



Our Mission: To promote adequate and affordable housing, economic opportunity and a suitable living environment, free from discrimination.

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INTRODUCTION

1.1.1 WELCOME

We sincerely hope that you will find your work with us interesting and challenging, and, therefore, enjoyable to you. You have been selected for the position you hold as a result of careful consideration of your qualifications. We know that you will devote your best efforts to your work.

The purpose of this Manual is to aid you in getting acquainted with the Alexandria Housing Authority ("AHA") and to inform you of general policies affecting you and your work. You should read, understand, and comply with all provisions of this Manual. You are encouraged to make inquiries and discuss your concerns with your supervisor.

This version of Alexandria Housing Authority's Manual of Personnel Policies and Procedures ("Manual"), supersedes and replaces any and all personnel policy memos, handbooks, and/or manuals which have been previously distributed.

1.1.2 INTRODUCING ALEXANDRIA HOUSING AUTHORITY

Alexandria Housing Authority is a member of the National Association of Housing and Redevelopment Officials (NAHRO), a professional membership organization comprised of many housing and community development agencies and officials throughout the United States who administer a variety of affordable housing and community development programs at the local level.

1.1.3 YOUR ROLE

In addition to AHA's mission, AHA also shares in the mission of NAHRO:

- To ensure that housing and community development professionals have the leadership skills, education, information and tools to serve communities in a rapidly changing environment;
- Advocate for appropriate laws and policies which are sensitive to the needs of the people served, are financially and programmatically viable for our industry, are flexible, promote deregulation and local decision making; and
- Foster the highest standards of ethical behavior, service and accountability.

Your role is to help AHA and NAHRO accomplish this mission.

1.1.4 BOARD OF COMMISSIONERS

Chairperson	F. Jannease Seastrunk
Vice Chairperson	Michael Bordelon
Resident – Commissioner	Amber Jordan
Commissioner	Robert Jordan
Commissioner	Melynda Gremillion
Executive Director	Joseph P. Page

1.1.5 STATE CIVIL SERVICE

Employment at AHA is governed by the provisions of Article X, Section 10 of the Louisiana State Constitution, and the Rules and Regulations of the Civil Service Commission of the State of Louisiana. A copy of the Civil Service Rules shall be available in the Alexandria Housing Authority (hereinafter sometimes referred to as "AHA") office for review. Rules regarding Hiring, Full-time Status, Classification, Pay, Leave, Prohibited Activities, Disciplinary Action and Rights of Appeal are contained in the Civil Service Rules.

The procedures contained in this Personnel Policies and Procedures Manual is consistent with the State Civil Service Rules, and any references to rules in this Manual are those rules set forth in the State Civil Service Rules.

Administrative Policies & Procedures**Personnel
Chapter 2-Employment
Effective Date: April 1, 2016
Policy Number 002****2.1.1 EQUAL EMPLOYMENT**

AHA is an equal employment opportunity employer. Employment decisions are based on business needs, conduct and merit, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status or political affiliation.

AHA complies with the law regarding reasonable accommodation for the handicapped and the disabled, and all other federal and state laws. AHA will not discriminate against any qualified employee or job applicant with respect to any terms, privileges or conditions of employment because of a person's physical or mental disability.

The Human Resources Department is responsible for ensuring that equal employment opportunity notices are posted near employee gathering places as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

2.1.2 RECRUITMENT PROCEDURES

When a job vacancy exist other than the position of Executive Director, the Executive Director shall insure that a personnel notice is completed and forwarded to all personnel. Job vacancies shall be posted on bulletin boards at the AHA main office and throughout AHA developments. In addition, the Executive Director may publish job vacancies in the local newspaper and shall notify State Civil Service of the vacancies. If a vacancy is posted, it will be posted for a period of at least five (5) calendar days. Any extension of closing dates shall be posted and noticed as above.

Applications for employment are available at the AHA main office and online at www.jobs.la.gov. All interested persons are welcome to apply to fill a vacant position. All applications must be received at the AHA main office by the closing date and time designated on the postings. All applicants must be prepared to take pre-employment testing as may be required by State Civil Service and AHA. The medical portion of the test shall include drug testing and is a requirement of all employment candidates prior to employment. The AHA will also perform a criminal background check of all eligible applicants. Under R.S. 40:539, the Executive Director and one additional designated employee are unclassified. The Executive Director may request additional unclassified authority pending approval of the state civil service Director and/or commission.

2.1.3 HIRING PROCEDURES

The Executive Director or appointee will screen applicants to determine whether they meet the minimum criteria for the job as described in the job description for the job sought, and will perform a thorough background check on each applicant. Applications of those applicants who meet or exceed the minimum job criteria and have a positive background check are forwarded to the hiring department for further screening of the applications to select the most qualified applicants. The supervisor of the hiring department selects the applicant who will be recommended for hire. Such recommendation is forwarded to the Executive Director, who must approve the selection prior to hiring. If an individual gives false information during any stage of the employment process, he/she may be denied employment with the AHA. If it is discovered after employment commences that the applicant gave false information, employment will be terminated. Furthermore, any employee who is arrested and/or convicted of a crime must inform his/her immediate supervisor immediately, and failure to do so may result in disciplinary action, up to and including discharge.

1. The Director may offer a special hire rate for workers with extraordinary qualifications or credentials in accordance with Civil Service Rule 6.5 (g).
2. The offer is contingent upon the applicant successfully passing his/her physical examination. If a trace of illegal narcotics or controlled substance is found during the physical examination, the applicant shall be denied employment.

2.1.4 PHYSICAL EXAMINATION

1. If the applicant accepts the AHA's offer for employment, the applicant may be required to successfully complete a physical examination.
2. A licensed physician retained and paid by the AHA will perform the examination. Any employee who has been laid off and recalled any time after the thirtieth (30th) day of the employee's last day of work shall be subjected to a physical examination. The physical examination shall be inclusive of a urine and blood test. If an applicant refuses the physical examination or to give the appropriate blood and urine sample, he/she shall be denied employment.

2.1.5 NEW EMPLOYEE

Once an applicant has been selected for hire and has accepted the AHA's offer of employment, the Executive Director or appointee will provide the new employee with general information about the AHA, including its functions, operations and goals. The new employee will receive a copy of the Personnel Policies and Procedures Manual, which the new employee will be expected to read and sign a statement acknowledging that the contents of the said policy are fully understood, and information about the AHA employee benefits program.

1. To maintain a reasonable degree of security and provide positive identification, every employee is issued and is required to wear the identification card issued by AHA in the conduct of official AHA business. It is the employee's responsibility to protect the ID card and use it properly.

If the identification card is lost, the employee will be required to pay a replacement cost of \$10.00. However, if the ID card becomes illegible due to normal wear and tear, a duplicate will be made at no extra cost. Old ID cards shall be returned to Human Resources prior to receiving a new card. Upon termination of employment, all ID cards must be returned to Human Resources.

2. The new employee's immediate supervisor or Human Resource representative will conduct a tour of the office building and personal work space and acquaint the new employee with department procedures and rules.

2.1.6 EMPLOYEE STATUS

Each employee will be included in one of the following categories, depending on his/her regularly scheduled workweek. Classified and Unclassified Appointment is full time if they work at least 40 hours per week.

1. **Classified** - The Department of Civil Service of the State of Louisiana regulates how you will be hired, compensated or dismissed from employment. Within the classified employment there are three types of appointment.
 - a. **Probationary Employee** - New employees who have been hired to fill a full-time position shall be a probationary employee for the first year of employment. After completion of one year of active employment, the employee shall become a full-time employee, unless the Executive Director extends the probationary period.
 - b. **Classified WAE (CWAE)** - A classified WAE appointment is a temporary appointment of an employee to fill a position in the classified service for a limited period of time and hours in order to address filling the position in a regular manner, or to address an emergency or work overload situation. CWAE employees may not work for more than 1245 hours in a 12 month period.
 - c. **Job Appointment** - This appointment may be used for long-term temporary hiring of 48 months or less.
2. **Unclassified Appointment** - the Executive Director regulates how unclassified employees will be hired, compensated or dismissed from employment. The Board of Commissioners regulates how the Executive Director is hired, compensated or dismissed from employment.

2.1.7 PROBATIONARY PERIOD

The first year of employment is considered the initial probationary period. During this period the employee should make every effort to learn the job and to become familiar with the work. Employees are ineligible for promotion or transfer into other classifications until successful completion of the probationary period. At six months the employee and his/her Departmental Supervisor will review progress toward becoming a permanent employee. The Departmental Supervisor will describe the ways in which the employee is or is not meeting the requirements of the job, and offer specific criteria, help and advice in an effort to help improve performance. If at any time during the probationary period the employee fails to perform satisfactorily and/or does not

respond to counseling and/or training, action may be taken by the Departmental Supervisor to recommend termination of employment with the AHA. The Departmental Supervisor's decision must be based on proper documentation. The Executive Director must approve the termination for it to take effect.

If the employee is dismissed during any probation period for any reason other than discrimination on the grounds of race, sex, creed, color, or handicap, the employee has no right to grieve the dismissal. However, the employee is encouraged to participate in an exit interview.

3.1.1 HOURS OF WORK

For Public Housing, Section 8, Human Resource and Accounting employees, the workweek for permanent full-time employee consists of 40 hours and is from 8:00 am to 4:30 pm, Monday through Sunday, with a one half hour lunch period. Maintenance employees work 7:30 am to 4:30 pm, with a one hour lunch. All employees may be required to work on weekends, evenings and holidays when necessary and requested by the Executive Director.

Department heads may, with the approval of the Executive Director, establish other schedules of working hours for those employees who are required to work on shifts or during periods other than regular working hours because of the nature of the work performed.

3.1.2 BREAKS AND LUNCH

Lunch breaks are thirty (30) minutes for everyone except Maintenance Personnel and should be taken between 12:00 noon and 1:00 pm. Exceptions are allowed if granted by the department head, but if the department head is not available then the employee should contact the Executive Director or appointee. Morning and afternoon breaks are fifteen (15) minutes each. Morning breaks must be taken between 9:30 am and 10:30 am and the afternoon breaks must be taken between 2:30 pm and 3:30 pm. Fifteen (15) minute breaks are not compensated if you do not take them.

3.1.3 OVERTIME

Civil Service Rule 21.1 states that classified employees may be authorized by any employee who has been authorized by the Executive Director to work overtime as needed. Overtime work requires prior approval of your immediate supervisor, failure to obtain approval may result in discipline.

The AHA will determine the exempt or non-exempt status of all positions in accordance with the Fair Labor Standards Act (FLSA); All non-exempt employees shall be compensated in accordance with the FLSA for overtime conditions covered by the FLSA. For overtime that is not covered by the FLSA, the non-exempt employees will be compensated in accordance with the Civil Service Rules for State Overtime. Exempt employees shall also be compensated in accordance with the Civil Service Rules for State Overtime.

Overtime compensation may be granted in the form of cash payment or compensatory leave earned. Cash shall be paid when required under the FLSA or by the Civil Service Rules. Employees employed on an intermittent schedule shall not earn compensatory leave, but shall be paid cash.

Employees will be compensated for overtime pursuant to Chapter 21 of the Civil Service Rules.

Employees who accumulate compensatory leave at the time and one-half rate shall accumulate no more of such compensatory leave than allowed under the FLSA. The cap is 240 hours. Once the maximum balance of compensatory leave earned at the time and one-half rate is reached, any additional overtime worked in excess of 40 hours per week must be paid to the non-exempt employee in cash at the time and one-half rate.

Compensatory leave earned hour-for-hour may be accumulated in excess of 360 hours, but not more than 360 hours shall be carried forward from one calendar year to the next, unless an exception is granted by the Civil Service Commission to maintain essential services necessary to preserve the life, health, or welfare of the public. For employees whose hour-for-hour compensatory leave balance exceeds the cap, payment shall be made within 90 days after January 1 of each year for the excess compensatory leave. Any excess leave not paid shall be cancelled.

Upon separation or transfer from the AHA, all compensatory leave earned at the time and one-half rate and credited to an employee shall be paid in accordance with the FLSA. Unused compensatory leave earned hour-for-hour by non-exempt employees shall be paid in full.

All unused compensatory leave earned hour-for-hour by exempt employees may be paid upon separation or termination from the AHA at the final regular rate of pay received by the employee. If said leave is not paid upon separation or termination, it shall be cancelled upon separation or transfer from the AHA. Such leave shall not be re-credited to the employee upon reemployment by the AHA or any other agency.

The Civil Service Commission may, from time to time, grant exceptions to these overtime rules.

3.1.4 PAYPERIODS

Employees shall be paid every two (2) weeks. Federal withholding taxes, Social Security and retirement plan contributions are automatically deducted from the paycheck if applicable. The employee may, by written authorization, authorize additional deductions for insurance premiums, charities, or other reasons as appropriate. The AHA may make automatic court-ordered deductions (child support, garnishments, etc.).

3.1.5 FLSA

It is the policy of AHA to fully comply with the Fair Labor Standards Act. In keeping with this commitment, it is the policy of AHA to promptly investigate and correct any improper payroll deductions or other payroll practices that do not comply with the Act. If an employee believes that an improper payroll practice, such as an improper deduction from an exempt salary, has occurred, he or she may raise their concerns and/or complaints to the Human Resources Department. The Human Resources Department will see that the matter is appropriately

reviewed and if an improper deduction has been taken, the employee will be reimbursed for the amount of any inappropriate deduction.

3.1.6 RECORDING HOURS WORKED

All employees are provided with two job clock keys. These keys must be used to clock in and out. If the keys are misplaced or lost, there will be a \$10.00 per key replacement cost.

All employees are to use the employee time clock to document hours worked, overtime hours earned and leave time taken. The employee shall be provided with a time clock printout of hours worked at the end of each pay period and the employee is to sign the card as verification of work performed.

3.1.7 MARKET ADJUSTMENT

An employee becomes eligible for a market adjustment on July 15th of each year. Employee must have a rating of Exceptional, Successful or not evaluated on the previous year's performance evaluation. The employee must have been hired on or before January 15th of the same year.

The amount of a market adjustment will be in accordance with Civil Service Rules.

Administrative Policies & Procedures**Personnel**

Chapter 4-Alternative Work Schedule/Flex Time
Effective Date: April 1, 2016; revised February 10, 2017
Policy Number 004

4.1.1 ALTERNATIVE WORK SCHEDULE/FLEX TIME

In an attempt to increase customer service and provide alternative work schedules for AHA employees, an Alternative Work Schedule/Flex Time Program is established for use at the direction of the Executive Director.

4.1.2 Implementation

The supervisor of each department shall establish staffing levels necessary for customer service and business operational needs. Staff levels must be sufficient at all times to meet the operating requirements of each department and AHA.

Supervisors are responsible for the maintenance of employee plan documentation, including individual time and attendance reports and plan selection documents to be executed by each individual employee.

4.1.3 AHA Main Office Schedule

When alternative scheduling is utilized, the AHA Main Office **will maintain regular business hours. Any changes in office hours will require notification of changes in hours of operation to be placed outside of the building and on the website.**

4.1.4 9/80 Workweek

The 9/80 Workweek consists of working five, eight-hour days in one week of the payroll period and four, ten-hour days the other week, resulting in one day off in the pay period.

4.1.5 Flex Time

At the Department Supervisor's discretion, based on business needs, workdays can be defined to begin at other than 8 a.m. and to end at other than 4:30 p.m., so long as 40 hours are worked and not exceeded in a workweek. **Employees are expected to maintain the approved flex schedule for one year or until authorization is obtained from the Executive Director.** A lunch break must be at least 30 minutes each day.

4.1.6 Selection of Work Schedule

Employees may elect to work the 9/80 Workweek or Flex Time, as approved by the Department Supervisor based on the needs of AHA and the particular department. The required documentation for each employee should be emailed to HR. Employees not selecting an Alternative Work Schedule shall remain on the Monday through Friday, 8 a.m. – 4:30 p.m. schedule. After receiving the approval of the Department Director, an employee may revise their work schedule selection to be effective at the end of a workweek.

4.1.7 Holidays

All holidays will be compensated based on the number of hours normally scheduled for that workday. If your scheduled off day falls on a holiday, you will not be allowed an additional day off as a replacement for that day.

4.1.8 Exempt Employees

In the event an exempt employee is required for business reasons to work on a day scheduled off, there shall be no additional compensation.

4.1.9 Opening and Closing Buildings

There shall be designated openers and closers for each work day. These management individuals who possess alarm codes shall be responsible for ensuring that the office is opened each morning by their scheduled work time and they shall also be responsible that the building is secured and alarms are set at the end of the work day at their designated leave time. If the designated closer or opener will not be reporting to work for any purpose, they are responsible for notifying another member of the management staff of this. In addition, they are responsible for ensuring that they have made arrangements with another management staff member to close or open the building. This ensures that other staff participating in the flex schedule are able to work their full work day without interruption.

If another management staff is able to take on this responsibility, their schedule may be adjusted to accommodate this request i.e. leaving early or arriving early to maintain 40 hours. This request must be reviewed and approved by the Executive Director or the Assistant Executive Director.

4.1.10 Participation

AHA reserves the right to change, decline, suspend, or terminate any alternative work schedule options offered, at any time, for any reason.

5.1.1 WORK SITE REASSIGNMENTS

A work site reassignment occurs when an employee is relocating from one AHA location and/or facility to another. The employee's department head may require the employee be reassigned from one job site to another. The employee may be reassigned when the department supervisor believes the employee's skills can be better used at a different site. Work site reassignment is the right of management. If an employee is reassigned, the employee will not be subject to an evaluation period and will not have the right to grieve the reassignment.

5.1.2 DEMOTIONS

If the employee is not suited for the duties and responsibilities of the current position, the position may be reduced along with salary, subject to the approval of the Executive Director and State Civil Service. If the employee requests consideration for a lower grade job, the employee must accept the salary appropriate for that job level. If the employee is demoted, a probationary period of at least one (1) year may apply (Civil Service Rule 9.1), according to the employee's previous status. The Departmental Supervisor shall evaluate and discuss the evaluation with the employee and document the results.

5.1.3 JOB DUTIES AND ASSIGNMENTS

Supervisors have the right to assign work duties and assignments from time to time that may differ from those in the employee's job description as long as the new duties and assignments are generally related.

6.1.1 Employee Development & Training

Training and education programs are provided through on-the-job training programs, in-service training programs and job related training programs to improve the capabilities of employees in performing their assigned duties and preparing them for opportunities for career development. The Executive Director and Departmental Supervisors are responsible for identifying and describing needed training. The Executive Director must approve funds for any training program.

6.1.2 Licensure and Registration

All employees who perform work that requires licensure, registration, or credentialing by AHA or a regulatory agency are held responsible for presenting those credentials during the pre-placement process and for maintaining those credentials after being hired. Some positions within the AHA require ongoing training, failure to maintain or participate in such training and/or certification may result in disciplinary action, up to and including termination. It is the responsibility of the employee to provide proof of licensures/registration to appropriate AHA personnel when received. Falsification or misrepresentation of credentials may result in disciplinary action up to and including termination.

Administrative Policies & Procedures**Personnel****Chapter 7-Employee Leave & Holidays****Effective Date: April 1, 2016****Revised: September 1, 2016****Policy Number 007****7.1.1 ANNUAL AND SICK LEAVE ACCRUAL**

All regular full-time and part-time employees, except those on CWAE appointments, accumulate annual and sick leave. Accumulation of annual and sick leave is based on length of service and shall be creditable at the end of each calendar month or at the end of each regular pay period in accordance with the following general schedule:

- Less than 3 years of service: 0.0461 hour of annual leave and 0.0461 hour of sick leave for each hour of regular duty.
- 3 years but less than 5 years of service: 0.0576 hour of annual leave and 0.0576 hour of sick leave for each hour of regular duty.
- 5 years but less than 10 years of service: 0.0692 hour of annual leave and 0.0692 hour of sick leave for each hour of regular duty.
- 10 years but less than 15 years of service: 0.0807 hour of annual leave and 0.0807 hour of sick leave for each hour of regular duty.
- 15 or more years of service: 0.0923 hour of annual leave and 0.0923 hour of sick leave for each hour of regular duty.

No employee shall be credited with annual or sick leave:

1. For any overtime hour;
2. For any hour of leave without pay;
3. For any hour in on-call status outside of his/her regular duty hours as defined in Civil Service Rules 11.1 and 11.2;
4. For any hour of travel or other activity outside of his/her regular duty hours as defined in Civil Service Rules 11.1 and 11.2; and
5. For any hour of a holiday or other non-work day which occurs while he/she is on leave without pay.

Employees are urged to use their vacation accrual hours (if any) within the fiscal year.

Employees must schedule and receive approval of annual/sick leave in advance from the departmental supervisor. All departmental supervisors must notify the Executive Director when requesting leave.

Any absence that occurs on a Monday or Friday or on the day preceding or

following a holiday will require prior approval or a physician's statement to be considered an approved absence.

If a holiday occurs during annual leave, the holiday will not be recorded against annual time. Should the employee become ill during annual leave, sick leave may be used upon approval of the departmental supervisor.

Upon leaving employment with the AHA, employees normally will be paid for any unused annual leave accumulated up to a maximum of 300 hours. However, sick leave and annual leave (vacation) are mere gratuities, and should not be considered earned and/or vested rights, benefits, or wages.

7.1.2 MANDATORY ANNUAL LEAVE USAGE

To be at your best, employees need occasional time off to address personal business or to recharge your batteries. The agency has implemented the following policy to foster a better work-life balance for all agency employees. Employees are encouraged to schedule vacation as long as the time is scheduled ahead of time and does not disrupt agency operations.

If an employee has accumulated more than 300 hours of annual leave, he/she must use all earned leave in excess of 300 hours within 6 months of earning the excess leave. Each employee shall begin every fiscal year with no more than 300 hours of annual leave time. Exceptions to this policy apply only if the employee has scheduled future time off to use the excess leave. Failure to schedule time off to use the leave may result in the Executive Director scheduling time off for the employee in order to eliminate the excess leave time. Failure to follow this policy may also result in disciplinary action.

Employees currently in excess of 300 annual hours

Employees who currently hold more than 300 hours of annual leave will be required to schedule time off based on the amount of leave they currently hold to reduce and/or eliminate any excess leave. Each supervisor will work with their subordinates to determine how best to use current leave without interfering with daily operations. This plan may span a period not to exceed 5 years. This plan should be documented and provided to the Executive Director by supervisors.

7.1.3 SICK LEAVE

Sick leave benefits are available only if the employee is ill or has a medical or dental appointment. Sick leave is cumulative from year to year, but no reimbursement for unused sick leave is made when an employee terminates his/her employment with the AHA.

Employees must personally notify a supervisor within his/her department no later than 8:15 am on the first day of illness of any intent to use sick leave and the day anticipated for returning to work. Should the employee encounter a lengthy illness, the employee should report the condition to the

supervisor. In order to be approved for such leave the employee must complete a request for leave form and submit it to his/her immediate supervisor. The leave request is not approved unless signed by a member of the senior staff. All departmental supervisors must notify the Assistant Executive Director when requesting leave.

A statement from a physician is required should the illness continue for more than two (2) working days and also after surgery or accident regardless of the length of absence. In addition, abuse of sick leave and/or repeated absences as reasonably defined by the immediate supervisor may result in the supervisor requiring a statement of treatment from a physician and/or dentist for absences of any duration. If a physician's statement is not presented upon return to work, this time off will be considered an unpaid absence. Any time an employee needs medical, dental or optical diagnosis or treatment, the time taken off may be charged against earned sick leave.

7.1.4 LEAVE WITHOUT PAY

Employees may be excused from work for good and sufficient reasons. An employee may be excused from work only with the consent of the Executive Director. Excused leave should be designated on the leave slip as being with pay or without pay.

7.1.5 FAMILY AND MEDICAL LEAVE

The Family and Medical Leave Act of 1993 ("FMLA") provides unpaid, job-protected leave to eligible employees for certain family and medical reasons, without loss of health insurance benefits. The existence of this policy shall not alter or expand the statutory requirements of FMLA, and application of this policy is correspondingly limited to those employers and employees who are protected based on the provisions of FMLA.

I. General FMLA Leave Information

- A. Eligible Full-Time Employees may be qualified to take up to 12 weeks of unpaid leave during a 12-month period for any of the following reasons:
1. the birth of a son or daughter of the employee and in order to care for such son or daughter;
 2. the placement of a son or daughter with the employee for adoption or foster care;
 3. to care for the spouse, son, daughter, or parent of the employee, if such spouse, son, daughter, or parent has a serious health condition;
 4. because of the employee's own serious health condition that makes an employee unable to perform the functions of the position of such employee;
 5. to care for qualifying exigency arising out of an employee's immediate family member's military deployment to a foreign country.

B. Leaves are limited to 12 workweeks for reasons one (1) through four (4) referenced above or up to 26 workweeks in a single 12 month period for the care of covered

service members ***per rolling 12-month period measured backward from the date an employee uses any FMLA leave.***

C. An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member shall be entitled to a total of 26 workweeks of leave during a 12-month period to care for the service member. The leave described in this paragraph shall only be available during a single 12-month period.

D. Spouses employed by the same employer are limited in the amount of family leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of 12 workweeks (or 26 workweeks if leave to care for a covered service member with a serious injury or illness is also used). Leave for birth and care, or placement for adoption or foster care, must conclude within 12 months of the birth or placement.

E. Any questions about FMLA leave can be addressed by the Human Resources Department.

II. Eligibility

For the purposes of FMLA leave:

Eligible employee: An employee who has completed 12 months of employment and has worked 1,250 hours of service in the preceding 12-month period.

Serious health condition: An illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

Son or daughter: a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is (A) under 18 years of age; or (B) 18 years of age or older and incapable of self-care because of a mental or physical disability.

Covered Service member: a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

III. Requesting FMLA Leave

Eligible Employees should:

a. Make requests for FMLA leave to the Human Resources Department at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events so that coverage for the employee's position can be arranged and so that the appropriate FMLA paperwork can be arranged.

b. Employees taking FMLA *medical* leave (to care for the spouse, son, daughter, or parent of the employee, if such spouse, son, daughter, or parent has a serious health condition; or because of the employee's own serious health condition) must submit a health care provider's statement verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to the Company.

IV. FMLA Leave in relation to paid leave

FMLA LEAVE SHALL RUN CONCURRENT WITH ANY ANNUAL AND SICK LEAVE ACCRUED.

V. Employee Benefits during FMLA Leave

Subject to the terms, conditions, and limitations of the applicable plans, AHA will continue to provide health insurance benefits and other applicable benefits for the full period of the approved leave subject to employee's timely remittance of the employee share. Benefit accruals, such as annual and sick leave will not continue during the approved leave period.

VI. Intermittent or reduced schedule leave FMLA Leave

Intermittent leave may be allowed where the employee's condition or circumstances do not require that he or she be off work on a full-time basis. However, the total time off may not exceed the 12-week period.

VII. Return to Work after FMLA Leave

So that an Employee's return to work can be properly scheduled, an Employee taking FMLA leave is required to provide the Human Resources Department with at least two weeks advance notice, when foreseeable, of the date the Employee intends to return to work.

Employees returning from FMLA leave due to their own serious health condition must submit a health care provider's verification of their fitness to return to work.

When FMLA leave ends, the Employee will be reinstated to the same position, if it is available, or to an equivalent position for which the Employee is qualified. If an Employee fails to report to work promptly at the end of FMLA leave, the agency may assume that the Employee has resigned.

7.1.6 ADMINISTRATIVE LEAVE

Administrative leave is leave with/without pay granted by the Executive Director for a specific occasion.

7.1.7 FUNERAL LEAVE

In the event of death in an employee's immediate family, the employee is allowed time off for the purpose of attending the funeral or to administer related affairs. Up to two (2) consecutive working days of leave with pay may be granted upon request in the event of a death in an employee's immediate family. Immediate family consists of parents, stepparents, sister, stepsister, brother, stepbrother, spouse, children, stepchildren, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandparents, and grandchildren. The supervisor receiving such request has the right to require proof of relationship and/or attendance at the funeral. Employees who require additional time off beyond the two (2) days may request additional time off which will be charged to annual leave or leave without pay. Such leave may start on the day of the death or the first day immediately following death at the discretion of the employee.

7.1.8 MILITARY LEAVE

1. Military Leave with Pay

Probationary and permanent employees who are members of a reserve component of the Armed Forces of the United States shall be entitled to military leave with pay when placed on "military active duty for training" by order of an authority of the Armed Forces of the United States and when given constructive credit for such training.

Maximum military leave with pay for "military active duty for training" is fifteen (15) working days per calendar year.

2. Leave Without Pay for Military Purposes

Probationary and permanent employees may apply for but shall not be required to take annual or compensatory leave for military purposes. However, they shall be entitled to leave without pay for a period of six (6) consecutive years:

1. When ordered to active duty; or
2. When placed on initial military active duty for training; or
3. When placed on military training duty and the maximum authorized military leave with pay has been exhausted or is not authorized.

3. Separation for Military Service

Probationary and permanent employees ordered to "military active duty" or "military active duty for training" with the Armed Forces of the United States for periods in excess of six (6) consecutive years may be separated from state service.

4. Rights Upon Return

Probationary and permanent employees returning to their classified positions under the provisions of Civil Service Rule 11.26 or 23.15, shall return with such seniority, status,

pay, and annual sick leave accumulation rates as they would have had if they had not been absent for military training or military active duty; however, status is subject to the provision of Civil Service Rule 9.3.

7.1.9 WORKMENS COMPENSATION PAYMENT

When an employee is absent from work due to disabilities for which he/she is entitled to Workers' compensation, he/she:

1. Shall, to the extent of the amount accumulated to his/her credit, be granted sick leave not to exceed the time period wherein workmen's compensation benefits begin, and/or
2. May, to the extent of the amount accumulated to his/her credit, be granted annual leave or a combination of annual and sick leave not to exceed the amount necessary to receive payment of workers' compensation benefits.
3. May be granted leave without pay.

7.1.10 JURY DUTY OR WITNESS

1. Regular employees who are summoned for jury duty or as a witness may be authorized leave without charge to his/her other accumulated leave. The employee shall be paid full salary by the AHA while serving jury or witness duty. In requesting this leave, an employee shall submit a copy of the summons or subpoena with the request to the immediate supervisor.
2. An employee released from service or dismissed early will return to work as soon as possible. If an employee is released prior to 2:00 pm on a workday, it is expected that he/she return to work for the remainder of the day.

7.1.11 HOLIDAYS

The AHA observes the following holidays as statutory holidays:

New Year's Day	Labor Day
Martin Luther King Day	Elections Day
Mardi Gras Day	Veterans Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

Employees who are required to work on these days will be granted compensatory time or monetary compensation at time and one-half at the AHA's discretion.

In addition, the statutory holidays of General Election Day every two (2) years do not require a proclamation, but employees who are required to work are entitled only to compensatory time.

Proclamation Holidays - other holidays may be declared by executive proclamation by the Governor. Employees who are required to work are entitled to compensatory time.

Chapter 8-Travel Policy**Effective Date: April 1, 2016; Revised April 13, 2017****Policy Number 008****8.1.1 APPROVED REASONS FOR TRAVEL**

- A. Seminars and workshops designed to train and improve staff capabilities.
- B. Attendance at meetings of professional organizations.
- C. Other travel of which the Executive Director determines to be reasonable and related to agency operations.

8.1.2 TRAVEL EXPENSE REIMBURSEMENT

Automobile allowance on personal vehicles for travel outside city limits shall not exceed the approved mileage rate set by the IRS. The Board of Commissioners may, with the approval of HUD and within the guidelines of the IRS change this rate. The number of miles will be based on actual odometer readings or official map mileage. If personal automobile usage is approved for travel in excess of 300 miles one-way, the lesser of round trip coach class airfare or official map mileage at the IRS approved standard mileage rate plus en-route meals and lodging expenses will be reimbursed.

Employees shall use free hotel pickup service where it is available. Where free transportation is not available, taxi fare for other necessary and reasonable transportation will be reimbursed. Receipts are required.

Rental of an automobile, when necessary, must be PRE-APPROVED by the Executive Director. Explanation of the need for a rental car must be in writing. Only unusual circumstances will require the use of a rental car. A copy of the rental agreement including details of all charges must support rental car costs.

All fees for airfare will be paid in advance by the agency with payments made directly to the airline. Flights shall be coach class.

8.1.3 REGISTRATION FEES

All registration fees will be paid in advance by the agency with payments made directly to the sponsoring organization. Copies of registration forms or meeting brochures showing the fees and dates of the meeting must accompany the request for payment.

8.1.4 MEALS

An allowance equal to the current IRS per diem rate for the location travelled within the Continental United States is allowed for employee's meal and incidental expenses.

Incidental expenses include, but are not limited to, expenses for laundry, cleaning and pressing of clothing, and fees and tips for services, such as for porters and baggage carriers. The term incidental expenses does not include Taxi cab fares, lodging taxes, or the costs of telegrams or telephone calls.

Allowances are reimbursable at the per-meal rate based on the hours of travel when there is no overnight stay and on the first and last day of overnight travel. Where the days and hours of travel are properly documented, receipts will not be required.

8.1.5 LODGING

Reimbursement for lodging will be approved for single occupancy room rate at the location of the meeting or nearest available location. Bona fide hotel/motel receipts must document lodging costs. Requests for advance payment directly to a hotel/motel must be supported by a written estimate of lodging costs from the hotel/motel. Also, where the lodging is paid in advance, the traveler must submit a bona fide receipt showing actual costs along with the Travel Voucher when travel is completed.

8.1.6 OTHER EXPENSES

The following expenses are allowable where reasonable and documented by bona fide receipts.

1. Parking & Toll Charges
2. Other reasonable and necessary costs approved by the Executive Director.

8.1.7 TRAVEL ADVANCES

Travel advances may be obtained by completing the Travel Advance Request form and having it authorized by the Executive Director. Requests for travel advances must be received in the Accounting Department at least one (1) week prior to the proposed travel. Travel advances are not allowed for personal automobile usage for in-state travel.

PERFORMANCE STANDARDS, DUTIES AND DISCIPLINE**9.1.1 Performance Evaluation System**

1. The Performance Evaluation System is a tool used to measure individual performance and to develop employees into high-performing individuals. The Performance Evaluation System is effective July 1, 2012 and applies to all employees. The performance evaluation year shall be July 1st through June 30th of each year.
2. Each AHA employee's performance will be planned and evaluated annually by his/her Reviewing Supervisor and a 2nd Level Evaluator. His/her reviewing supervisor is someone in the employee's chain of command with knowledge of the employee's work and is usually an immediate supervisor. The purpose of the evaluation is to rate the employee's performance in a fair and equitable manner and ensure the employee's performance meets the standards set in the planning process in accordance with Civil Service Rules.

Upon employment and then every year thereafter, the employee's reviewing supervisor will meet with the employee and establish performance goals for the evaluation period. The Three Tier Evaluation System consists of:

Exceptional: Work and behavior consistently exceeded the performance criteria.

Successful: Work and behavior met the performance criteria.

Needs Improvement/Unsuccessful: Work and/or behavior did not meet the performance criteria.

An Evaluating Supervisor may elect to assign an employee who worked less than three calendar months within the performance evaluation year a default overall evaluation of "Not Evaluated." An overall evaluation of "Not Evaluated" shall have the same effect as an evaluation of "Successful." "Not Evaluated" evaluations may be given only when:

- the employee is active as of June 30, the end of the performance year, and
- the employee has worked less than three (3) months at the evaluating agency within the performance year, and
- the appointing authority determines that not enough time has elapsed to create an evaluation for the employee.

When an evaluation is in violation of these rules, the employee shall receive an overall evaluation

of "Unrated." "Unrated" evaluations shall have the same effect as an evaluation of "Successful."

An evaluation of "Needs Improvement/Unsuccessful" is not a disciplinary action.

Any employee whose official overall evaluation is "Needs Improvement/Unsuccessful" shall not be eligible for a performance adjustment, a promotion or permanent status, or detailed to a higher level position unless approved in advance by the Director of Civil Service.

An employee whose official overall evaluation is "Needs Improvement/Unsuccessful" may be separated or disciplined in accordance with the rules applicable to the employee's status.

Permanent employees shall have a right to request a review in accordance with the provisions of rules.

An employee who is not evaluated in accordance with the provisions of these rules shall have an official overall evaluation of "Unrated" on the evaluation effective date of July 1st. Permanent employees shall have a right to request a review in accordance with the provisions of rule 10.11.

9.1.2 Performance Planning System

1. The Evaluating Supervisor shall prepare a performance plan at the beginning of each evaluation period. The performance plan shall list work tasks and behavior standards on which the employee's overall performance will be evaluated. These shall be recorded on the planning and evaluation form.
2. After obtaining the Second Level Evaluator's signature approval of the performance plan, the Evaluating Supervisor will conduct a performance planning session with the employee. During the planning session, the Evaluating Supervisor shall present the performance planning and evaluation form to the employee and discuss the performance work tasks and behavior standards on which he will be evaluated and the performance that will be expected of him/her during the coming evaluation period. Planning sessions shall be conducted during the first three (3) calendar months following:
 - a. the appointment of a new employee;
 - b. the permanent movement of an employee into a position having a different position number with **significantly different duties**;
 - c. the beginning of the new performance evaluation year (no later than 9/30).

9.1.3 Performance Review/Appeal

Agency Review

1. A permanent employee who receives an overall performance evaluation of "Unrated" or "Needs Improvement/Unsuccessful" may request an official review of that evaluation by an

Agency Reviewer(s).

2. The appointing authority shall designate the Agency Reviewer or an Agency Review Panel. The Reviewers shall not be either the Evaluating Supervisor or the Second Level Evaluator who signed the evaluation being reviewed. The official overall evaluation may only be changed by the Agency Reviewer(s).
3. A request for review must be submitted in writing and be postmarked or received in the employing agency's Human Resources office no later than September 15th following the evaluation year. In the request for review, the employee must explain and provide supporting documentation for the request for review.
4. If the request for review is timely, the Agency Reviewer(s) must review the employee's request, the evaluation given and any supporting documentation provided. The contested evaluation must be discussed with the employee and the Evaluating Supervisor.
5. The Agency Reviewers) shall give the employee, the Evaluating Supervisor, and the Human Resources office written notice of the results of their review. This notification shall be provided no later than October 15. Any change in evaluation shall be retroactive to July 1st.

The performance evaluation form, the employee's request for review, the Agency Reviewer(s) decision, and the supporting documentation attached to the performance evaluation, as well as any documents requested from the employee or supervisor during the review, shall be maintained in the employee's official personnel file or other secured performance file maintained in Human Resources.

6. Request for Review by the Director of Civil Service. A permanent employee who Receives an overall evaluation of "Needs Improvement/Unsuccessful" following an Agency Review may request to have his/her performance file reviewed by the Director or the Director's designee. A request for review under this rule must be postmarked or received by the Director no later than 10 calendar days following the date the employee received the Agency Review decision. In the request, the employee must explain why he is contesting the decision of the Agency Reviewers). If the request for review is timely, the Director or his designee shall obtain and review the employee's performance file. The Director may either affirm the overall evaluation or change the overall evaluation to "Unrated". The Director's decision shall be final. The Director shall provide a written decision to the employee, the Evaluating Supervisor, and the Human Resources Officer no later than thirty (30) calendar days following the date the request for review was received.

10.1.1 UNIFORMS AND APPEARANCE

AHA expects employees to be well groomed, clean and neat at all times.

1. Uniformed employees

- a. Employees in designated positions are required to wear uniforms. Uniforms will be issued to the employees in the designated positions. Proper attire includes clean shirts, pants and skirts, with the recommended colors designated by the employee's department. Shirts must be tucked in.

2. Non-uniformed Employees

- a. Employees in positions that are not required to wear uniforms are expected to wear business casual attire and must maintain a professional appearance at all times. AHA takes into consideration what is deemed acceptable attire and grooming by the general public in each work or site area.
- b. Staff scheduled to work outdoors for extended periods (excluding maintenance staff) are allowed to wear shorts and sneakers. These shorts must be at or below the knee. Denim is not to be worn unless on a casual day. All other dress code policies must be adhered to when wearing shorts. Sandals and open shoes are prohibited when working in the field.

3. Shoes

- a. Maintenance and field workers must wear hard-soled shoes or boots, safety shoes (where required), gloves, and other protective equipment when performing certain jobs.

4. Casual Day Dress Code

- a. AHA employees must adhere to the same professional standard but may dress in casual wear every Friday, to include jeans. This provision does not apply to uniformed personnel. These uniformed employees must adhere to the same standard but jeans are allowed.

5. Prohibited Dress

- a. The following items are not to be worn:
 - Low Cut Shirts or Blouses
 - Leggings or stretch pants
 - Sweatshirts or sweat pants
 - Athletic warm up suits
 - Dungarees
 - Scanty or see-through attire
 - Clothing which is soiled, torn or ripped
 - Spaghetti Strap blouses, unless a coat or sweater is worn over the blouse

- Tank tops or Halter-tops unless a coat or sweater is worn over the blouse
- Mid-drift tops (belly and or back must not be exposed)
- Body piercing except earrings
- Shorts (Capri pants are ok)
- T-shirts with any type of advertisements, except AHA Logo
- Bare feet, shower shoes, thongs or Flip-flops
- Bathing suits
- Unkempt Hair
- Short skirts (shorter than 2 inches above the knee)

Employees who violate this code, and/or supervisory personnel who permit their staff persons to violate these requirements, will be subject to disciplinary action. The above codes can be deviated from for special events or circumstances sanctioned by the AHA Executive Director.

11.1.1 ATTENDANCE AND TARDINESS

The efficient operation of any organization depends on a full complement of employees in each department; therefore, reporting late to work and absenteeism is serious. All employees must personally notify their immediate supervisor no later than 8:15 am on the first day of any unexpected absence and state the day they intend to return to work. All leave must have the express approval of the employee's departmental supervisor. If the employee will be late in reporting to work, the employee should telephone the departmental supervisor and inform him/her of the expected arrival time so that the supervisor can plan accordingly. Text messaging is not an acceptable method of communication.

When a non-exempt employee is tardy, the department head shall adjust the tardy employee's wages to a deduction appropriate to the amount of time late, rounded to the nearest 15 minutes. If an employee is tardy three (3) days within a thirty (30) day period, the employee may be subject to disciplinary action.

Unauthorized absence is defined as the absence of an employee from scheduled work without approved leave. Taking leave without reporting to the supervisor within fifteen (15) minutes after scheduled starting time shall be considered unauthorized absence unless sufficient evidence is presented to show that emergency or sickness was of a nature as to make personal reporting impossible.

Unauthorized absences include the following:

(1) *Tardiness*: Not being on time for work or not returning on time from scheduled rest and lunch periods. Any failure to report to work on time or return to work within the first fifteen (15) minutes of the day without contacting the supervisor or failure to return from lunch on time is considered tardiness and will be designated leave without pay. All time lost due to tardiness will be deducted from the employee's pay.

(2) *No-Call/No-Show*: The failure of an employee to report for work or to call in during the first 15 minutes of their scheduled work period. Failure to call in or report to work for a scheduled work day will result in disciplinary action.

Excessive Absences

The Alexandria Housing Authority is committed to providing excellent service to its clients. To ensure the best service is provided to our clients, employees must report to work regularly and be punctual in reporting to work and returning from breaks. It is hoped that employees will strive to avoid unauthorized absences and tardiness. Employees with a pattern of excessive unscheduled absences will be subject to disciplinary action.

Unscheduled absence is defined as an absence without at least 24 hours prior approval.

11.1.2 Time and Attendance Reports

Time and attendance reports shall be maintained for all employees on a pay period basis. Supervisors are responsible for assuring daily recordings and accuracy, and that these reports are transmitted to arrive at the Accounting office in accordance with the established schedule for submission. Individual time and attendance reports and other required attendance records may be inspected by the employee upon request.

AHA is committed to maintaining a harassment free workplace. For this reason, unprofessional conduct including harassment of any kind will not be tolerated at AHA. Workplace harassment based on sex, race, color, religion, national origin, age, disability or protected activity, such as opposition to discrimination or participation in complaint proceeding, violates State and Federal law and is also prohibited.

A. Definition of Harassment

Workplace harassment can take many forms. It may be, but is not limited to, unprofessional conduct, including but not limited to foul/profane language in the workplace, words, signs, gestures, crude or off-color or offensive jokes, notes, cartoons, pictures, posters, e-mail jokes or statements, pranks, threatening or abusive language or conduct toward any employee, intimidation, physical assaults, physical contact, or violence. Harassment is not necessarily sexual in nature but may be associated with other protected class categories. It may also take the form of other vocal activity, including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes taking retaliatory action against an employee for discussing or making a harassment complaint.

Sexual harassment is defined as unwelcome sexual advances of any nature, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is either an explicit or implicit condition of employment; or
2. Submission to, or rejection of, such conduct by an individual is used as the basis for an employment decision affecting the individual; or
3. Such conduct has the effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Any employee engaging in any misconduct whether or not it meets the legal standard for discrimination or sexual harassment shall be subject to disciplinary action up to and including separation from employment.

B. Employee Responsibility

All AHA employees, especially supervisors, have a responsibility for keeping the work environment free of harassment. While AHA encourages employees to communicate directly with the alleged harasser and make it clear that the harasser's behavior is unacceptable, offensive or inappropriate, this is not required. It is required that any employee, who becomes aware of any incident of harassment, whether by witnessing the incident or being told of it, must report it to their supervisor whether or not they believe the conduct rises to the level of

harassment. If an incident of alleged harassment involves the supervisor/manager, the report should be made to AHA's Human Resources Department.

When a supervisor becomes aware of an incident of alleged harassment, the supervisor is obligated to take prompt and appropriate action to stop the harassment before it rises to the level of a violation of federal law, whether or not the victim requests any action. Management must relay the information relating to any incident or complaint of harassment to the Director of Human Resources immediately for guidance on the prompt and appropriate action to take under the circumstances.

Any employee witnessing child abuse, elderly abuse or neglect, on any AHA property, must immediately report the incident to their immediate supervisor.

C. Investigating Harassment

All reports or complaints of harassment will be promptly, thoroughly and impartially investigated. AHA will protect the confidentiality of the harassment complaint to the extent allowed by law, however, confidentiality cannot be guaranteed. An investigation will be undertaken whether or not the victim requests any action or investigation. AHA will also take any action necessary to appropriately remedy the situation and will take appropriate disciplinary action up to and including termination. Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

13.1.1 CONFLICT OF INTEREST

All AHA employees are cautioned to be aware of potential program abuse that may be interpreted as an act of conflict of interest that may result in disciplinary action up to and including immediate termination. A conflict of interest generally occurs when an employee or employees receive a personal benefit over and above regular salary in association with performing job duties. Employees should avoid participating in any action or activity that appears to be a conflict of interest. Potential program abuse includes, but is not limited to the following:

- a. Purchase of, making personal use of, or acceptance without charge of AHA supplies, equipment, vehicles, tools, materials, or other personal property, including salvage items.
- b. Acceptance of gifts or gratuities of value from any firm or person with whom AHA does business.
- c. Willful acceptance of units not meeting specifications or other standards.
- d. The acceptance of kickbacks.
- e. Intentional violations such as incorrect calculations of total resident payment or housing assistance payments/payment standards, and incorrect determinations of family eligibility. This might involve certifying applicants as eligible when otherwise ineligible, coaching applicants or changing an applicant's position on any waiting list
- f. Providing and/or receiving unwarranted preferential treatment or consideration to or from an outside entity or individual.
- g. Voluntarily acquiring any interest/benefits, direct or indirect, in property located within an AHA development or any contract connected with an AHA development before the project is completed.
- h. Failure to adhere to Section 515, Part A, of the Annual Contributions Contract which reads as follows:

"Neither the local authority nor any of its contractors or their subcontractors shall enter into any contract, subcontract, or arrangement, in connection with any project or any property included or planned to be included in any project, in which any member, officer, or employee of the project, of the local authority, or any member of the governing body of the locality in which the authority was activated, or any other public office of such locality, or localities who exercise any responsibilities or functions with respect to the project during his tenure or for one (1) year thereafter has any interest, direct or indirect. If any such present or former member, officer, or employee of the local authority, or any such governing body member or such other public official of such locality or localities involuntarily acquires or had acquired prior to the beginning of his tenure any such interest, and if such interest is immediately disclosed to the local authority and such disclosure is entered upon the minutes of the local authority, the local authority, with the prior approval of the government may waive the prohibition contained in this subsection provided, that any such present member, officer, or employee of the local authority shall not participate in subcontract or arrangement"

14.1.1 GENERAL CONDUCT

AHA's core values demonstrate the agency's commitment to professional interaction between AHA personnel, our customers and our community. AHA's core values are as follows:

- (1) Always do the right thing.
- (2) Demonstrate compassion and respect in every interaction.
- (3) Strive for excellence in all operations.
- (4) Be responsible stewards of the public trust.

Each employee has a responsibility to AHA and to fellow AHA employees to adhere to certain rules of behavior and conduct, including but not limited to these core values, procedures, the AHA Code of Conduct and the National Association of Housing and Redevelopment Officials (NAHRO) code of professional conduct, which AHA has adopted.

14.1.2 NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS CODE OF PROFESSIONAL CONDUCT

The purpose of the National Association of Housing and Redevelopment Officials (NAHRO) is (1) to be the leading housing and community development advocate for the provision of adequate and affordable housing and strong viable communities for all Americans, particularly those with low - and moderate - incomes, (2) to strengthen the capacities of member agencies and (3) to develop and deliver the highest quality products and services for housing and community development practitioners.

Each NAHRO individual member or associate and those formally certified through one of NAHRO's comprehensive examination programs will adhere to a Code of Professional Conduct that supports this purpose and pledges to:

- Promote the public interest through the advocacy for responsible administration of housing and community development programs.
- Perform work responsibilities with the highest degree of integrity and professionalism in order to merit the respect of the beneficiaries of programs, elected officials and the general public.
- Exercise diligence, objectivity and honesty in executing professional responsibilities.
- Avoid any activities which conflict with official duties and not accept directly or indirectly any fee, rebate commission, discount, gratuity or other benefit whether monetary or otherwise for the professional discharge of duties except an authorized established salary, expenses and other benefits.
- Serve the public with dedication, concern, courtesy and responsiveness.
- Continually strive for professional excellence personally and encourage and support associates in their professional development efforts.
- Avoid misuse or misrepresentation of any of NAHRO's comprehensive certifications.
- Promote and encourage the highest level of ethics with the industry.
- Immediately report known violations of this code of Professional Conduct to the Executive Director of NAHRO.

This Code of Professional conduct has been adopted to promote and maintain the highest standards of personal and professional conduct. Adherence to this Code is required for continued NAHRO individual membership and associate status and/or retention of any comprehensive credential achieved through NAHRO's professional development program.

14.1.3 MISCONDUCT

Employees may be disciplined for misconduct. Misconduct includes, but is not limited to:

- a. Violation of any AHA policy, procedure or rule;
- b. Any action that is detrimental to AHA's business or reputation;
- c. Violation of security or safety rules or failure to observe safety rules or AHA safety practices; failure to wear required safety equipment; tampering with AHA equipment or safety equipment;
- d. Violation of any criminal laws or the commission of any offense involving moral turpitude which affects the normal discharge of the employee's duties and responsibilities to other employees.
- e. Carelessness, misuse or loss of AHA property (i.e. cell phones, laptops, maintenance tools, etc.);
- f. Negligence or any careless action that endangers the life or safety of another person;
- g. Being under the influence of alcohol or a controlled substance while at work; use, possession or sale of alcohol or a controlled substance in any quantity while on AHA premises except medications prescribed by a physician that do not impair work performance;
- h. Possession of dangerous or illegal firearms, weapons or explosives on AHA premises in violation of AHA policy;
- i. Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on AHA premises or when representing AHA; fighting or provoking a fight on AHA property or negligent damage to property;
- j. Insubordination and/or not following instructions of supervisory personnel;
- k. Taking unauthorized rest periods and/or breaks;
- l. Threatening, intimidating or coercing fellow employees on or off the premises at any time, for any purpose whether or not bodily contact is made;
- m. Engaging in an act of sabotage; and/or causing the destruction or damage of AHA property, the property of fellow employees, customers, suppliers or visitors in any manner;
- n. Theft or unauthorized possession of AHA property or the property of fellow employees; unauthorized possession or removal of any AHA property including documents without prior permission from management; unauthorized use of AHA equipment or property for personal reasons; using AHA equipment for profit;
- o. Unprofessional conduct, dishonesty; falsification or misrepresentation on an application for employment or other work records, school credentials, prior employment dates, criminal records, misrepresentations about sick or personal leave, falsifying reason for a leave of absence or other data requested by AHA; alteration of AHA records or other AHA documents. AHA reserves the right to verify any information provided by an employee to AHA at any time;

- p. Disclosing AHA information to third parties without authorization from supervisor; breach of confidentiality; breach of ethics or conflict of interest; violating a non-disclosure agreement;
- q. Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same;
- r. Immoral conduct or indecency on AHA property;
- s. Fighting or attempting bodily harm to another on AHA property.
- t. Conducting a lottery or gambling on AHA premises;
- u. Unsatisfactory or careless work; failure to meet production or quality standards as explained to an employee by his/her manager;
- v. Any act of harassment, sexual, racial or other; telling sexist or racist jokes; making racial or ethnic slurs;
- w. For non-exempt employees, leaving work before the end of a workday or not being ready to work at the start of a workday without approval of supervisor or manager; or stopping work before time specified for such purposes;
- x. Sleeping or loitering during working hours;
- y. Excessive use of AHA equipment and/or personal telephone for personal calls or communications;
- z. Using tobacco products, both smoke and smokeless, in the AHA workplace except in posted designated locations;
- aa. Failing to report drug or other convictions to AHA;
- bb. Posting, removing or altering official notices on any bulletin board on AHA property without authorization;
- cc. Obscene, crude, abusive language or inappropriate conduct toward any supervisor or manager, employee or customer; indifference or rudeness towards a customer or fellow employee; any disorderly/antagonistic conduct on AHA premises;
- dd. Failure to immediately report damage to, or accident involving AHA equipment;
- ee. Soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during business hours or at a time or place that interferes with the work of another employee on AHA premises. Solicitation for personal gain, such as a business, is not allowed;
- ff. Failure to document an absence or annual leave time taken; falsification or alteration of timesheet records or attendance documents; altering or falsifying another employee's timesheet or records or causing someone to alter a timesheet or record;
- gg. Fraternalization with an employee, resident or vendor that disrupts and/or brings discredit to AHA;
- hh. The improper, careless, negligent, destructive, or unsafe use or operation of company vehicles, as well as excessive traffic and parking violations;
- ii. Excessive tardies or absences;
- jj. Visiting other departments or being away from the employee's workstation without the supervisor's knowledge.
- kk. Conduct that results in loss of confidence; and
- ll. Conduct unbecoming of an AHA employee.

Each employee will demonstrate professional behavior that supports team efforts and enhances team behavior, performance and productivity.

The AHA is not limited to the above offenses as far as disciplinary action is concerned. The employee will be disciplined for participating in any of the aforesaid activities according to the severity of the action and/or the number of previously documented violations.

In the event the employee fails to act in compliance with the AHA's requirements, the employee will be subject to any of the following disciplinary actions.

14.1.4 DISCIPLINARY PROCEDURE

The employee should be aware of the personal and professional conduct expected of AHA employees. Every organization must have certain rules in order to operate in an orderly manner to encourage cooperation between employees, and to assist in properly respecting the rights and interests of others. While this manual is not intended to cover every element of common sense conduct, it presents the basic principles that the Board and Executive Director consider necessary for the AHA to operate efficiently. Wherever possible, disciplinary procedures will follow the State Civil Service Rules.

The following disciplinary procedures, with one not being a prerequisite for another, may be taken against an employee for any act of misconduct and/or poor job performance.

14.1.5 Progressive Disciplinary Process

AHA retains the right to determine what discipline will be imposed in each individual situation depending on the severity of the matter. The provision of this progressive discipline is not a guarantee of its use. The following disciplinary steps are recommended when appropriate:

- (1) Verbal Counseling
- (2) First Written Counseling
- (3) Second Written Counseling
- (4) Suspension
- (5) Reduction in Pay
- (6) Demotion
- (7) Separation

15.1.1 COMPLAINTS, GRIEVANCES & APPEALS**Purpose**

The Complaints/Grievance Procedure is to provide employees resolution of work place disputes. Employees are encouraged to discuss any work-related problem or dispute with their supervisor and are promised that no retaliation will be taken by AHA concerning the employee's use of this Procedure.

Grievance: A grievance is an official, internal agency procedure used to resolve employee complaints and any personnel actions that are not appealable to the Civil Service Director or to the Civil Service Commission.

Grievance Procedures:

1. Meet with the Supervisor. This should occur within 14 calendar days from the date the employee first became aware of, or should have become aware of, the cause of such grievance. The supervisor will provide a written response to the employee within 7 calendar days.
2. If the employee is not satisfied with the response or the response is not presented within 7 calendar days. The employee may schedule a meeting with the Human Resource Department. This must be done within 7 days of the scheduled response of the supervisor. The Human Resources department will provide a written response to the employee within 7 calendar days.
3. If the issue is still not resolved a meeting should be scheduled with the Executive Director. The Executive Director or designee will conduct a hearing, investigation and review of previous responses. The Executive Director will provide a response within 21 days.

There is NO LINKAGE between an agency grievance procedure and an appeal to the Civil Service Commission. A grievance is handled entirely within an agency, and the appointing authority's decision is final. That decision is not appealable to either the Civil Service Director or to the Civil Service Commission.

Appeals**What is appealable to the Director of Civil Service?**

1. An allocation or reallocation decision – Rule 5.3 2.
2. The rejection of an application – Rule 22.5 3.
3. A determination that an applicant lacks the minimum qualifications – Rule 22.5
4. A Reviewer's decision concerning a PES given to a permanent employee – Rule 10.14

What is appealable to the Civil Service Commission?

1. A suspension without pay; reduction in pay; involuntary demotion; or dismissal of a permanent employee
2. A non-disciplinary removal of a permanent employee
3. An employment action/decision that discriminates against an employee because of his or her political or religious beliefs, sex, or race
4. A layoff of a permanent employee
5. An employment action/decision that violates a Civil Service Rule other than a rule in Chapter 10 or the Civil Service Article (Article X, Part 1 of the state constitution)

What is grievable to the agency?

Just about everything else

Complaints about letters of warning, reprimand or counseling are handled by written response and not through the grievance process.

Complaints about PES evaluations are handled by Chapter 10 of state civil service rules.

CIVIL SERVICE APPEAL AND GRIEVANCE PROCEDURES

RIGHTS OF APPEAL

Under Civil Service Rules Chapter 13, an employee has the right to appeal disciplinary actions to the State Civil Service Commission within thirty (30) days of notice of such action. Appeals must be in writing, contain the information listed in Civil Service Rules Chapter 13 and sent to the following:

Department of State Civil Service
Post Office 94111- Capitol Station
Baton Rouge, LA 70804

A DRUG-FREE WORKPLACE

The AHA is required to have a drug-free workplace. In accordance with the Drug-free Workplace Act of 1988 and to promote drug-free awareness among employees, the AHA, through posting of notices and discussions with employees, will inform employees that

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

Where an employee possesses illegal drugs on the job or is arrested for illegal drugs or distributes illegal drugs, the decision to initiate termination proceedings shall be at the discretion of the Executive Director. Termination proceedings shall normally not be initiated in the case where the employee:

1. Voluntarily identifies him/herself as a user of illegal drugs or who volunteers for drug testing prior to being identified through other means;
2. Obtains counseling or rehabilitation through an approved drug counseling and assistance program, including regular drug testing; and
3. Hereafter refrains from using unlawful drugs.

Prior to successful completion of rehabilitation through approved drug counseling and assistance program, no employee who is found to use unlawful drugs shall be assigned to or remain in the following employee positions:

1. Driver of an AHA vehicle
2. Operator of any dangerous tool or equipment

3. Security Guard/Security Police
4. A position that requires entry into a resident's apartment as a regular part of the scope of employment.

Any employee who is found to use unlawful drugs and refuses to obtain counseling or rehabilitation through an approved drug counseling and assistance program, or who does not thereafter refrain from use of unlawful drugs, shall be terminated.

ALCOHOL ABUSE

The excessive use of alcohol endangers the health, safety, and welfare of all employees, residents, and other persons in the workplace. The abuse of alcohol diminishes productivity and increases absenteeism. Working under the influence of alcohol is defined as the effect produced upon the mind or body by drinking intoxicating beverages to such an extent that the normal condition of the subject is changed and his/her capacity of rational action and conduct is lessened. Disciplinary actions shall result for any employee working while under the influence of alcohol up to and including termination of employment.

DRUG AND ALCOHOL TESTING PROGRAM

1. Drug Testing

All employees are required to execute the "ACKNOWLEDGMENT OF EMPLOYEE DRUG/ALCOHOL TESTING POLICY".

All employees are encouraged to voluntarily submit to an authorized drug testing as the first step towards seeking appropriate counseling and rehabilitation assistance.

When drug and alcohol screening is required under the provisions of this policy, a urinalysis or blood test will be given to detect the presence of the following drugs:

Drugs to be Tested

- a. Alcohol (ethyl)
 - b. Amphetamines (e.g., speed)
 - c. Barbiturates (e.g., Am barbital, Butabarbital, Phenobarbital, Secobarbital)
 - d. Cocaine
 - e. Methaqualone (e.g., Quaalude)
 - f. Opiates (e.g., Codeine, Heroin, Morphine, Hydromorphone, Hydrocodone)
 - g- Phencyclidine (PCP)
 - h. THC (Marijuana)
 - i. Other unlawful drugs, including use of prescription drugs not prescribed for the individual or used in excess of prescribed dosages.
2. Job Applicant Testing: General Standard

All persons considered for employment for any permanent full-time or part-time classified or unclassified position with the AHA will be required to undergo a drug and alcohol test upon selection as the leading candidate for the position prior to their final appointment.

3. Current Employee Testing: General Standard

The AHA may require a current employee to undergo random drug and alcohol testing and if there is reasonable suspicion that the employee is under the influence of drugs or alcohol use during work hours. "Reasonable suspicion" means a belief based on specific facts and reasonable inferences drawn from those facts that an employee is under the influence of drugs or alcohol. Circumstances which constitute a basis for determining "reasonable suspicion" may include, but are not limited to:

- a. Direct observation of drug or alcohol use;
- b. A pattern of abnormal or erratic behavior and mood changes;
- c. Information provided by a reliable and credible source;
- d. A work-related accident;
- e. Presence of the physical symptoms of drug or alcohol use;
- f. Arrest for misdemeanor or a felony related to, or involving the possession, use or sale of alcohol or unlawful controlled substances during working hours;
- g. Decreased productivity;
- h. Unusual absenteeism and tardiness;
- i. Frequent or prolonged absence from the work area;
- j. Increased personal phone calls;
- k. Changes in habit; and/or
- l. Preoccupation with personal problems.

Supervisors are required to detail in writing the specific facts, symptoms, or observations that formed the basis for their determination that reasonable suspicion existed to warrant the testing of an employee. This documentation shall be forwarded to the Executive Director. The Executive Director or appointee shall make the final decision as to whether or not a test should be conducted.

Employees who participate in a drug or alcohol counseling or rehabilitation program may be required to take a drug or alcohol test as a part of or as a follow-up to counseling or rehabilitation for unlawful drug use.

Prior Notice of Testing Policy

The AHA shall provide a copy of this policy to all employees and job applicants.

1. Tampering with Test Procedure

If an individual being tested is found to be tampering with the testing procedures, attempting to falsify a specimen or to invalidate the chain of custody, that individual is immediately disallowed from continuing testing and the individual will be treated as if a

positive test result had been obtained.

2. Consent

Before a drug and alcohol test is administered, employees and job applicants will be asked to sign a consent form authorizing the test and permitting release of test results to the employer, tested employee or applicant. The consent form shall provide space for employees and applicants to acknowledge that they have been notified of the AHA's drug testing policy.

3. Refusal to consent: Applicants

A job applicant who refuses to consent to a drug and alcohol test will be denied employment with the AHA and may not re-apply for a one year period from the date of refusal. The Executive Director shall document reasons for refusal in writing.

4. Refusal to Consent: Employees

An employee who refuses to consent or otherwise fails to take when scheduled a drug and alcohol test when reasonable suspicion of drug or alcohol use has been identified is subject to disciplinary action in accordance with Civil Service Rules up to and including termination. The reason(s) for the refusal shall be considered in determining the appropriate disciplinary action. Reason(s) for refusal shall be documented in writing by the employee's supervisor and the Executive Director.

5. Confirmation of Test Results

An employee or job applicant whose drug test yields a positive result shall be given a verification test using a gas chromatography/mass spectrometry (GC/MS) test or other comparable reliable analytical method. The verification shall use a portion of the same test sample withdrawn from the employee or applicant for use in the first test.

If the verification confirms the positive test result, the Executive Director or appointee shall notify the employee or applicant of the results in writing. The letter of notification shall identify the particular substance found and its concentration level.

6. DILUTE SPECIMEN

If the Testing Center informs the AHA that a negative test was dilute, the Company may take the following action :

For applicants:

Dilute samples will be treated as a positive test. AHA will make every effort to instruct applicants on how to avoid a dilute specimen prior to testing.

For employees:

The employee must retest within 24 hours; instructions will be provided to employee on

how to avoid a dilute specimen.

Consequences of a Confirmed Positive Test Result

Applicants: Job applicants will be denied employment with the AHA if their initial positive test results have been confirmed. Applicants shall be informed in writing if they are rejected on the basis of a confirmed positive drug test result and may not reapply for employment for a period of one (1) year from the date of notification.

Employees: If an employee's positive test result has been confirmed, the employee is subject to disciplinary action up to and including termination. Factors to be considered in determining the appropriate disciplinary response include, but are not limited to, the employee's work history, length of employment, current job performance, and the existence of past disciplinary actions. Unless other causes exist, no disciplinary action will be taken against employees who voluntarily identify themselves as drug or alcohol abusers, obtain counseling and rehabilitation through substance abuse assistance programs, and thereafter refrain from violating the AHA's policy on drug and alcohol abuse. However, these employees will be required to take sick leave or leave without pay until they are rehabilitated. The AHA is not responsible for the cost of obtaining counseling and rehabilitation.

The Right to a Hearing

If an employee's positive test result has been confirmed, the employee may request an interview with the Departmental Supervisor and the Executive Director before any disciplinary action may be taken by the AHA. The employee must make a written request for a hearing to the Executive Director within twenty-four (24) hours of the employee's receipt of the confirmation test results.

An employee may appeal an adverse decision to the Civil Service Commission in accordance with Chapter 13 of the Civil Service Rules.

Confidentiality of Test Result

Except for disciplinary hearings before the Civil Service Commission proceedings related to an action under RS 23:1601(10) in a claim for unemployment compensation, hearing, or civil litigation where drug use by the tested employee is relevant, all information from an employee's or applicant's drug and alcohol test is confidential and only the employer, tested employee or applicant, or authorized agents of the employer or employee or applicant are to be informed of test results. Disclosure of test results to any other person, agency, or organization is prohibited unless written authorization is obtained from the employee or applicant. The results of a positive drug test shall not be released until the results are confirmed. The records of unconfirmed positive test results and negative test results shall be destroyed by the testing laboratory.

Notification to Employer

All employees are required to notify their employer if they are convicted of any drug-related crime within five (5) days of such conviction. Failure to report shall result in appropriate disciplinary action.

Privacy in Drug Testing

Drug testing shall be done in such a manner that will ensure as much privacy as practicable to the person being tested.

SMOKE-FREE WORKPLACE

Pursuant to Louisiana Revised Statute 40:1300.251, there shall be no smoking within the AHA offices, vehicles or buildings.

DRUG AND ALCOHOL ABUSE TRAINING

Employees: All employees will receive sixty (60) minutes of training annually. It will cover the following topics:

- a. Effects and consequences of controlled substance abuse on personal health, safety, and the work environment.
- b. Explanation of Drug and Alcohol Program.
- c. Explanation of any changes to Drug and Alcohol Program.

Supervisors: All supervisors will receive sixty (60) minutes of training annually. The training will cover the specific and contemporaneous physical, behavioral and performance indicators of probable prohibited drug use.

17.1.1 HEALTH AND SAFETY PROGRAM

AHA may provide an annual physical examination for all employees. If offered, all employees shall be expected to submit. The AHA encourages its employees to take proper care of their health and to take all appropriate actions necessary to maintain good health and safety. The AHA recognizes that a healthy and safety conscious work force insures a more efficient and effective work force and provides improved morale and more pleasant work environment. A more healthy and safety conscious work force will reduce absenteeism, accidents, work related liability and insurance premiums. In addition, a more healthy and safety conscious employee will lengthen his/her working career.

Annual Physical Examination

AHA may provide an annual physical examination for all employees through the available health insurance plan or as budgetary considerations permit. All employees shall be expected to submit to a physical examination on an annual or periodic basis, which may include but not be limited to a blood screening, electrocardiogram (EKG) and drug screen.

Immunizations

The AHA encourages its employees to voluntarily receive immunization shots as part of the health and safety program. These immunizations protect workers from short and long-term diseases that may affect their health and AHA operations. The City of Alexandria Health Department administers immunization shots free of charge at the public clinics within the city.

Safety

Worker's Compensation reporting procedures are to be followed or disciplinary action may be taken. Instructions are given in the proper care and use of AHA tools and equipment, and all safety procedures. Employees must exercise the utmost care while on the job by dressing appropriately and observing all warning and caution signs. Also, around particularly or potentially dangerous equipment, the department head should see the proper instructions and warning signs and directions are placed in easy visibility of all employees. Supervisors and the Executive Director are responsible for making periodic inspections to ensure that safety procedures are being followed. Employees may be subject to disciplinary action for negligent behavior that could result in personal injury to another, including a fellow employee or to an AHA resident. This also applies to damage to an AHA facility or other AHA property caused by employee negligence. All violations of AHA safety codes will be recorded and brought to the attention of the Executive Director. Should the employee observe any situation or area as potentially dangerous, notify the immediate supervisor or Executive Director immediately. All supervisors should make a concerted effort to keep abreast of applicable safety rules and regulations, and to make periodic checks of their work environment for compliance.

We expect all employees to be safety conscious and to assist in filing and reporting conditions

which may be unsafe. Accident investigation is to be performed by the supervisor and all employees are expected to cooperate. The supervisor will ask the following:

1. What happened?
2. When did it happen?
3. Where did it happen?
4. Who was involved?

5. Why did it happen?

6. How should it be corrected?

7. How may it be avoided in the future?

17.1.2 Procedures

It is important for all of us to endeavor to maintain a safe workplace for AHA employees. The employee will comply with all safety and health standards, rules and regulations.

Section I - Employee

Report all accidents, injuries or illnesses to the supervisor immediately. If the immediate supervisor is not available, then the employee must follow the chain of command for reporting injuries. Employees may see any doctor of choice, but the financial responsibility of AHA for any visit or treatment is subject to limitations provided by the workers compensation laws or health insurance policy provisions. If the employee is incapacitated, he/she should have someone else contact the supervisor and/or follow the above procedures. The AHA may require evidence (satisfactory to AHA) showing that an absence is due to on-the-job injury or illness. All injuries/illnesses, no matter how slight, must be reported by employees to their supervisors.

First aid kits are available at all AHA work sites. Employees will be given permission to see a doctor if treatment is necessary. Employees may see any doctor of their choice. The AHA also reserves the right to send an employee to a doctor of its choosing. The employee must report where treatment occurred to the AHA within 24 hours, or if on a weekend, the following scheduled workday. If an employee changes doctors, or medical status changes, AHA must be informed within 24 hours of the change.

If an employee starts work at the beginning of a regularly scheduled, shift and sustains a job-related injury or illness during the shift and is unable to work because of this injury/illness, the employee will be compensated for the regularly scheduled shift.

Employee Action Checklist

- Report all accidents, injuries or illnesses to a supervisor within the department.
- If first aid is necessary, AHA provides first aid kits for employee use.

- If first aid is not a satisfactory remedy, go to the doctor or emergency room.
- Whenever possible, it is the employee's responsibility to inform the supervisor of any intent to go to a doctor or emergency room for treatment of an on-the-job injury or illness.
- When an employee goes to the doctor, the employee must advise the supervisor as soon as possible of the diagnosis and prognosis.
- If the doctor releases the employee to return to work on the same day of the injury, the employee must report back to work within a reasonable time, or he/she may not be compensated for the full shift.
- When released to return to work, the employee shall obtain a statement dated and signed by the doctor, advising the immediate supervisor of the employee's medical status.
- If released for regular duties, the doctor's statement must state "released for regular duties."
- If there are any medical restrictions placed on the employee, the release to return to work must state any and all such restrictions, and the restrictions must also be correlated to the employee's job description.

Section II - Supervisor

Records will be kept by the supervisor who will forward paper work through proper channels in a timely manner. The supervisor will investigate all job-related accidents, injuries or illnesses requiring treatment by a physician and he/she will take appropriate action and will see that the employee receives proper and prompt medical treatment. If an employee needs to take time off during a shift to see a doctor for a job-related injury/illness, and is able to return the same day, he/she will be expected to do so. Employees are to keep the supervisor informed of medical status. Employees will be compensated for the reasonable time away from work on that shift. Supervisors will keep a record of all first-aid cases.

Any time an employee sees a physician for a job-related injury or illness, the employee must bring a physician's release for regular duty or restricted duty in order to return to work. All releases must be sent to the Executive Director by the supervisor. The Executive Director may designate someone other than the supervisor the responsibility of overseeing and handling compensation procedures.

Supervisor Action Checklist

- a) Assist the employee in receiving medical care.
- b) Investigate the cause of the accident and fill out the incident report in a timely manner. A completed report must be submitted to the Human Resources within two (2) working days of injury or illness.
- c) If the employee has returned to work, attach the doctor's release form.
- d) If an employee is unable to return to work, notify Human Resources the day the employee returns to work.
- e) If the employee is released with any restrictions, (release needs to state approximately how long the restrictions will be and what the restrictions are), the supervisor and the Executive Director have to determine if there is work available for the employee within the restrictions.
If work is available, then the employee may return to work.
If there is no work, the employee will have to wait until he/she has a release to return to regular duties.
The report of accident (EROID), and release form should be sent to the Human Resources.
A copy of each report should be kept by the Human Resources.
- f) In the event of an on-the-job death or multi-employee serious illness or illnesses, notify the Executive Director immediately, day or night, for instructions. Notification may be made by phone to the Executive Director's home.

Section III - Insurance Section

AHA will keep records of all on-the-job injuries or illnesses involving employees. Human Resources may assist the employee and third parties about worker's compensation.

Human Resources will review EROID and distribute as follows:

1. **Fatalities** - Call the worker's compensation carrier immediately. Confirm by sending original first report of injury (EROID) to worker's compensation carrier, one copy in the employee's medical/worker's compensation file, one copy to State of Louisiana Worker's Compensation office, and one to the personnel file.
2. **Serious Lost Time Injuries** - Same procedure as above. In addition, send one copy of first report of injury to injured employee(s), one copy to the personnel file, and one copy to the treating physician.
3. **Routine Lost Time Injuries** - These are injuries involving lost time after the initial date of

injury or illness. Same procedure as above.

4. **No Lost Time** - Employee was treated by physician. Same procedure as Section III, Item (2).

TO INSURE RECEIVING WORKMEN'S COMPENSATION BENEFITS IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO NOTIFY THE EXECUTIVE DIRECTOR IN WRITING WHEN THERE IS A CHANGE OF ADDRESS

PRIVACY AND CONFIDENTIALITY**18.1.1 Privacy Issues in the Workplace**

An employee has no expectation of privacy in the workplace, on or in AHA's property, or otherwise on AHA's time. AHA reserves the right to monitor employees either visually, auditory, or otherwise. While employed with AHA, an employee's workstation and its contents are subject to inspection at any time by management

18.1.2 Privacy and Confidentiality

The AHA has established guidelines to ensure privacy and confidentiality in three (3) principal areas: records and maintenance, employee access to records and release of information.

A. RECORDS MAINTENANCE

Personal information will be accurate and up to date. On an annual basis personnel will request personal data including address, telephone number, marital status, insurance beneficiary and person to be contacted in the event of an emergency for each employee. Employees are advised to supply personnel with any personal data changes within five (5) working days of the occurrence throughout the year.

Insurance records (e.g., benefits and claims information) are also maintained separate from regular personnel files. Their use is restricted to employment-related decisions, unless needed for relevant and reasonable business purposes. Medical information, except on-the-job accident reports, is maintained separately from the personnel file.

Employees may request any personnel records to be provided to a third party. A records release authorization signed by the employee shall accompany such request.

You must promptly notify AHA of changes in your personal status/information including marital status, name change, beneficiary or dependents listed in your insurance policies, and number of dependents for tax withholding purposes. Unreported changes may cause insurance to be declared invalid in the event of a claim.

B. ACCESS TO PERSONNEL RECORDS

Employees are permitted to examine their personnel file and to request copies of their personnel files during regular business hours. Request can take up to 7 working days to process. Supervisors may review information of those employees being considered for employment and for other AHA purposes.

C. RELEASE OF PERSONNEL INFORMATION

Information about employees is released to those within AHA on a "need to know" basis. All requesters are required to show the necessity and relevance of their request, which is subject to the approval of the Executive Director. Personal information is released to persons outside AHA only if the employee grants permission to them in writing or when necessary to comply with valid legal processes.

18.1.3 CONFIDENTIALITY

AHA maintains information that may be proprietary or confidential by law or other reason. It is the responsibility of AHA employees to protect the integrity of the information, using it only when required within their job responsibility. While the information maintained by AHA is covered under the Public Information Act, the release of information without authorization is prohibited. Such confidential information includes, but is not limited to the following examples:

- A. Personnel information that is confidential by law
- B. Proposals, bids, pending project information and contractors' proprietary information
- C. Proprietary service and product processes
- D. Some Social Security Numbers and financial information

No employee shall provide information to anyone without written authorization from the Department Supervisor. No employee is permitted to remove or make copies of any AHA records, reports or documents without prior management approval. The protection of confidential information is the responsibility of each individual who possesses, has access to, uses or has need of such material. Disclosure of confidential information is a serious matter and could lead to disciplinary action up to and including separation from employment.

USE OF AHA PROPERTY

AHA property may only be used for AHA business purposes. This includes any form of real or personal property in which AHA or a related entity has an interest, as well as any right or other interest purchased with AHA funds, including the services of contractors. It also includes use of facilities, vehicles, office supplies and records, as well as “Computer Facilities,” which includes telephones printers, copiers, electronic mail, Internet, and shared file/computer network access and other telecommunications equipment and services

VEHICLE

The AHA may provide agency vehicles to qualified employees to perform valid business purposes. Any employee is qualified to use an AHA vehicle if he/she possesses a valid Louisiana driver’s license and he/she is insurable under AHA policies of automobile liability insurance

The use of AHA vehicles for private purposes is specifically prohibited. Employees shall not use these vehicles, nor entrust such vehicles for use by any third party, to accomplish anything other than AHA business. Each employee is directly responsible for all assigned property, including AHA vehicles. Smoking is prohibited in all AHA vehicles.

Any limitations, convictions, or restrictions, even if temporary, related to an employee’s driver’s license must be immediately reported to AHA through the Human Resources Department. Employees who are subject to any Court ordered driving restrictions are prohibited from driving AHA vehicles. Further, all employees who operate privately owned automobiles in the service of AHA must comply with the above, and maintain personal automobile liability insurance coverage that meets at least minimum liability coverage standards that are mandated by the laws of the State of Louisiana.

Tickets & Accidents

Any accidents, tickets, citations or any other incidents involving the use of any AHA vehicle will be reported to Human Resources immediately. AHA employees are personally responsible for the cost of any tickets or fines involving the use of any AHA vehicle. A drug test is required whenever an AHA employee has an accident or is injured while on AHA business.

In the event of an accident:

- Pull over immediately
- Call the police and make a report
- Do not admit guilt or liability
- Give the other party your information
- Report the matter immediately to Supervisor by phone initially, and then forward a completed accident report

- Proceed to the drug testing facility after coordination with the Human Resources Department.

No employee shall take an agency vehicle home unless specifically approved in writing by the Executive Director.

Distracted Driving

We are committed to ending the epidemic of distracted driving, and have created the following rules, which apply to any employee operating a company vehicle or using a company-issued cell phone while operating a personal vehicle:

- AHA employees may not use a hand-held cell phone while operating a vehicle – whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, and text messages.
- If company employees need to use their phones, they must pull over safely to the side of the road or another safe location.

Failure to follow this policy will result in discipline up to and including dismissal.

20.1.1 PERSONAL TELEPHONE CALLS

Personal calls, both incoming and outgoing, are discouraged. However, AHA recognizes that there may be times when personal calls are a necessity during business hours. Such calls must be held to a minimum and not interfere with work. Long, chatty telephone conversations could result in disciplinary action.

Personal phone conversations should not be held in the hallway or at the front desk. Employee should find a private area and ensure that phone calls do not disrupt other employees.

When a personal long distance call must be made, the call must not be billed to any Housing Authority telephone number.

20.1.2 VISITORS

Ideally, the receptionist directs all visitors and announces them to the department concerned so that lost and/or confused visitors are not roaming the halls. However, it is the responsibility of any and all AHA employees to assist visitors in any way possible. We must remember that we are a public service agency and are in the business of helping others.

20.1.3 HOUSING AUTHORITY PROPERTY

Employees are personally responsible for all AHA property entrusted to their care. If an employee fails to return or account for AHA property issued to him/her, the employee shall be required to pay for such property. This amount may be deducted from employee's paycheck.

20.1.4 AHA-ISSUED PERSONAL EFFECTS

In order to receive replacements for AHA-issued personal effects, the worn out and/or damaged equipment must be turned over to the supervisor and at that time replacements will be issued. If the worn-out and/or damaged equipment is not returned, the cost of replacement will be at the employee's expense.

NOTE: Employees are solely responsible for any personal items brought onto the work site.

Employees shall not use or bring radios or televisions on the job site except with special written permission from the Executive Director.

20.1.5 MOBILE PHONE USAGE

Employees who are issued with a mobile phone are responsible for the security of the phone and should take all reasonable steps to ensure its safekeeping. All employees with a mobile phone are required to use a PIN code and to keep this confidential. This is especially important if you have a

Smartphone, as this can provide access to our email system. A password/PIN facility securing access should be enabled at all times as a minimum security measure. When out of the office, the mobile should be kept with the employee and not left unattended in a vehicle, or elsewhere, at any time. Staff are strictly prohibited from using the mobile phone for personal use.

Staff authorized by Executive Director to use personal mobile phones for work related purposes may be reimbursed by an amount not to exceed \$50.00 per month (see Cell Phone Stipend Policy). This phone allowance is to cover expenses of mobile data and phone calls made or received for work related purposes.

20.1.6 PERSONAL SOFTWARE PROGRAM(S) POLICY

To ensure the efficiency and supportability of Alexandria Housing Authority computing resources strict software configuration control procedures are required. The use of personally owned or unauthorized software on Alexandria Housing Authority computing assets is prohibited.

If unauthorized software is found or suspected users shall immediately notify their supervisor. User shall not take any action to eradicate or remove the software.

Freeware, shareware, games or entertainment software of any kind are forbidden at all times and may not be introduced, loaded, stored or executed in any fashion on Alexandria Housing Authority computing resources or personally owned computing devices that are attached to Alexandria Housing Authority network.

20.1.7 ELECTRONIC MAIL POLICY

Electronic Mail is not guaranteed to be private. Messages transmitted through the Alexandria Housing Authority e-mail system or network infrastructure are the property of Alexandria Housing Authority and are therefore subject to inspection at any time. The use of this system shall imply consent to search.

Use of Alexandria Housing Authority electronic mail or messaging services shall be used for the conduct of Alexandria Housing Authority, business only. Alexandria Housing Authority e-mail shall not be used for private, recreational or other non-Alexandria Housing Authority related activity.

Alexandria Housing Authority employees shall ensure all communication through Alexandria Housing Authority e-mail or messaging services is conducted in a professional manner. The use vulgar or obscene language is prohibited.

20.1.8 INTERNET USAGE POLICY

Access to the Internet is specifically limited to activities in direct support of official Alexandria Housing Authority business.

20.1.9 PERSONAL WORK AND SERVICES

Supervisory and managerial personnel shall not request personal work or services of any AHA facilities or employees during and/or after working hours. This includes such requests as private auto repair or cabinet making, personal graphics layout or designs, model shop construction, repair of private property, private property appraisals, research or preparation of personal use of reports, etc. If an employee is asked to perform such work, the employee shall decline. If a request is made such that the employee is in fear for job security, please report the incident to the Executive Director or Board of Commissioners. Any violation of this procedure is subject to disciplinary action.

20.1.10 TOOLS AND EQUIPMENT

Employees are not permitted to make any personal use of supplies, tools, equipment and materials. Employees cannot purchase or accept any AHA supplies, equipment, tools, materials or other personal property including salvage items prohibited by the AHA disposition policy.

Supervisors shall keep records of employees who have tools and equipment and make appraisals of the equipment to assess condition prior to use and upon return. If tools are returned in damaged condition, the supervisor will record the damages and notify the employee of the amount of money owed for equipment replacement. Those employees who are assigned a company vehicle or who may use a company vehicle in the scope of their position, please see attached Vehicle Use Policy.

20.1.11 AHA Charge, Gas or Purchasing Cards

AHA employees may not use AHA charge cards or gas Cards for personal purchases or expenditures.

1. Employees may use AHA charge cards for the following business authorized purchases:
 - Transportation-related tickets (air, train, etc.)
 - Meals
 - Lodging
 - Rental cars/gasoline
 - Local travel (bus, taxi)
 - Parking and tolls
 - Phone calls (if calling cards are not available)
 - Any other authorized business expense

2. Gasoline cards may only be used on the AHA automobile for which the card has been issued. Other use of gas cards is prohibited.

20.1.12 Access to Building and Restricted Areas

At the time of employment, an employee will be advised about the proper entrances and exits for employees. In the interest of safety and security, certain portions of AHA's facilities may be restricted to authorized personnel only. Such areas will be clearly marked. Employees with after hour access to facilities must ensure that all areas are secured and alarms are set prior to leaving the building.

20.1.13 Property and Equipment Care

It is the employee's responsibility to understand the machines needed to perform duties. Good care of any machine used during the course of employment, as well as the conservative use of supplies, will benefit all. If an employee finds that a machine is not working properly or in any way appears unsafe, the manager is to be immediately notified so that repairs or adjustments can be made. Under no circumstances should an employee attempt to start or operate a machine deemed unsafe nor should an employee adjust or modify the safeguards provided. Employees must not attempt to use any machine or equipment they do not know how to operate or if they have not completed training on the proper use of the machine or equipment.

20.1.14 Fire Prevention

Know the location of the fire extinguisher(s) in your area and make sure they are kept clear at all times. Notify management if an extinguisher is used or if the seal is broken. Keep in mind that extinguishers that are rated ABC can be used for paper, wood or electrical fires. Make sure all flammable liquids, such as alcohol, are stored in approved and appropriately labeled safety cans and are not exposed to any ignition source.

20.1.15 Severe Weather and Emergency Conditions

In the event of emergency situations such as inclement weather, all employees will make a good faith effort to report to work on time. An employee is expected to allow sufficient travel time and use of alternate routes or alternate methods of transportation to get to work safely. An employee who is unable to report to work due to emergency situations shall use annual leave. The employee shall be placed on leave without pay if no other leave is available.

It is the employee's responsibility to contact their immediate supervisor as soon as possible but no later than 15 minutes after the scheduled start time. If emergency situations cause power or equipment failures, or if other business reasons preclude an employee from performing his or her regular work, the employee's supervisor may reassign the employee to another location or department. No loss of pay will occur as a result of early dismissal due to an emergency or if an employee reports to work to find that AHA is unexpectedly closed due to an emergency. An employee may be asked to report to work even though the office is closed for emergency at the Executive Director's discretion.

Administrative Policies & Procedures**Personnel****Chapter 21-Customer Relations/Entry/Codes & Keys****Effective Date: April 1, 2016****Policy Number 0021****21.1.1 CUSTOMER RELATIONS**

AHA's success depends upon the quality of relationships with fellow employees, customers and the general public.

All employees are expected to:

- (1) Act competently and deal with customers in a courteous and respectful manner.
- (2) Communicate pleasantly and respectfully with other employees at all times.
- (3) Follow up on work orders and questions promptly, provide businesslike replies or inquiries and requests, and perform all duties in an orderly and timely manner.
- (4) Take pride in your work and enjoy doing your very best while assisting others.

Interaction with Residents

AHA may maintain separate policies governing the interaction of employees with AHA residents. AHA employees are responsible for complying with any applicable policies.

Relationships between Employees and Residents

Employees are not restricted from talking with residents while transacting business or performing work. Employees are, in fact, encouraged to answer questions residents may ask regarding services; however, they should at all times comply with procedures that have been established governing the conduct between Employees and Residents. It is unconditionally prohibited for any employee to borrow money or any other item of monetary value from a resident. Any violation of this provision shall be grounds for disciplinary action to possibly include termination.

21.1.2 ENTRY INTO APARTMENTS**Entering Apartments**

A. The lease document provisions related to entry should be followed along with the relevant provisions of the current AHA Admissions and Occupancy Plan (ACOP).

B. In all cases before entering with a pass key, the employee shall make certain the resident is not at home, first by knocking and then by calling out loudly prior to and as the door is being opened.

C. In the event a resident is in the apartment when the employee enters with the pass key, the

employee shall excuse him or herself and report the incident to the property manager.

E. No article belonging to the resident should be touched unless necessary in the course of the work, and in that case must be left in original condition. Any debris from the work must be cleaned up and removed. In the event accidental damage to the resident's property occurs, a report must be made immediately to the supervisor, and a copy left for the resident.

F. In the event an employee enters a unit to provide service, the employee must notify the resident of the visit by leaving the Department-approved maintenance notice/comment card in a visible area, such as kitchen counter or table.

21.1.3 Entry by Police Officer

The authority of a police officer to enter a private residence, including any AHA apartment, depends upon the particular circumstances. In order for AHA personnel to facilitate entry by a police officer to an apartment owned by AHA, verification of the following must be obtained prior to authorizing entry:

The officer requesting access must have a search warrant for the particular residence; or

- The officer requesting access must have a felony warrant for a resident of the particular residence to which the officer seeks entry; and
- Management must verify the relevant facts. After verification, Management must authorize release of key to the police officer for entry to the subject residence.

If verification of the warrant is not possible, or if the officer carries a Juvenile warrant, no access should ever be granted. If questions arise, contact your supervisor immediately.

21.1.4 Access by Third Parties

Access should not be granted by AHA to third-party requestors without written authority from the resident.

21.1.5 Entry Codes, Alarm Codes and Office Keys

Entry Codes, Alarm Codes and/or Office Keys are provided to employees as a courtesy of employment with the Alexandria Housing Authority (AHA) and must be surrendered upon an employee's termination or instruction from an employee's supervisor.

The protection and security of the information contained within the Alexandria Housing Authority facility is of paramount importance to the AHA and its customers. Violations of the security procedures enacted by the AHA may subject you to local, state or federal government

detainment and/or prosecution.

It is both a condition of your employment at the AHA and your responsibility to understand and adhere to these rules:

Entry or Alarm Codes

- Never give your Entry Code or Alarm Code to anyone including other AHA personnel;
- Protect Your Entry Code or Alarm Code from discovery by any person;

· If for any reason your Entry Code or Alarm Code are discovered by anyone, it is your responsibility to notify Human Resources immediately so that the code(s) can be cancelled and a new code(s) issued.

Office Keys

- Never loan your key(s) to anyone;
- Never leave your key(s) unattended.

· If you lose your key(s) it is your responsibility to notify your Supervisor immediately so that the appropriate security actions can be taken.

Any AHA employee that intentionally provides an entry or alarm code or office key to an individual not employed by AHA will be immediately subject to discipline up to and including dismissal and subject to criminal prosecution.

I have read the above "Entry Codes, Alarm Codes and Office Keys Policy" and agree to adhere to its requirements.

Employee's Signature: _____ Date: _____

Employee Name: _____

Media Policy

The purpose of this policy is to establish guidelines of media contact for Board Members and employees of the Alexandria Housing Authority (AHA).

Board Members

Since board members have the responsibility for oversight of the AHA they are allowed to have contact with the media. However board members are asked that all information given concerning issues, project, initiatives or day to day operations of the AHA be cleared through the AHA's attorney of record to avoid legal conflicts or future litigation.

Board members should request question in writing when possible and up to three business days to offer a written response. When unplanned interviews occur board members are asked to be general in their response and request time to verify information to specific questions.

All media inquiries should immediately be reported to the Executive Office of the AHA for the purpose of documentation.

Employees other than the Executive Director

Employees of the AHA are explicitly prohibited from communicating with any form of media about issues, projects, initiatives or day to day operations of the AHA without prior approval of the Executive Director.

If approached by the media concerning the AHA employees are to direct media to the Executive Office of the AHA.

Any employee or board member failing to follow the guidelines of this policy will be immediately disciplined according to Civil Service rules and are personally responsible for any monetary damages resulting from their actions.

Administrative Policies & Procedures**Personnel****Chapter 23-Acknowledgments & Authorizations****Effective Date: April 1, 2016****Policy Number 0021**

Please read each acknowledgment & authorization listed below prior to signing the acknowledgment receipt. If you disagree or do not understand any portion of this employee manual and need additional explanations, please contact a Human Resources representative before signing.

Company Equipment

I have read and understand the Company Equipment Policy contained in the Personnel Policies and Procedures manual. I further understand that violating some portions contained with the Company Equipment policy may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action and or appropriate legal action may be taken.

Lifting Heavy Objects

The Alexandria Housing Authority has available back braces for the purpose of lifting objects over 30 lbs.

I understand that I am required to wear a back brace before attempting to lift any object over 30 pounds. I shall request additional help before attempting to lift any and all objects 40 pounds and over.

Vehicle Usage Policy

I have read and understand the Company Vehicle Use Policy contained in the Personnel Policies and Procedures Manual. I further understand that violating some portions contained within the Company Equipment Policy may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action and or appropriate legal action may be taken.

Code of Ethics

Purpose:

To ensure that all representatives and employees of the Alexandria Housing Authority are aware of and understand their obligations in representing AHA.

Applicability:

Board of Commissioners, All Authority Employees.

No employee, officer or agent of the Alexandria Housing Authority shall participate in selection, or in the award or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when a financial or other interest in a firm selected for award as held by:

1. The employee, officer or agent involved in making the award
2. Any member of his/her immediate family
3. His/her partner, or
4. An organization which employs, or is about to employ, any of the above.

The Authority's officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub agreements. Unsolicited gifts of nominal intrinsic value (less than \$10.00) may be accepted.

No employee of the Alexandria Housing Authority shall participate in the initial intake, processing, screening and/or review of applications) for housing for any family member (immediate or extended). Nor may an employee participate in the certification, interim recertification or any disputes related to any or all matters related to the calculation of rent payments or Housing Assistance Payments/Payment Standards of such family member.

The Maintenance Department staff is also prohibited from performing any repair work in Housing Authority's units/residence of any family member (immediate or extended) All employees must immediately notify his or her supervisor if any assignment creates such a conflict

To the extent permitted by State or local law or regulations, penalties, sanctions, or other disciplinary actions may be taken for violation of such standards by the Authority's officers, employee, or agents, or by contractors of their agents.

Drug and Alcohol Testing Acknowledgment

Employee Drug and Alcohol Testing Policy of the AHA Board of Commissioners that outlines the Board's policy regarding the use or possession of drugs and alcohol

I understand that the AHA Board of Commissioners requires employees to submit urine, blood, plasma, breath and/or saliva specimens to be analyzed for the presence of drugs and/or alcohol.

I realize that the presence of a detectable trace of any unauthorized substance is grounds for disciplinary action and that this may include termination of my employment. I further realize that my cooperation is voluntary and that failure to take when scheduled or refusal to submit a specimen for testing is grounds for my termination.

NOTE: Employee Assistance Program: Prior to being selected for drug/alcohol testing, any covered or non-covered employee may approach his/her immediate supervisor for information regarding the availability of drug/alcohol use/abuse programs without any punitive measures being taken against them. The immediate supervisor will advise the employee of available rehabilitation programs and the applicable leaves of absence. All costs for such rehabilitation services shall be borne by the employee.

Background Check Authorization

In processing your employment application or to remain employed AHA, criminal records, credit reports, reference checks, Motor Vehicle Reports, and other background checks regarding you may be obtained for employment purposes. This inquiry may, by the nature of the data collected in such records, include information as to your character, general reputation, personal characteristics, and mode of living.

I hereby authorize AHA to obtain one or more consumer/investigative reports on me in connection with my application for employment. The reports may include, but are not limited to, information regarding my criminal and civil records, driving record, credit, employment history and performance, or other investigative reports. I understand that this authorization, in original or copy form, shall be valid for this and any future reports or updates that may be requested in connection with my employment with AHA.

I hereby release AHA and its officers, directors, members, managers, partners, employees, and other agents, and all other persons, companies, former employers, schools, and other entities, from any and all liability arising from inquiries by the company and its agents concerning the above background checks and/or the compilation or use of such reports regarding me.

I acknowledge that I have read carefully the information contained on this form. I certify that all of this information and the information on my application for employment with AHA are true and complete. I further understand that any omission of fact or false or misleading information given by me may result in the withdrawal of my conditional offer of employment, disciplinary action, suspension, or discharge, as applicable.

Authorization to Withhold from Wages

I do hereby give my consent and permission for Alexandria Housing Authority (“AHA”) to withhold from my wages any monies owed, including but not limited to any monies owed as a result of me willfully or negligently damaging or breaking goods or works, or willfully or negligently damaging or breaking the property of AHA.

I hereby authorize my employer to deduct any monies that I owe from my current or final paycheck, and acknowledge that if the amount contained in my final paycheck is not sufficient to pay the monies owed, I will still be required to pay the balance in full. By signing below, I acknowledge that I understand and agree to all terms of this authorization, and I agree to pay all attorney’s fees incurred by AHA as a result of AHA’s efforts to recover any monies that I owe.

Confidentiality Agreement

It is the policy of the Alexandria Housing Authority to safeguard private information provided to the AHA by persons who apply for and/or participate in assistance programs administered by the AHA. Private information is any information obtained about a person that might identify him/her as an applicant for assistance or a program participant.

Private information to which the undersigned commissioner, officer, employee or consultant of the AHA (herein referred to generally as an AHA Associate) gains access shall not be used, published, disclosed or disseminated in any form to any person, agency (governmental or otherwise), corporation or other entity except (i) as required in fulfilling the legal responsibilities of or (ii) as required by law, as determined by an opinion of the applicant, enrollee, or program participant specifying the information to be given, the form which it is to be given and the party or parties to who it is to be given.

The undersigned agrees to maintain the strict privacy of information and to follow the AHA's procedures established from time to time to insure privacy of data concerning individuals. Access to private information is to be strictly limited to those AHA Associates who require it to conduct their job activities.

If the undersigned is subpoenaed or otherwise believes that he/she may be called upon to make a disclosure of private information to any court or governmental agency, he/she shall immediately notify the AHA Executive Director. The undersigned shall cooperate in all lawful efforts to protect private information.

The failure of the undersigned to comply with the above confidentiality requirements is grounds for dismissal.

The restrictions of this Agreement regarding use and disclosure of private information shall continue to apply after termination of employment or other relationship with the AHA.

The undersigned AHA Associate has read and understands the above statement and agrees to comply with it in every respect.

Cell Phone Stipend

Employees who hold positions that include the need for a cell phone may receive a cell phone stipend to reimburse for business-related costs incurred when using their personally-owned cell phones. The stipend will be considered a fringe benefit to the employee. The level of cash subsidy (stipend) will be determined by a person's job duties as it relates to cell phone use and access. The Agency will review and set the amounts to be provided for stipends and reimbursement on an annual basis.

Usage

Occasional users- Occasional users will not receive a stipend but will be allowed to utilize the "floater" phone when the use of a cell phone is necessary for running errands during regular business hours. Employee may opt to utilize their personal phones in lieu of using the "floater phone" but no stipend shall be issued for such usage.

Regular Users- Regular users use their phones throughout the day and sometimes after business hours for phone calls and text messages only.

Power Users-Power users are required to have phones on at all times. These users will use their phones for calls, texts, email and other items that require the use of data. There will be no additional stipends issued for data overage costs. The stipend is expected to cover any and all uses required by the agency.

Employee Responsibilities

Recipients of a cell phone stipend have the following responsibilities:

- Purchase cellular phone service and equipment and assume responsibility for vendor terms and conditions. The employee is responsible for plan choices, service features, and calling areas that meet the requirements of the job and the area of service the stipend is intended to cover. This includes termination clauses, and paying all charges associated with the cellular service and device.
- Report any job function changes that eliminate or significantly reduce the business need for a cell phone to your supervisor within 5 business days of this change. Also, if the employee reduces service levels in the wireless contract below the reimbursed amount, the same communication expectations exist.
- Keep (or have access to) monthly invoices for a two-year period so they can be produced upon request by either an auditor or the Internal Revenue Service.
- Avoid using the cellular phone for work related purposes while operating a motor vehicle, machinery or in other dangerous situations.
- Comply with all Federal and State data maintenance and protection laws (e.g., FERPA, record retention requirements, etc.), as well as all agency policies, including those pertaining to data security, acceptable computing use, and email.
- Delete all agency data from the cell phone when employment with the agency is severed, except when required to maintain the data in compliance with a litigation hold notice.

Acknowledgment of Receipt

I have received a copy of the City of Alexandria Housing Authority Personnel Policies and Procedures Manual and have had an opportunity to read the manual and ask any questions relating to its contents. Please initial that by each acknowledgment indicating that you have read and understand the employee manual and each individual acknowledgment.:

<input type="checkbox"/> Media Policy	<input type="checkbox"/> Fuel Card Usage
<input type="checkbox"/> Company Equipment	<input type="checkbox"/> Cell phone stipend (added June 28, 2017)
<input type="checkbox"/> Lifting Heavy Objects	<input type="checkbox"/> Alarm entry/key code policy (added July 6, 2017)
<input type="checkbox"/> Vehicle Usage Policy	
<input type="checkbox"/> Acknowledgment of Receipt	
<input type="checkbox"/> Authorization to Withhold Wages	
<input type="checkbox"/> Code of Ethics	
<input type="checkbox"/> Drug & Alcohol Testing Acknowledgment	
<input type="checkbox"/> Background Check Authorization	
<input type="checkbox"/> Confidentiality Agreement	

In addition, I have received a copy of the job specification for my position and have had an opportunity to ask questions relating to my position and expectations.

AHA Employee Signature: _____

Date: _____