

PERSONNEL POLICY
OF THE
SHELTON HOUSING
AUTHORITY

Adopted _____

**Personnel Policy
Of the
Shelton Housing Authority**

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1) Basic Principles

- A. MERIT SYSTEM: The employment of the personnel and all actions affecting employees shall be based solely on merit, ability, and justice.
- B. NONDISCRIMINATION: There shall be no discrimination against employees or applicants for employment on account of race, creed, color, national origin, age, handicap, sex, or any political or union affiliation.
- C. POLITICS: All members, officers, and employees of the Shelton Housing Authority whose employment as such constitute their principal employment, are subject to the provisions of Section 12 (a) of the Hatch Act, he/she may present the matter in writing to the United States Civil Service Commission for a ruling.
- D. NEPOTISM: The employment of more than one member of the same immediate family shall be avoided as insofar as possible.

2) Organization

- A. The following positions are considered necessary to carry out the normal operating functions of the Authority, and shall be classified as follows:

<u>Position</u>	<u>Classification</u>
Executive Director	Permanent, Part-Time
Maintenance Person	Permanent, Part-Time

- B. DELEGATION OF AUTHORITY: Each employee will be given the authority necessary to perform his/her assigned duties.

3) Compensation

- A. FOR ADMINISTRATION AND MANAGEMENT EMPLOYEES:

Appropriate compensation rates shall be determined on the basis of prevailing pertinent local public practice for the positions of comparable size, scope, and responsibility. Public

practice as referred to here shall consist primarily of the municipal or county government and of such local public bodies as public schools, public hospitals, or other institutions supported by public funds. Such compensation rates, adjustments, or revisions shall require prior approval of the Board of Commissioners and prior budgetary approval of HUD.

B. FOR MAINTENANCE & CASUAL LABOR EMPLOYEES:

Appropriate compensation rates shall be paid on the basis of prevailing rates in the locality, as required in Part II of the Annual Contributions Contract.

C. TIME SHEETS shall be maintained for maintenance and other hourly paid personnel and shall be a prerequisite for payment of wages, as required by the Fair Labor Standards Act.

4) Authority to Effect Personnel Actions

A. Authority to appoint, promote, transfer, demote, suspend, and separate personnel shall be vested in the Executive Director and such other officials as are formally designated to act for him/her.

B. Authority to appoint, transfer, demote, suspend, and separate the Executive Director shall be vested solely in the Board of Commissioners.

5) Selection of Applicants

A. Persons desiring employment for both management and or maintenance or any such other position as may be necessary to carry out the functions of the Housing Authority must file written applications setting forth their qualifications, experience, references, and other information as may be required.

B. Applications must be taken to comply with the adopted Affirmative Action Plan.

6) Status of Employment

A. PART TIME EMPLOYEE: A part-time employee is an employee who works less than 15 hours per week and/or is hired on a sporadic or temporary basis. Part-time employees are not eligible for sick

leave, holiday leave, vacation time, or other benefits of the Shelton Housing Authority

- B. PERMANENT PART TIME EMPLOYEE: A permanent part-time employee is an employee who has passed the probationary period and is eligible for all employee benefits. Management and Administration positions must work a minimum of 15 hours per week to be considered permanent part-time employees. Maintenance and Manual or Casual Labor positions must work a minimum of 15 hours per week to be considered a permanent part-time employee.

- C. PROBATION: All new, promoted, or transferred employees are in probation during the first six months of their employment in that position. Personnel will be observed and evaluated by the Executive Director in terms of their ability to perform the job satisfactorily. If the individual is not satisfactorily performing the duties of his/her position, he/she may be dismissed immediately or remain on probation until such time as the Executive Director deems that the individual is performing their job in a satisfactory manner. If the employee remains on probation a weekly, semi-monthly, and/or monthly evaluation will be made by the Executive Director. All new employees, during their initial probationary period, are not eligible to accrue vacation and sick leave.

- D. PROMOTIONS: Vacated or newly established positions shall be filled, to the fullest extent consistent with the efficient operations, by the promotion of a qualified employee.

- E. TRANSFERS:
 - 1) Employees shall transfer within the organization as far as practicable to the positions where their highest skills will be best utilized.
 - 2) When transfers of personnel are necessitated by organizational changes, every effort will be made to place the affected employees in positions which will permit them to retain their salaries and/or use the highest level of skills.
 - 3) In making transfers within the organization, due consideration will be given to the desires of the employee involved.

- F. DEMOTIONS: An Employee Shall be Subject to Demotion if:

- 1) He/she has been found unsuited for his/her present position but may be expected to give satisfactory service in a lower paying position OR
- 2) If his/her position has been either abolished or reallocated to a lower paying class and he/she cannot be transferred to a position of equal pay.

NOTE: It shall be clearly documented on all papers that the transaction in no way reflects on the employee's performance or ability.

G. SUSPENSIONS: An employee may be suspended from duty WITHOUT pay for a period not to exceed (15) working days for:

- 1) Disciplinary Reasons, OR
- 2) Pending investigation or charges where the presence of the employee at work constitutes a hazard to either the Housing Authority or to him/herself. If investigation does not bear out the charges and the employee is retained, he/she shall be paid for the period of suspension.

H. SEPARATIONS: To terminate in good standing with the Shelton Housing Authority, the employee must give two weeks written notice (not including any vacation or sick leave days); return all equipment furnished by the Housing Authority; and settle all obligations with the Housing Authority. A forwarding address must be left with the Executive Director.

REASONS FOR SEPARATION ARE AS FOLLOWS:

- 1) Terminations for medical reasons: An employee's appointment may be terminated upon the advice of a physician when it is determined that the performance of duty is unsatisfactory or unsafe because of a physical or mental impairment.
- 2) Termination for other causes: Any employee of the Shelton Housing Authority may be terminated by the Executive Director for just cause, including but not limited to dereliction of his/her position, insubordination, or conduct unbecoming to an employee of the Shelton Housing Authority.
- 3) Layoff: The Executive Director may require the abolition of any position or a reduction in force due to lack of work, shortage of funds or materials, and/or completion of a project. Completion for retention is limited to employees holding smaller positions. Selection will be based first on

performance and then on seniority of service. The Housing Authority will give two weeks notice to all employees subject to layoff. Layoffs are not considered a disciplinary action. This does not apply to persons employed or hired for a specific period of time.

- 4) Abandonment: All employees of the Shelton Housing Authority shall be on duty at the time indicated by the rules and under the conditions of their employment. An employee who is absent without leave and who fails to return to duty within 24 hours shall be deemed to have resigned from the position. Such resignation is not in good standing, and the employee is not eligible for future employment with the Shelton Housing Authority.
- 5) Dismissals: An employee who gives unsatisfactory work or is guilty of a violation of regulation shall be subject to immediate dismissal. In such cases, the employee, if he/she desires, shall be given a hearing before the Executive Director, and, if necessary, to resolve the case, before the Board of Commissioners.
- 6) Leave Payments: No terminal leave or severance payments shall be made except for authorized annual leave balances.

7) Working Hours

- A. REGULATION WORK WEEK: Personnel shall observe normal work hours as necessary to perform the services required as determined by the Executive Director and/or Supervisor as stated in the job description for their position. The Executive Director shall work such hours as may be necessary to complete his/her responsibilities in a satisfactory and efficient manner. The Shelton Housing Authority office hours shall be from 10:00 a.m. to 3:00 p.m. Tuesday, Wednesday, and Thursday.
- B. OVERTIME: Overtime work shall be avoided as far as possible, but may be required by the Executive Director in the interest of efficient operation, in which case the employee shall be paid at the rate of one and one-half times the normal rate of pay. Maintenance personnel shall be paid for overtime work in accordance with the provisions of the HUD assistance contracts (40 hour week, the work week shall begin on Sunday and end on Saturday, for the purpose of overtime pay).

8) Leave Provisions

The Shelton Housing Authority provides several types of leave. There are two categories of leave, paid and unpaid.

The types of paid leave are as follows:

1. Annual
2. Sick
3. Holiday
4. Personal
5. Training
6. Bereavement
7. Civil

The types of Unpaid Leave are as follows:

1. Military
2. Special Without Pay

A. PAID LEAVE

1) Annual Leave: All permanent employees, working more than 15 hours per week, after the initial probationary period, are allowed a certain number of days each year for annual leave. Annual leave must be approved by the Executive Director in advance and scheduled in such a manner as to ensure a minimum disruption of work. Annual leave shall be earned and accrued after the initial probationary period, in accordance with the Annual Leave Scale listed below. Annual leave shall not be accrued, and no annual leave will be granted to any employee who is in the initial probationary period, who works less than 15 hours per week, or who is a temporary/sporadic employee.

Permanent employees who take accrued annual leave will be considered on annual leave only during those hours they would normally work. Employees on probationary period can only take annual leave after their probationary period ends.

Upon termination of employment, an employee shall be paid the amount of annual leave earned but not taken as of the date of termination.

The maximum number of annual leave days which may be accrued by an employee is as follows and must be taken prior to

the anniversary hire date of that employee. Annual leave cannot be accrued.

Annual Leave Is Accrued As Follows:

Years of Service	Annual Leave
First Year.....	5 days (after successful completion of probationary period)
Second-Fifth Year.....	12 days per year
Sixth-Tenth Year.....	15 days per year
Eleventh-Fifteenth Year.....	18 days per year
Sixteenth-Twentieth Year.....	21 days per year
Twenty First Year & Beyond.....	24 days per year

2) Sick Leave: Sick leave will be granted to all permanent employees working 15 or more hours a week for the following reasons:

- (a) Personal illness or physical incapacity resulting from causes beyond the control of the employee;
- (b) Enforced quarantine of the employee in accordance with community health regulations;
- (c) Doctor and/or dentist appointments; and/or
- (d) Illness or condition of a family member which requires the employee's presence. Immediate family for sick leave purposes is defined as: Spouse, children, or an individual living in the employee's household.

Upon severance of employment no unused sick leave will be paid to any employee of the Shelton Housing Authority.

SICK LEAVE CAN BE ACCRUED UP TO A MAXIMUM OF 90 DAYS

Years of Service	Sick Leave Accrual
First Year.....	5 days per year (after successful completion of probationary period)
Second-Tenth Year.....	12 days per year
Eleventh-Fifteenth Year.....	15 days per year
Sixteenth Year & Beyond.....	18 days per year

3) Holiday Leave: A holiday is a normal working day on which all operations of the Shelton Housing Authority shall cease, and the Housing Authority is closed to normal business. Exception being made to maintenance personnel who can be called in case of emergency for the health and safety of the tenants. It is the policy of Shelton Housing Authority that all permanent employees enjoy comparable time off, compensation benefits, and holidays each year. When a holiday falls on a Saturday, it will be observed the preceding Friday. When a holiday falls on a Sunday, the following Monday will be observed as the holiday. Employees are given the day off with pay.

The following are recognized as paid holidays:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

4) Personal Leave: Personal leave is to be used at the employee's discretion and for use as he/she sees necessary. Approval of personal leave will be made by the Executive Director's discretion to ensure smooth operation and uninterrupted services provided by the Shelton Housing Authority. Executive Director's personal leave shall be approved by the Board of Commissioners.

Personal Leave is Earned as Follows:

- | | |
|--------------------------|--------|
| First Year of Employment | 1 Day |
| Second Year & Thereafter | 3 Days |

Personal Leave cannot be accrued. It must be used prior to employee's anniversary date.

5) Training Leave: Employees may be allowed to leave to attend training classes, schools, workshops, conferences, or conventions.

Such leave shall be approved in accordance with the travel policy of the Shelton Housing Authority.

6) Bereavement/Funeral Leave: This leave will be granted to all permanent employees in the event of the death of a member of the immediate family and shall be equal to one (1) work week of leave. Immediate family, for bereavement/ funeral leave purposes only, is defined as spouse, children, parents, grandparents, brothers, sisters, and the same relatives of his/her spouse. Bereavement/ funeral leave shall be taken within one week of the date of death, or notification of death.

7) Civil Leave: Any person summoned to serve on jury duty shall not be subject to discharge from employment, loss of pay, loss of sick leave, loss of vacation time, or any other form of penalty, as a result of his/her absence from employment due to such jury duty, upon giving reasonable notice to his/her employer of such summons. The Shelton Housing Authority will, however, reduce the pay of an employee by an amount equal to any compensations, other than expenses, paid by the court for jury duty or require the employee to endorse the check for such duty over to the Shelton Housing Authority. Employees shall also be given time off without pay or benefits when appearing in court as a witness in answer to a subpoena, unless work related, or performing emergency civilian duty in connection with national defense. Employees shall be given time off with pay for the purpose of voting when the polls are not open at least two (2) hours before or after the employee's scheduled work hours.

B. Unpaid Leave

1) Military Leave: An employee who leaves his/her position to enter military service in time of war or any period of national emergency as declared by the President in connection with national defense or by reason of being drafted, shall be carried on the rolls in a military leave status. Upon his/her honorable discharge from military service, he/she shall be entitled to be restored to his/her same position or to a position equally acceptable to him/her for which he/she is qualified, provided he/she applies for re-employment within 90 days after his/her discharge or before the expiration of any statutory right to re-employment, if later. Military Leave of Absence with pay, in accordance with the number of calendar days each calendar year is permitted by existing State and Federal Laws, will be granted to permanent employees who are reservists of the Armed Forces or

members of the National Guard engaged in active duty training, or military aid to enforce the law.

2) Special Leave Without Pay: The Board of Commissioners or the Executive Director may grant an employee special leave without pay, for a period not to exceed eleven (11) consecutive months in any one year if it is in the interest of the Shelton Housing Authority to do so. The employee's request shall only be considered if the employee's record shows him/her to be of more than average value to the Shelton Housing Authority and where it is desirable to retain the employee even at some sacrifice. The employee shall be reinstated to the position vacated if the position still exists, or if not, to any other vacant position in the same class, if possible. No leave or benefits shall accrue to an employee during the term of his/her leave, without written agreement by both the Board of Commissioners and the Executive Director.

3) Absence Without Leave: Unauthorized or unexpected absence shall be regarded as absence without leave and deduction of pay shall be made for the period of absence (see Section I 4 Abandonment for further information).

9) Health & Safety

- A. Employees will be provided safe, sanitary, and healthful working conditions.
- B. Employees shall be covered by Workman's Compensation.

10) Employee Relations

A. Employees shall have the right to designate representatives of their own choosing. Employees shall be free to join or refrain from joining employee unions. In so doing, employees shall be ensured freedom from restraint, interference, discrimination, and reprisal.

11) Training

- A. In-service training shall be provided to aid employees in gaining efficiency in their work.
- B. Employee training shall be a function of every Executive Director.

12) Travel

- A. Employees or Commissioners of the Shelton Housing Authority may perform official travel with approval of the full Board of Commissioners. All travel shall be in accordance with the travel policy of the Shelton Housing Authority.

13) Grievances

- A. Right of Employees: Employees shall have the right to present grievances, individually, as a group, or through designated representatives. In doing so, employees shall be assured of freedom from restraint, interference, discrimination, and reprisal. Such grievances shall be presented only through the established line of authority.
- B. Supervisory Responsibility: Supervisors at all levels shall receive and act promptly on all employees' complaints.
- C. Appearance Before the Executive Director: Any employee shall have the right to appear before and present his/her grievance to the Executive Director.
- D. Appearance Before the Board of Commissioners: If the employee and the Executive Director cannot come to terms, then the employee shall have the right to appear before the Board of Commissioners as the FINAL APPEAL.
- E. None of the procedures of this Section 13 shall be construed as precluding employees from exercising their other rights if they believe they have been discriminated against during the appeal process.

14) Performance Reviews

- A. Employees shall receive an annual performance review.
- B. Performance reviews shall be noted in each employee's personnel record and shall be considered in decisions affecting personnel actions.
- C. Employees shall sign their annual performance review. Signing of the review does not mean they agree with the contents, it only signifies the review has been completed.
- D. A supervisory-employee conference may be held at other times as deemed necessary by the Executive Director. A conference may indicate how to improve performance, along with

providing information necessary in making decisions involving status of employment or separations.

- E. None of the procedures of this Section 14 shall be construed as precluding employees from exercising their other rights if they believe they have been discriminated against during the appeal process.

15) Service Records

- A. A service record shall be maintained for every employee and shall contain complete information pertinent to his/her employment, including dates of employment and pay change.
- B. A detailed and accurate leave record shall be maintained for each permanent employee as prescribed by HUD procedures.

16) Retirement/401(a)

For guidance and policy requirements on the 401(a) plan, please reference the Summary Plan Description for Shelton Housing Authority Retirement Plan document dated January 1, 2022. This document is being inserted into this policy by reference. You may find this document in the Shelton Housing Authority office and on the Definiti user portal.

17) Life Insurance

None Offered at this time.

18) Health Insurance

None Offered at this time.

19) Bonuses & Gifts

Public Housing Project costs shall not include the cost of any bonus payments or Christmas or other gifts in any form.

20) Entertainment Expenses

Public Housing Project costs shall not include expenses incurred for the provision of entertainment and incidental food and beverages.

21) Administration

The Executive Director shall have the primary responsibility of enforcement of the provisions and purposes of this personnel policy.

22) Amendment

Amendment of the above provisions shall be made by Resolution of the Board of Commissioners, subject to HUD approval.