

Columbus Day/Indigenous People's Day (2nd Monday of October)

Veterans Day (November 11th)

Thanksgiving Day (4th Thursday in November)

Thanksgiving Friday (4th Friday in November)

Christmas Eve (December 24th)

Christmas Day (December 25th)

Any Federal Holiday declared by the President of the United States in any given year.

All holidays will be observed on the day designated by the Federal Government.

1.2.9 Annual Leave

A benefit of working at the Housing Authority is an allocation of paid annual leave. Regular full-time permanent employees are eligible for paid annual leave. Part-time and temporary employees are not eligible for paid annual leave time. Annual leave is granted to eligible employees based upon length of service and anniversary date. If there is a break in service, eligibility for annual leave will be based on the employee's current hire date.

Each full-time employee will accrue annual leave time monthly in hourly increments based on length of

service as defined below. Accrual begins on the date of hire, but cannot be taken during the first 180 days of employment, and is accrued according to the following schedule:

Each employee may carry 80 hours of accrued annual leave time over into a new calendar year. Employees are responsible for monitoring and taking annual leave time over the course of a year so that to avoid losing time accrued at the end of the calendar year. On rare occasions the Executive Director may approve annual leave due if employees are unable to take annual leave to benefit the agency. Employees with over 40 hours of accrued leave by the last day of October, may request to cash out hours over and above the 40 hours of accrued leave, up to 50 hours. (For example, if an employee has 64 hours of accrued leave on the last day of October – the employee would be eligible to cash out 24 hours of leave.)

Annual leave is not earned in pay periods during which unpaid leave; workers compensation or continuous HHA FMLA leave is taken. Employees utilizing Intermittent HHA FMLA leave may accrue leave if full-time hours are worked in a pay period.

To take annual leave time 3 days of notice to the supervisor is required unless the time is used for legitimate, unexpected illness or emergencies. (Exceptions may be approved by the Executive Director.) In all instances, annual leave must be approved by the employee's supervisor. Supervisors requesting leave must have a coverage plan to receive approval. SEE SCHEDULE BELOW:

	HHA Employee Leave Benefit Schedule			
	Probationary Employees	Employees passing probation and completing 6 months-1 Years of Service	Employees completing 1-5 years of service	Employees completing 5 or more years of service
Vacation	4 hours per pay period paid leave - Paid vacation leave may not be utilized until after employee has passed probation	4 hours per pay period paid leave - Paid leave may be utilized until after employee has passed probation	4 hours per pay period paid leave – Paid leave may not be utilized until after employee has passed probation	5 hours per pay period paid leave – Paid leave may not be utilized until after employee has passed probation
Sick	4 hours per pay period paid leave – Paid sick leave may not be utilized until after employee has passed probation	4 hours per pay period paid leave – Paid leave may be utilized until after employee has passed probation	4 hours per pay period paid leave – Paid leave may be utilized until after employee has passed probation	4 hours per Pay period paid leave – Paid leave may be utilized until after employee has passed probation

Bereavement – due to death of immediate family including Parents, Persons in Loco Parentis, Spouse or Legal Domestic Partner, Grand Parents, Children or Siblings.	Up to 3 days of unpaid leave may be granted at the discretion of the Executive Director	Up to 3 days of paid leave may be granted at the discretion of the Executive Director	Up to 3 days of paid leave may be granted at the discretion of the Executive Director and additionally up to 2 bereavement days may be added due to travel out of 200 mile radius at the discretion of the Executive Director	Up to 3 days of paid leave may be granted at the discretion of the Executive Director and additionally up to 2 bereavement days may be added due to travel out of 200 mile radius at the discretion of the Executive Director
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1.2.10 Sick Leave

The Authority provides paid sick leave to all full-time permanent employees. Employees will be paid at the normal straight time rate for the number of hours the employee was scheduled to work. Pay for sick leave may not exceed the employee's regular workday and/or workweek hours. Sick leave accrues at the rate of 4 hours per pay period or 13 days annually. Accrual commences on the date of hire, but cannot be taken during the first 180 days of employment.

Each employee may carry 320 hours of accrued sick leave over into a new calendar year. The Authority will not pay employees for unused, accrued sick leave over 320 hours at the end of the year. Sick leave may not be cashed out.

The Authority may require employees to provide certification from a healthcare provider regarding the necessity for taking sick leave.

Employees who do not report to work due to illness must report on a daily basis relative to the need for and status of absences, unless otherwise directed. Reporting of the absence to any employee other than the Supervisor will not be accepted as compliance with the daily reporting requirement.

Employees who are absent from work due to illness for three consecutive work days may be required to obtain certification from their physicians that they are able to return to work. Employees who fail to report to work or call in to for three consecutive work days will be considered to have voluntarily resigned from their employment.

Employees will not be paid for earned, unused sick time upon separation from employment.

1.2.11 Family and Medical Leaves of Absence

~~The HHA has a Family and Medical Leave of Absence (FMLA) Policy.~~ Employees must follow **HHA Family and Medical Leave of Absence (FMLA)** policy to be afforded protection under the FMLA.

1.2.12 Maternity Leave

Employees may take an unpaid leave of absence for the period of temporary physical disability resulting from pregnancy, childbirth, or related medical conditions. A maternity leave begins when an employee is medically determined to be disabled and ends when medically determined to be able to return to work. Employees will be required to take **HHA FMLA** leave as set forth above, if they are eligible for such leave. In addition, employees will be required to exhaust accrued, unused annual leave time before taking any unpaid leave. The employee will be required to provide a letter or other note from a doctor every two weeks confirming the employees continued maternity disability.

When the employee is physically able to return to work, her original job or a comparable position will be made available to her unless business necessity makes this impossible or unreasonable.

Employees who cannot be returned to their former or a comparable position remain eligible to apply for any available position with the Authority. Employees on maternity leave should contact the Finance Director or Human Resources to make arrangements for payment of health insurance premiums.

1.2.13 Discretionary Leave of Absence

Part-time and full-time employees may apply for an unpaid, discretionary leave of absence for up to **six (6) months** if annual leave time is exhausted, and either have exhausted their Family and Medical Act Leave or are not eligible for Family and Medical Act Leave. (See Family and Medical Leave Act policy.) Requests for such unpaid leaves are granted at the sole discretion of the Executive Director. Discretionary leaves of absence will not ordinarily be granted to employees with less than one (1) year of continuous employment. In determining whether to grant a discretionary leave of absence, the Authority will consider, among other factors, the employee's length of service, the employee's work record, the reason(s) for leave, and staffing needs. Discretionary leaves will be unpaid, and the employee on discretionary leave is not entitled to accrue any benefits, including annual leave, sick leave, holidays, and personal days. In addition, participation in any medical, dental, disability or life insurance coverage must be paid entirely by the employee during the discretionary leave. The employee must make arrangements with the Finance Director or Human Resources to make the insurance premium payments.

If a vacancy exists at the time of the expiration of the approved discretionary leave, the employee will be reinstated to a prior position or a comparable position unless business necessity makes reinstatement impossible or unreasonable. If a vacancy does not exist, the employee will be considered for the next available position for which the employee qualifies. If the employee does not report to work on the work day following the expiration of the approved leave, the Authority will assume that the employee has voluntarily resigned from employment.

Requests for discretionary leave should be submitted to the Executive Director at least thirty (30) days prior to the requested date of leave. The request must be made in writing, stating the length of leave and a brief description of the reason for the request. All considerations and approval for discretionary leave are handled on a case-by-case basis.

1.2.14 Military Leave

Employees in the military reserve, will receive the required time off to complete military required training and drill obligations. Employees must present a copy of official orders or instructions to the Human Resources. This information shall be made a part of the employee's personnel record. Employees called to active armed forces duty, for a time period beyond normal annual training and drill obligations, have certain re-employment rights prescribed by statutes (USERRA) with which the Authority will comply.

1.2.15 Bereavement Leave

Full-time and part-time employees bereaved by the death of a relative will be granted time off from work without loss of pay. In the event of the death of a member of a full-time employee's immediate family, the Authority provides up to three days paid time off. Employees who must travel in excess of 200 miles due to the death of an immediate family member may be granted an additional **two** days at the discretion of the Executive Director. "Immediate family" includes spouse, children, parents, parents in loco parentis, step-children, brothers, sisters, step-parents, step-brothers, step-sisters, mother-in-law, father-in-law, grandparents, and grandchildren of the employee.

Additional unpaid time off due to bereavement may be granted for a specified and limited period of time with the approval of the Executive Director. Employees seeking such additional unpaid time off must demonstrate the need for the time off.

In the event that you are on paid annual leave at the time of the death of the relative, the bereavement leave will not be charged against your annual leave credit. Additional annual leave days may be granted to compensate for those days used as bereavement leave.

Please see HHA Leave Benefit Chart for specific information.

1.2.16 Jury Duty Leave or Subpoenaed Witness

The Authority encourages you to respond positively to your civic responsibilities when called upon to serve as a Juror or Subpoenaed Witness. The Authority will grant leave in order to serve as a juror or be a witness in a court proceeding. In order to receive pay for jury duty, employees will be required to furnish the Executive Director with a copy of all documentation from the court verifying the days on and the times served.

1.2.17 Educational Leave

At the sole discretion of the Authority, part-time and full-time employees may be granted paid or unpaid leave to attend workshops, institutes, or short-term courses. All considerations and approval for an educational leave are handled on a case-by-case basis.

1.2.18 Administrative Leave

Administrative Leave may be granted by the Executive Director for regular full-time or regular part-time employees for various administrative purposes pursuant to the following guidelines:

1. Inclement Weather – In the event of inclement weather, the Executive Director will determine if the office will be closed. ~~In the event the office will be closed the Executive Director will notify the local radio stations and employees are instructed to listen to the radio to determine whether or not to report for work.~~
Security and Maintenance personnel may be required to report for duty as essential personnel.
2. Elections – An employee shall be allowed a maximum of one hour's administrative leave in order to vote in any official election.
3. Training & Related Activities – The Executive Director may grant an employee administrative leave with pay for purposes of attending a professional conference, convention, training activity, legislative proceeding, civic function or meeting or for the purposes of coordinating with governmental and private business in behalf of the Authority.

1.2.19 Employment Out-side of the Housing Authority

Employees of the Authority may not engage in any outside employment or other activity which may interfere or conflict with duties and responsibilities to the Authority or the interests of the Authority. The responsibilities of full-time employees must take precedence over those associated with any other outside employment. Outside employment is permitted as long as it does not interfere with an employee's responsibilities to the Authority or ability be present at the Authority during assigned working hours. A violation of the provisions of this Policy will be cause for immediate discharge.

1.3.0 RETIREMENT AND OTHER BENEFITS

1.3.1 Medical Benefit Plan

The Authority, as funds are available, provides each full-time permanent employee ~~who meets the eligibility requirements of the health insurance plan with~~ the option of participating in the health insurance plan beginning the first pay period after 30-days of employment. If the employee elects to participate in the health insurance plan, the costs of providing health insurance are generally provided by the Housing

Authority. Details concerning the available coverage options and the costs associated with obtaining coverage may be obtained from Human Resources.

1.3.2 Payment In Lieu Of Insurance

Authority employees frequently have choices for health insurance coverage. Employees having **proof of** alternative non-Authority health insurance coverage and electing to forgo the Authority insurance plan may receive a cash payment of **\$83.70** bi-weekly. This payment shall be paid weekly through the employee's pay check. This cash incentive must be considered as income and is subject to withholding of taxes.

Application for the payment in lieu of insurance shall be made to Human Resources. Authority employees who are eligible for health insurance coverage under any other plan for which the Authority also pays the premiums (such as two Authority employees married to each other) shall not "double dip". For example, a married couple employed by the Authority each has the right to take a single person plan if they so choose or one may decline health insurance while the other selects to take two-person or family coverage. In this case, the declining employee shall not be eligible for the cash incentive, as the Authority will receive no cost savings.

1.3.3 Continuation of Group Health Insurance

The Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") requires that most employers (with 20 or more employees) sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage at group rates in certain instances where coverage under the plan otherwise would end. Hugo Housing Authority will comply with COBRA regulations as applicable.

If Hugo Housing Authority has less than 20 employees in a given year, COBRA does not apply. The Housing Authority will follow Oklahoma State Law: OK Statute, Title 36-4509, known as a Mini-COBRA. Hugo Housing Authority shall continue coverage for a minimum of 63 days, if termination is for reason other than plan termination or gross misconduct. After which time, the terminated employee can choose to pay 100% of health insurance premiums for up to 3 months or 6 months in the case of major medical. The terminated employee must request in writing to continue the insurance no later than the 31st day after the terminated employee is given notice of the availability of the continuity of coverage option by the insurance carrier.

1.3.4. Worker's Compensation

The Authority pays a premium for Workers' Compensation insurance for all employees. This insurance coverage protects employees from a loss of income and pays medical expenses, resulting from a workplace accident or injury. Employees are required to immediately report all work-related injuries to a Supervisor, Human Resources or the Executive Director. Employees who witness a work place injury must also report immediately to a Supervisor, Human Resources or the Executive Director.

Employees with work-related injuries may be entitled to temporary alternative duty in accordance with the Oklahoma Workers' Compensation law. Employees with non-work-related injuries or other physical or mental impairments who require accommodations to perform assignments should make any accommodation requests to Human Resources. The Authority will consider the request in accordance with its Americans with Disabilities Act policy.

1.3.5 Unemployment Insurance

The Authority pays into the unemployment compensation fund established by the State of Oklahoma. Individuals laid off from employment by the Authority may be eligible for unemployment compensation benefits through the Oklahoma Department of Employment Security.

1.3.6 Social Security

Social Security is a payroll deduction representing an employee's contribution to the Federal government's Social Security Program. The Authority also contributes money on the employee's behalf to the Social Security Program.

1.3.7 Retirement Plan

The Authority will deduct 3.5% of base pay (excluding overtime and bonuses) from the full-time permanent employee's pay as an employee contribution to the retirement plan; commencing on the first day of the pay period after an employee passes probation.

The Housing Authority will contribute an amount equaling 7.5% of employee base pay (excluding overtime and bonuses) for all employees beginning on the first day of the pay period after the employee's one-year anniversary of employment.

All full-time employees are required to participate in the retirement plan beginning the first day of the first pay period after the employee passes probation. New full-time permanent employees must contribute to the plan after passing probation, but the Authority will not contribute until the first pay period after an employee has passed probation. Part-time permanent or part-time employees are not eligible to participate.

1.4.0 DISCIPLINE PROCEDURES

The Authority has established certain rules of conduct which must be followed. It is the policy of the Authority to discipline an employee for unsatisfactory performance up to and including termination. Examples of unsatisfactory performance are, but are not limited to violating a rule and or regulations, endangering the safety of others, performs duties unsatisfactorily, prevents or creates obstacles allowing other employees in completing their duties, is insubordinate or breaks laws. In each instance, the disciplinary action taken will be just and in proportion to the seriousness and/or the repetitiveness of the violation. The Authority specifically reserves the right to deviate from the progressive discipline policy, if in sole discretion of the Executive Director, the infraction is sufficiently severe to merit immediate suspension or discharge.

Examples of sufficiently severe includes but are not limited to the following: theft from the agency, fellow workers, or others; abuse of agency equipment/property; violation of employees, residents or the organizations confidentiality; insubordination; omission of pertinent facts or falsifying documents or records; being under the influence of drugs or intoxicating beverages while on duty; failure to follow the chain of command when voicing or filing complaints/grievances; failure to comply with applicable regulations/policies; illegal, unethical, **including unprofessional conduct**, abusive or unsafe acts **that includes workplace bullying of fellow employees and/or tenants**; habitual minor infractions. This progressive discipline policy is not contractual and does not alter the employment-at-will relationship between the parties. Generally, there are seven types of discipline used by the Authority:

- Verbal Warning
- Written Warning
- Demotion
- Reduction in pay/benefits
- Job Reassignment
- Suspension and
- Dismissal

Documented Verbal Warning:

Immediate supervisor or department head verbally warns employee of area which needs improvement with

remedial suggestion(s) offered. Date, time, nature of warning and remedial suggestion(s) shall be included in employee's personnel file. Warning should normally come within three work days of knowledge of offense.

Written Warning:

Department head gives written warning to employee for repeat of offense which was source of verbal warning or for an offense the seriousness of which dictates more than verbal warning. Warning will include nature of offense, remedial suggestion(s), and date, time of offense and possibility of further disciplinary action. Warning should normally be issued to employee within five work days of knowledge of offense a copy shall be entered in employee's personnel file.

Demotion:

Involuntary demotions may occur as a result of an employee's inability to perform at a satisfactory level in his/her current position, provided that the employee's job performance has failed to improve after he/she has been given an opportunity to improve. Involuntary demotions also may occur when an employee's current position is eliminated.

Voluntary demotions may result from a request by the employee for employment in a position in a lower class, provided that a position exists for which said employee is qualified. Voluntary demotions shall not be considered a disciplinary action.

Suspension:

The Executive Director may suspend an employee without pay for recurring offense or offense which merits suspension. Length of suspension one to thirty work days is based on seriousness of offense. Employee receives confirmation of suspension in writing with date, time and nature of offense and remedial suggestion(s). The possibility of further disciplinary action should be mentioned. A copy of the letter of suspension is included in the employee's personnel file.

Dismissal:

Department head recommends termination of employee to the Executive Director. After compiling all pertinent facts, Executive Director discharges employee and confirms action in writing to employee. A letter to the employee will state the time, date and nature of offense with copy placed in employee's personnel file.

The progressive discipline system should normally be used, except in those cases where the Housing Authority, at its discretion, determines that immediate termination is necessary. Furthermore, if circumstances warrant, the Authority at its discretion, may skip or repeat steps in the progressive discipline system.

1.5.0. SEXUAL HARASSMENT

It is the goal of the Authority to promote a workplace that is free of sexual harassment. The Authority will not tolerate harassment based on sex (gender; with or without sexual conduct), race, color, religion, national origin, age, disability and protected activity. The prohibition covers harassment by anyone in the work place: supervisors, co-workers, non-employee, employees are encouraged to report harassment before it becomes severe or pervasive.

The Authority will not tolerate adverse treatment of employees because they report harassment or provide information related to such complaints. When an investigation of a complaint of harassment is being conducted the persons conducting interviews of the parties and witnesses will remind these individuals

about the prohibition against retaliation. Management shall also “scrutinize” employment decisions affecting the complainant and witnesses during and after an investigation occurs to ensure that such decisions are not based on retaliatory motives.

- Sexual harassment of employees is unlawful and will not be tolerated. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, and nonphysical conduct of a sexual nature when:
- Submission to such conduct is made explicitly or implicitly a term or condition of employment or receipt of any employment benefits or opportunities.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual, or for awarding or withholding a favorable employment opportunity, evaluation, or assistance; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s performance at work, or creates an intimidating, hostile, or offensive work environment.

Sexual harassment includes a wide range of behaviors from the actual coercion of sexual relations to unwelcome offensive comments, jokes, innuendoes and other sexually-oriented statements and unwelcome emphasizing of sexual identity. Sexual harassment may be indirect and even unintentional. Employees are prohibited from bringing into the workplace or otherwise displaying any written materials or pictures that are sexually suggestive or offensive in nature.

It is essential for employees and the employer to make a clear statement to any person engaging in the offensive behavior that the behavior is unwanted and unacceptable. Employees who experience or witness sexual harassment, bullying or other unacceptable behaviors should immediately report the incident to Human Resources or the Executive Director. The matter will be promptly investigated and where it is determined that such inappropriate conduct has occurred, action will be taken to eliminate and correct the conduct. Employees whose conduct is determined to violate this policy will be subject to disciplinary action, up to and including immediate termination of employment. The Housing Authority will exercise reasonable care to prevent and correct promptly any harassing behavior and the employee shall not unreasonably fail to take advantage of any preventive or corrective opportunities provided by the Authority.

Retaliation against an employee who complains in good faith about sexual harassment is a violation of this policy and is prohibited by law. Employees that have been subjected to retaliation, should report the incident to Human Resources or the Executive director.

1.5.1 Reporting Procedure for Sexual and Other Unlawful Harassment and Discrimination

Employees who are a victim of sexual or other unlawful harassment, you should immediately report such actions to Human Resources or the Executive Director. All complaints will be and appropriately investigated. If harassment is from Human Resources or the Executive Director, the even may be reported directed to the Board of Commissioners Chairperson.

All reports of harassment will promptly be investigated. Any employee, supervisor, or agent of the Authority who has been found to have sexually or unlawfully harassed another employee may be subject to appropriate disciplinary action, up to and including immediate discharge. The complainant will be informed of the outcome of the investigation.

The Authority will conduct all investigations in a discreet manner. To the extent possible the Authority will protect the confidentiality of harassment allegations. Information will be shared “only with those who need to know about it” and records relating to the harassment complaints will be kept confidential.

All supervisors and/or managers and/or Board members are to report complaints of harassment to appropriate officials; whether the complaints is “formal” or informal; in writing or not; and whether the complainant is a subordinate of the supervisor or not.

Any employee who files false charges, or who make accusations knowing they are false, or with reckless disregard for the truth or falsehood, and/or who otherwise subvert the process by intentionally misrepresenting, will be disciplined or even discharged.

The Authority will take immediate and appropriate corrective action, including discipline, when harassment or discrimination is found. Remedial measures have the following objectives; stop the harassment, correct its effects on the victim and ensure that it does not happen again. Disciplinary measure will be proportional to the seriousness of the offense, and should not adversely affect the complainant.

1.6.0 SEPARATION FROM EMPLOYMENT

1.6.1 Termination

The relationship between the Authority and the employee is that of an “Employee At-Will”. An employee may be terminated at any time for any reason in accordance with State and Federal Laws. If an employee’s termination is related to employee misconduct, it is within the sole discretion of the Authority as to whether the misconduct requires adherence to the Progressive Discipline Policy or immediate suspension or termination.

1.6.2 Resignation

Voluntary separation occurs when the separation is initiated by the employee by:

- a written or oral resignation
- failure to appear or call for three (3) consecutive work days
- failure to return from an approved leave of absence
- failure to report to work upon recall from a layoff or reduction-in-force
- retirement

Employees who decide to resign from employment with the Authority are requested to provide at least two weeks’ notice. Employee thoughtfulness will be appreciated, and will allow the Authority to maintain work schedules and provide important services to the public.

1.6.3 Layoff/Reduction in Force

The Executive Director may lay off an employee in the service of the Authority by reason of shortage of work and/or funds; abolition of the position(s); other material changes in the organization; or for other reasons beyond the employee’s control; and which do not reflect discredit upon the employee. No employee shall be laid off while another person in the same class of position is employed in a department on a temporary or probationary basis. In the event of a layoff, the supervisor of the Department shall provide the Executive Director with a written report explaining the rationale any layoff recommendation.

1.6.4 Exit Interviews

All employees who terminate their employment may be asked to participate in an exit interview with Human Resources. The purpose of the exit interview is to discuss any relevant separation benefits and benefit continuation, and to receive feedback on ways in which our Authority can improve operations and retention of employees.

1.6.5 Return of Authority Property

Authority property of any type or value may not be used or removed from Authority premises without authorization from Human Resources or the Executive Director. All Authority tools, equipment, documents, or records made or compiled by in connection with the business of the Authority must be delivered to the Authority promptly upon the termination of any employee’s employment or at any other time upon request.

1.6.6 References

It is the general policy of the Authority to provide neutral references only (that is, information concerning dates of employment and positions held) to prospective employers of former employees.

1.7.0 Resident Employees

(This section is reserved for future policy pertaining to Resident Employees)

1.8.0 SAFETY AND HEALTH

1.8.1 Health & Safety Program

The Authority is committed to providing a safe and healthy working environment for all employees. All employees are required to bring known and potential hazards and safety issues to the attention of Supervision, Human Resources, or Executive Director.

Negligence in adherence to on-the-job safety standards will be considered grounds for discipline and /or termination.

The cooperative effort of each employee, and supervisor and manager in the awareness, acceptance, participation, and preservation of a functional Health and Safety Program is essential and welcomed. Please bring any suggestions you may have to improve safety to Human Resources.

1.8.2 Authority Security

It is each employee's responsibility to help ensure that proper security measures are exercised at all times. Employees should be familiar with emergency exits and with alarm systems and the proper steps to take upon hearing them. Any suspicious person or events should be called to the immediate attention of a Supervisor or the Police.

1.8.3 Workplace Searches

The Authority reserves the right to question employees entering and leaving the Authority premises and to inspect any packages, parcels, purses, handbags, lunchboxes, or any other possessions or articles carried to and from Authority property. This action is to safeguard the safety and property of our employees, residence and the Authority. It also and to help prevent the possession, and use of weapons and illegal drugs on Authority premises. ~~the Authority reserves the right to question employees entering and leaving our premises and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from Authority property.~~ In addition, The Authority also reserves the right to search any employee's office, desk, files, locker, or any other area or article on our premises in pursuit of our concern to safeguard the safety and property of employees and the Authority. Employees should understand that all offices, desks, files, lockers, vehicles and so forth, are the property of the Authority and are issued for the use of employees only during their employment with the Authority. Inspections may be conducted at any time at the discretion of the Authority. Additionally, GPS trackers may be installed on agency vehicles or equipment at any time without notice.

Employees working, ~~on or entering~~, or leaving the premises who refuse to cooperate in an inspection, as well as ~~those suspected of possessing employees who after the inspection~~ are believed to be in possession of stolen property, weapons, or illegal drugs, will be reported to law enforcement sent immediately. ~~to the Police and will be subject to~~ Such individuals may face disciplinary action up to and including which could include termination discharge if after an investigation confirms, they are found to be in there was a violation of the Authority's security procedures or any other Authority rules and regulations.

1.8.4 Workplace Violence

Violence ~~of~~ and verbal and physical threats violence of any kind in the workplace or on Authority property

will not be tolerated, and Employees engaging in such conduct will be subject to discipline, up to and including separation from employment. Employees who become aware of any violence or threat of violence, must immediately report the matter to immediate supervisor and police if applicable. ~~the police and a supervisor.~~

1.8.5 Motor Vehicle Violations

All employees who operate Authority vehicles are required within the end of the next business day, to notify Human Resources or a Supervisor if they have been convicted of or plead no contender to any and all motor vehicle violations. If the license of any employee who operates Authority vehicle[s] is suspended, revoked, or otherwise restricted, the employee must notify Human Resources within one working day of learning of the suspension, revocation, or restriction. Employees who are required but unable to drive and/or who fail to comply with this policy may be subject to discipline, up to and including termination of employment.

1.8.6 Seat Belt Use

Anyone operating or riding in Authority vehicles must wear seat belts at all times. **Further, if an employee is using personal vehicle for Authority business use, all safety precautions, including seatbelt wear use must be adhered to.**

1.8.7 Alcohol and Drug Abuse

Drug Policy

1. **Statement of Need.** The Authority and its employees are committed to ensuring the safe and productive learning and working environment for all clients and employees. They recognize that the state of an employee's health affects job performance and the quality of work performed. The Authority management and employees encourage and facilitate a drug and alcohol-free workplace. The following procedures have been established to address the potential adverse impact of alcohol and drugs in the workplace.
2. **Rehabilitation Program.** Alcohol and drug dependencies are treatable health problems. When in the best interests of the program and the employee, the Authority may work with the employee having an alcohol or drug dependency problem and provide him/her with an opportunity to continue in the employment of the Authority.
3. **Impairment Prohibited.** No employee will report for work or will work impaired by any substance, drug or alcohol, lawful or unlawful, except with the Executive Director's approval; such approval shall be limited to lawful medications and based strictly on an assessment of the employee's ability to perform his/her regular or other assigned duties safely and efficiently. "Impaired" means under the influence of a substance such that the employee's motor senses (i.e., sight, hearing, balance, and reaction, reflex) or judgment either are or may be reasonably presumed to be affected. Any violation of policy may result in summary discipline, up to and including discharge.
4. **Possession Prohibited.** No employee at any work site will possess any quantity of any substance, drug or alcohol, lawful or unlawful, which in sufficient quantity could result in impaired performance, except for authorized substances. "Work site" means any vehicle, office, building, or property (including parking lots) owned or operated by the employer, or any other site at which an employee is to perform work for the employer. "Possess" means to have either in or on an employee's person, personal effects, motor vehicle, tools, and areas substantially entrusted to the control of the employee such as desks, files and lockers. Authorized substances include only lawful over-the-counter drugs (excluding alcohol) in reasonable amounts; and other lawful (prescription) drugs or alcohol, the possession of which the Executive Director has been advised and approved in advance.
5. Any violation of policy may result in summary discipline, up to and including discharge.

6. Substance Screening. "Substance screening" means testing of blood, urine, breath, and saliva or otherwise as reasonably deemed necessary to determine possession or impairment and the completion of a substance uses questionnaire. For purposes of assuring compliance with this policy, both employees and applicants for employment may be subject to substance screening under the following circumstances:
 - a) Applicants. Prior to assuming any job, an applicant may be subject to substance screening incident to a pre-employment physical. Refusal to submit to such screening will make it impossible to medically classify the applicant, foreclosing any further action on his/her employment.
 - b) Employees. The substance screening of employees will be made under the following circumstances:
 - i) Suspected Impairment. When there is reasonable evidence to suspect that any employee has reported to work or is working impaired, he/she may be subject to substance screening. Refusal to submit to such screening will be considered an act of insubordination, with attendant disciplinary and employment consequences.
 - ii) Post Accident/Incident. Any employee involved in either a job-related accident or job-related incident involving the apparent violation of safety rules or standards, which did or could have resulted in serious injury or property damage, may be subject to substance screening. Refusal to submit to such screening will be considered an act of insubordination, with attendant disciplinary and employment consequences.
 - iii) Periodic screening of employees. The Executive Director can determine that periodic screening of all or a percent of randomly selected employees is needed. All employees will then be notified that periodic screening will take place, and all employees may be tested, or a percent of the employees selected by a random drawing of 15% of the total number of employees will determine who will be tested at each periodic screening.
7. Consent Form. Applicants for employment will be requested to sign a form consenting to drug testing and release of information. Applicants who refuse to sign the form will not be considered for employment.
8. Previous Employees. Employees who commenced employment with the Authority prior to the effective date of this policy herein will be requested to sign a form consenting to drug testing and release of information prior to any testing procedure for them.
9. Testing Procedures. The employee's specimen will be collected at a testing location designated by the Authority. The sample will be handled as specified by national standards through a strictly controlled chain of possession. The test will be conducted by a lab designated by the Authority according to national standard procedures and policies.
10. Reporting Results. The laboratory will report the test results to the Executive Director. The Executive Director will notify the employee regarding test results. No laboratory test results will appear in an employee's personnel file, unless those test results lead to job action. All test results will be maintained in a secure and confidential manner.
11. Assessment Required in the Event of Positive Test Results. In the event of positive results of a test the employee must undergo assessment at a treatment center, consent to the release of the assessment to the Authority and follow the recommendation of that assessment. Failure by the employee to cooperate with the assessment and treatment plan may result in termination of employment. If the employee is recommended for inpatient treatment, the employee may be suspended (with or without pay) for the duration of the treatment. Upon completion of treatment, a decision regarding continued employment will be made.
12. Employee Not Recommended for Treatment If the employee is not recommended for inpatient treatment, a decision regarding the employee will be made immediately following assessment.

13. Persons with Disabilities The program will be administered so as not to interfere with the rights of applicants and employees with disabilities, except to the extent any substance abuse handicap would directly interfere with job performance.

1.8.8 TOBACCO POLICY

The Authority is committed to providing a safe, healthy, and tobacco-free work environment for employees, visitors, and vendors. Consistent with this commitment and State law, the Board of Commissioners has declared a no smoking policy within Housing Authority owned and operated building and in Authority owned vehicles.

No use of smoking or smoke-free tobacco is allowed in any areas of Authority buildings or vehicles. Anyone wishing to smoke must do so only during authorized breaks and be at least **twenty-five (25)** feet away from Authority buildings **(including maintenance and administrative offices)**. Employees are responsible for keeping the areas used for smoking outside clean.

The Authority hopes and expects that employees will comply with the no-smoking policy. If an employee fails to comply with these rules, the employee will be subject to disciplinary action.

Chewing tobacco, although not banned, shall be treated as a nuisance if the act of chewing interferes or disrupts other office employees from performing their duties, because the act of chewing can be offensive to other employees working in the same area. Human Resources or Supervisors shall address chewing tobacco in the office as a nuisance and take the necessary action to curtail chewing tobacco, if it creates a disruption amongst employees. In addition, all chewing tobacco-laced saliva must be contained in a sealed and opaque container to avoid spillage of saliva. The act of chewing tobacco and the tobacco-laced saliva has potential health risks.

1.9.0 THE AMERICANS WITH DISABILITIES ACT

The Authority prohibits any form of discrimination in hiring as well as in all terms and conditions of employment, against individuals with disabilities. Please notify the Executive Director or if, because of a disability, you require an accommodation to perform the functions of your job. The Authority will maintain all medical information in a confidential manner in accordance with the ADA.

1.9.1 REASONABLE ACCOMMODATIONS

The Authority is committed to ensuring that no otherwise-qualified person with a disability is excluded from participating in, be denied the benefits of, or be subjected to discrimination in the context of his or her employment with the Authority. Consequently, the Authority will make on behalf of qualified individuals with disabilities or handicaps of which the Authority is aware reasonable accommodations that do not impose undue hardships on the Authority. With regard to an employee's religious observances, practices and beliefs of, which the Authority is aware, the Authority will make reasonable accommodations that do not impose an undue hardship on the Authority.

**Hugo Housing Authority
Attendance & Punctuality Policy**

1. Purpose

Reliable attendance is essential to the effective operation of Hugo Housing Authority (“HHA”). Each employee plays an important role in serving residents and maintaining agency operations. This policy establishes expectations for attendance, punctuality, and reporting absences.

2. Work Schedule

Employees are expected to report to work on time and be prepared to begin working at the scheduled starting time. Individual work schedules may vary by position and supervisor instruction (with Executive Director’s approval). Employees are expected to remain at work for the entire scheduled shift unless an absence or early departure is requested and approved, or if job/position responsibilities require to be off-site.

3. Offsite Work/Working Remotely/Reporting Absences

- A. **Offsite Work-** As a part of day-to-day operations, staff may at times be required to leave the admin office. If offsite work is required, it must be communicated clearly with the Office Manager the time of intended departure and time of anticipated return. Permission is not needed to engage in offsite-work such as bank deposits, inspections, etc.
- B. **Working Remotely-** Remote work is a discretionary benefit provided by HHA and should be used only when necessary. It must not be used in place of calling in sick or otherwise abused. Approval is at the Executive Director’s discretion, and all requests must be submitted in writing. This option is not available for all roles due to job requirements (for example: maintenance, inspections, and some property management positions).
- C. **Reporting Absences-** If an employee is unable to report to work or will be late, the employee must:
 - 1) Notify their immediate supervisor or HHA Office Manager via text, email, or phone call **as soon as possible**, and **no later than 30 minutes before the scheduled shift**.
 - 2) State the reason for the absence or delay (not specific medical issues).
 - 3) Provide an estimated time of arrival or expected return date if known.

Failing to notify the supervisor or Office Manager as required may result in the absence being classified as **unexcused**.

4. Types of Absences

Type of Absence	Definition	Documentation Required	Paid?
Scheduled Leave	Vacation, personal leave, planned medical appointments	Request submitted in advance & approved	Based on leave balances/approval
Unscheduled Leave	Unexpected illness or emergency	May require documentation; supervisor discretion	Based on leave balances
Unexcused Absence	Absence without required notice or valid reason	Not applicable	Unpaid and subject to discipline
Late Arrival	Arriving after scheduled start time	Not applicable	May be unpaid depending on frequency

Supervisors may request a doctor's note when absences exceed **three (3) consecutive workdays** or when patterns of absenteeism occur.

5. Patterns of Absenteeism

Repeated unscheduled absences, early departures, or chronic tardiness may be considered **abuse of leave** and can result in disciplinary action even if the employee has leave time available. Examples may include, but are not limited to:

- Frequent Monday or Friday absences
- Repetitive last-minute call-ins
- Absences that repeatedly occur around holidays, paydays, or scheduled events

6. No-Call / No-Show

Failure to report to work **and** failure to notify a supervisor is considered a **No-Call / No-Show**.

- **One (1) occurrence:** Written warning
- **Two (2) occurrences:** Final written warning
- **Three (3) occurrences within a 12-month period:** Disciplinary action up to and including termination.

7. Excessive Absenteeism

More than **6 unexcused absences within a rolling 12-month period** is considered excessive and may result in disciplinary action, up to and including termination.

8. Reasonable Accommodations (FMLA/ADA)

- **FMLA (FAMILY MEDICAL LEAVE ACT)**- Hugo Housing Authority recognizes that employees may occasionally need time away from work for medical or family-related reasons. Although the Housing Authority is not covered under the federal Family and Medical Leave Act (FMLA) because the agency has **fewer than 50 employees**, HHA provides a voluntary comparable Medical and Family Leave program to support employees during significant medical events, while also ensuring the agency can maintain essential housing services.
- **ADA (AMERICANS WITH DISABILITIES ACT)**- HHA is an **ADA compliant agency**, and will provide reasonable accommodations for employees where necessary.

10. Disciplinary Action - Violations of this policy may result in:

- Verbal warning
- Written warning
- Demotion
- Reduction in pay
- Job reassignment/classification
- Suspension
- Dismissal

Discipline will be administered consistently and fairly, based on severity and frequency. HHA reserves the right to deviate from progressive discipline policy if, at the sole discretion of the Executive Director, the infraction(s) is/are sufficiently severe to merit immediate suspension or discharge.

Employee Acknowledgment

I acknowledge that I have received, read, and understand the HHA Attendance & Punctuality Policy.

Employee Signature: _____

Date: _____