

Hillsdale Housing Commission

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Personnel Policies

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I. Introduction

Welcome to the Hillsdale Housing Commission

An interesting and challenging experience awaits you as an employee of the Hillsdale Housing Commission. This Handbook was written to help answer your questions and act as a guideline. Please read it thoroughly and retain it for future reference. The policies stated in this Handbook are subject to change at the sole discretion of the Housing Commission. From time to time, you may receive updated information concerning changes in policy. Should you have any questions regarding any policies, please ask your supervisor or the Executive Director for assistance.

Your employer is the Hillsdale Housing Commission, a municipal corporate subdivision of the City of Hillsdale. Five citizens of the City of Hillsdale are appointed to the Housing Commission and charged with the responsibilities of establishing public policy within the limits of Michigan and Federal Public Law. The five Commissioners elect one of their members to serve as President, who is the official Head of the Hillsdale Housing Commission.

The Hillsdale Housing Commission employs an Executive Director who carries out the policies of the Commission and is responsible for the general operation of the Commission's projects and programs. He/she supervises the Commission's employees.

This Handbook is not a contract guaranteeing employment for any specific duration. Although we hope that your employment relationship with us will be long-term, either you or the Housing Commission may terminate this relationship at any time, for any reason, with or without cause or notice. No supervisor or representative of the Housing Commission other than the Executive Director, with Board approval, has the authority to enter into any agreement with you for employment for any specified period, or to make any promises, or commitments contrary to the foregoing.

It is further the purpose and intent of these policies to promote the general efficiency of the work force of this Housing Commission to provide courteous, prompt and efficient services to the residents and to the sites. The Hillsdale Housing Commission endeavors to obtain the fullest degree of friendly and cooperative relations between the Housing Commission and their employees.

We wish you the best of luck and success in your position and hope your employment relationship with the Hillsdale Housing Commission will be a rewarding experience.

Notice to Our Employees

In drafting this Employee Handbook, we have avoided the use of specific gender pronouns wherever possible. However, where such avoidance would have led to awkward sentences, we have used the masculine pronoun. This use should be considered as a reference to both genders.

II. Employment Policies

Authority

The Hillsdale Housing Commission shall be the ultimate policy-making authority in matters pertaining to personnel.

Administration

The Executive Director shall have general supervision over the administration of the business affairs of the Housing Commissions personnel policies on a day-to-day basis. The Executive Director shall have the primary responsibility of enforcement of the provisions and purposes and may exercise discretion within the personnel policies. Ambiguities in the personnel policies shall be resolved by the Commission at a regular or special meeting.

Application Process

Persons desiring employment shall apply as specified by the ad announcing the opening for the position as provided by the Housing Commission, specifying relevant qualifications, experience, education, references, and other necessary information which may be required. All correspondence must be signed and dated by the applicant. Any false statements or information shall be a cause for rejection or dismissal.

Personal Interview

The Housing Commission may require an applicant to appear for an oral interview to gain additional information and to further evaluate training, experience, skills, etc. A valid Michigan driver's license will be required for presentation at this time for those employees who are required to drive Commission vehicles.

Medical Examinations

As part of the Housing Commissions employment procedures, an applicant is required to undergo a pre-employment medical examination that includes alcohol and drug screenings conducted by a physician designated by the Housing Commission. Alcohol and drug screenings will be conducted to assure, to the greatest extent possible, that the Housing Commission provides a drug-free workplace for employees and program participants. Any offer of employment that an applicant receives from the Housing Commission is contingent upon, among other things, satisfactory completion of this examination and a determination by the Housing Commission and its examining physicians that the applicant is capable of performing the responsibilities of the position that has been offered.

As a condition of continued employment, employees may also be required to undergo periodic medical examinations, at times specified by the Housing Commission, which may also include alcohol and drug screenings. In connection with these examinations, employees are required to provide the Housing Commission with access to their medical records, if requested. Further, it should be understood that the Housing Commission receives a full medical report from its examining physicians regarding the applicants or

employee's state of health. The Hillsdale Housing Commission will pay for all medical examinations required by the Hillsdale Housing Commission in full.

Drug Free Workplace

The Hillsdale Housing Commission will continue to provide a drug-free workplace by:

1. Publishing this statement notifying employees that the un-lawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establishing an on-going drug-free awareness program to inform employees:
 - a. The dangers of drug abuse in the workplace;
 - b. The Applicant's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and,
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by this section.;
4. Notifying the employee in the statement required by this section that, as a condition of employment under the grant, the employee will:
 - a. Abide by the terms of the statement; and,
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4 b. from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4 b. with respect to any employee who is so convicted:
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 7.

Equal Employment Opportunity

The Hillsdale Housing Commission provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, race, color, sex, religion, nation origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preference, physical or mental disability, or status as a Vietnam-era or special disabled veteran in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The Hillsdale Housing Commission expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age, handicap, or status as a Vietnam-era or special disabled veteran.

Probationary Period

All employees of the Commission, whether full-time regular, part-time regular or temporary, shall be on probation for sixty (60) calendar days of continuous employment following the first day of work for the Commission. At no point does the probationary period waive the “at-will” employment status. The initial probationary period of sixty (60) calendar days shall be utilized by the Commission as an opportunity to observe the employee’s performance, to train and aid the employee in adjustments to the work assigned, and to reject any employee whose work performance fails to meet the required work standards.

At any time during the initial probationary period, the commission may demote or dismiss an employee without cause.

All promotional appointments shall be tentative and subject to a probationary period of ninety (90) days. The probationary period shall be extended for a period of time equal to the time that an employee is absent from duty due to sickness or other reason. The promotional probationary period shall be utilized by the Commission as an opportunity to observe the promoted employee’s performance, to train and aid the promoted employee in the new work assigned, and to rescind the promotion of any employee whose work performance fails to meet the required work standards.

At any time during the probationary period, the Commission may rescind the promotion of the employee without cause, but the employee’s wage and position prior to the promotion cannot be diminished without cause.

An employee shall be subject to demotion if his position has been abolished or reallocated to a lower paying position and he is not capable of transferring to a position open with equal pay. It shall be indicated clearly that in no way does this reflect on the employee’s performance ability as it relates to the lower paying position.

An employee who is demoted or dismissed during the initial probationary period shall not have the right to appeal such action under the Grievance Procedure.

Sexual Harassment

Sexual harassment has been defined as any unwelcome sexual advance, request for sexual favors, or any other verbal or physical conduct of a sexual nature, when such conduct interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment.

With respect to sexual harassment, the Hillsdale Housing Commission prohibits unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of employment;
2. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
3. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their co-workers.

Complaint Procedure

If you experience any job-related harassment based on your sex, your race, or another factor, or believe you have been treated in an unlawful, discriminatory manner, promptly report the incident to your supervisor, who will investigate the matter and take appropriate action, including reporting it to the Executive Director. If you believe it would be inappropriate to discuss the matter with your supervisor, report it directly to the Executive Director, who will investigate your complaint. Your complaint will be kept confidential to the maximum extent possible.

If the Housing Commission determines that an employee is guilty of harassing another employee, appropriate disciplinary action will be taken against the offending employee.

The Hillsdale Housing Commission prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy, or for assisting in a complaint investigation. However, if, after investigating any complaint of harassment or unlawful discrimination, the Housing Commission determines that the complaint is not bona fide or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.

III. Employment Classification

Classifications of Employment

For the purposes of wage administration and eligibility for overtime payments and employee benefits, the Hillsdale Housing Commission classifies its employees as follows:

Full-time Regular Employees

Administrative Salaried Employees (Executive Director) – hired to work a normal, full time, forty hour workweek on a regular basis. Such employees are “exempt” as outlined below.

Maintenance Employees – hired to work a normal, full-time forty-hour workweek on a regular basis. Such employees are “nonexempt” as listed below.

Part-time Regular Employees

Part-time Regular Employees – Employees hired to work less than the number of hours required for the position, as set forth above (full-time regular employees). Such employment may be “exempt” or “nonexempt” as defined below.

Temporary Employees

Temporary Employees – Employees engaged to work full-time or part-time on the Housing Commission’s payroll with the understanding that their employment will be terminated no later than upon completion of a specific assignment. (Note that a temporary employee may be offered and may accept a new temporary assignment with the Housing Commission and thus still retain temporary status). Such employees may be “exempt” or “nonexempt” as defined below.

Contract Laborers

Contract Laborers – This position would be utilized from time to time to perform a variety of tasks such as cleaning vacant units, cleaning community or office space, painting, etc. They are not employees of the Commission, nor are they entitled to fringe benefits.

Nonexempt Employees

Nonexempt Employees - Employees who are required to be paid overtime at the rate of time and one-half their regular rate of pay for all hours worked beyond forty hours in a workweek, in accordance with applicable federal wage and hour laws. Maintenance employees fall into this category.

Exempt Employees

Exempt Employees – Employees who are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond forty hours in a workweek. Administrative employees fall into this category.

You will be informed of your initial employment classification and of your status as an exempt or nonexempt employee during your orientation session. If you change positions during your employment as a result of a promotion, transfer, or otherwise, you will be informed of any change in your exemption status.

Questions regarding your employment classification or exemption status should be directed to the Executive Director.

IV. Work Hours and Personnel Procedures

Regular work week

Regular Work Week – The regular workweek shall consist of forty (40) hours. For the maintenance and custodial personnel the workday shall be as necessary to provide adequate coverage of maintenance operations.

Overtime

Overtime – Overtime work shall be avoided as far as possible but may be required in the interest of efficient operation, in which case the employee shall be paid at the rate of one and a half the normal rate of pay. Salaried employees shall not be compensated at premium pay (time and one-half) for overtime worked.

Regular Pay Procedures

All employees of the Hillsdale Housing Commission are paid by check every two weeks. If a scheduled payday falls on an observed holiday, you will usually be paid on the day preceding the holiday. All required deductions, such as federal and state taxes, and all authorized voluntary deductions, such as for health insurance contributions, will be withheld automatically from your paychecks.

Position Descriptions

The position descriptions of the Executive Director and all other Commission employees shall be on file at the Housing Commission Office. The Housing Commission shall approve all employee position descriptions. Each employee shall be given a copy of his assigned position description and shall be given the authority to perform his assigned duties within the position description and within the scope of this policy.

Periodically, the Hillsdale Housing Commission may revise its position descriptions, evaluate individual positions to ensure that they are rated and paid appropriately, and review position specifications to ensure that they are directly job related.

Personnel Files

The Executive Director shall be responsible for maintaining records on each employee to include aspects of the employee's tenure with the Housing Commission, such as current position description and salary, performance appraisals, disciplinary warning notices, and letters of commendation.

To ensure that your personnel file is up-to-date at all times notify the Executive Director of any changes in your name, telephone number, home address, marital status, scholastic achievements, the individuals to notify in case of any emergency and so forth.

All employee records shall be for official use only and shall not be made available for public use. Any individual employee is entitled to review his employee records, as provided by the Bullard-Plawecki Right to Know Act, by submitting a written request to the Executive Director specifying the material the employee wishes to review. The Executive Director or designee shall respond in writing, to the employee providing the personnel material requested within three (3) working days of the employee's written request. Original employee records shall **not** be removed from the Hillsdale Housing Commission office.

V. Time off Benefits

Executive Director's Personal Days

Proper performance of the duties of the Executive Director oftentimes requires more than 40 work hours per week. In recognition of this fact, the Executive Director is allowed three (3) personal days time off, to be paid at the Executive Director's normal rate of pay. These days are not bankable if they are not taken they will be paid at the Executive Director's regular rate at the Executive Director's anniversary hire date.

Holidays

The Hillsdale Housing Commission provides paid time off to all full-time regular and part-time employees on the following holidays:

New Year's Day	Veteran's Day (11/11)
Martin Luther King Day	Thanksgiving Day
President's Day	Day after Thanksgiving
Memorial Day (Observed)	Christmas Eve Day
Independence Day (7/4)	Christmas Day
Labor Day	One-Half Day before New Year's Day

Employees may have 12:00 noon to 3:00 p.m. off on Good Friday. This time can be taken at this time only and is not bankable.

When a holiday falls on Sunday, Monday will be considered as the holiday. When a holiday falls on Saturday, Friday shall be considered as the holiday.

Vacation Leave

Vacation with pay shall be granted to all employees who have completed twelve (12) months of service.

All vacation shall be earned pro rata monthly from date of hire to anniversary date and should be taken during the year following. Vacation leave shall begin to accrue at the employee's date of hire.

Employees are encouraged to take vacations.

In no case shall an employee be allowed to accrue, at any one time, more than one and one-half the amount of annual vacation to which he/she is entitled. If the amount of accrued vacation exceeds one and one-half the amount of annual vacation to which the person is entitled, it shall be permanently lost and the employee shall not be allowed to receive compensation for this loss, unless such loss is the result of a management decision.

If a new employee leaves employment before completing one (1) year of service, she/he will receive no vacation pay. An employee who has served one (1) year or more can be paid for any unused vacation due him/her when he/she leaves the Commission service on a pro rata basis. An employee who resigns without giving two (2) weeks prior notification to the Commission may not be paid unused vacation.

Every employee shall be granted vacation with pay in accordance with the following schedule:

<u>Years of Service as of Anniversary Date</u>	<u>Annual Vacation</u>
1 Year:	05 Days
2 Years:	10 Days
5 Years:	13 Days
10 Years:	16 Days
15 Years:	22 Days

After twenty (20) years of completed service, employees shall be granted an additional vacation day for each year of service over twenty (20) to a maximum of twenty-five (25) days vacation.

Sick/Personal Leave

Sick Leave Accrual

There shall be no sick leave days earned or granted during an employee's probationary employment. Upon becoming certified as a permanent employee by the Executive Director, sick leave days shall be earned at the rate of eight (8) days per twelve (12) month period, beginning at the date of hire, and shall be earned pro-rata on a monthly basis. A permanent employee on paid sick leave will continue to accrue sick leave days.

Accumulated Sick Leave

Sick leave days may be accumulated to thirty (30) days. Sick leave otherwise earned in excess of the allowed accumulation will be paid out at the rate of 75% of one day's pay at the employee's regular rate of pay for each day in excess. This payment will be made at the next regular pay date following the employees' anniversary date of hire.

Sick Leave Payment at Termination of Employment

Employees leaving employment for reasons other than illness, with less than five (5) years of continuous service, will not be entitled to any accrued sick time pay. Employees leaving employment for reasons other than sickness, with five (5) years of continuous service, and in good standing, will receive seventy five percent (75%) of one (1) day's pay, at the employee's regular rate of pay, up to thirty days of accumulated sick leave. Seventy-five (75%) of all accrued sick leave will be paid upon an employee's death, at the employee's current rate of pay, to the employee's beneficiary as duly designated by the employee in his personnel file. Payments made under this section will be made within thirty (30) days following the termination of employment.

Sick Leave Purpose and Supervisor Notice

Sick leave is intended to be used for illness, or personal business, which may not be scheduled after employee's normal working hours. In the event an employee cannot report to work because of illness or personal business, he must notify their supervisor before the start of the employee's shift. Any employee who fails to report in this manner shall not be entitled to sick/personal leave benefits.

Physician's Certification

Each employee, upon returning to work after absence for illness in excess of three (3) consecutive workdays, may be required to provide documentation, such as a physician's statement. An employee returning to work from an illness in excess of (3) consecutive workdays may be required to produce a physician's statement releasing employee back to work.

Advances of Unearned Sick Time

Advances of unearned sick time may be granted at the discretion of the Executive Director and/or Housing Commission, not to exceed twelve (12) days per calendar year.

Unauthorized Sick Time Absence

Absence from work beyond the authorized available sick/personal time may be cause for disciplinary action or termination of employment.

Family and Medical Leave Act

The Family and Medical Leave Act of 1993 (FMLA or Act) allows "Eligible" employees of a covered employer to take job-protected, unpaid leave, or to substitute appropriate paid leave, if the employee has earned or accrued it, for up to a total of 12 workweeks in

any 12 months because of the birth of a child and/or to care for the newborn child, because of the placement of a child with the employee for adoption or foster care, because the employee is needed to care for a family member (child, spouse, or parent) with a serious health condition, or because the employee's own serious health condition makes the employee unable to perform the functions of his or her job (see Sec. 825.306(b) (4) of *The Family and Medical Leave Act of 1993*). In certain cases, this leave may be taken on an intermittent basis rather than all at once, or the employee may work a part-time schedule.

If you are considering a leave of this type, the complete Family and Medical Leave Act is on file in the Hillsdale Housing Commission office. A copy will be provided to you upon your request.

Military Leave

An employee who leaves his/her position to enter military service in time of war or any period of national emergency as declared by the President of the United States in connection with national defense or by reason of being drafted, shall be carried on the rolls in a military leave status.

Upon his/her honorable discharge from military service, he/she shall be entitled to be restored to his/her same position or to a position equally acceptable to him/her for which he/she is qualified, provided he/she applies for employment within ninety (90) days after his/her discharge or before the expiration of any statutory right to reemployment, if later.

Bereavement Leave

An employee will receive up to three (3) days paid absence in the case of a death in his/her immediate family. Immediate Family means; father, mother, sister, brother, child, wife or husband, mother-in-law or father-in-law. An employee will receive one (1) day paid absence in the case of the death of his/her grandparent, aunt or uncle, in addition to vacation and sick leave time. In the event the bereavement is outside (a circle, having as its center the intersection of Carleton Road and Hillsdale Street in the City of Hillsdale) a radius of three hundred twenty-five miles, the employee may be granted an additional two (2) days absence upon request.

Any employee selected to be a pallbearer shall be allowed four (4) hours off with pay for such period.

Court Leave

All employees when served with a summons shall immediately inform the Director. The employee will be paid at his/her regular rate when served with a subpoena for jury duty or as a witness. All reimbursement received shall be turned over to the local agency to be credited against regular salary. The employee may retain payment by the Court to the employee for travel expense at the prevailing rate.

Absence without Authorization

Absence without proper authorization or approval may be sufficient cause for suspension or dismissal of the employee at the discretion of the Executive Director.

If the employee is absent without proper authorization, deduction shall be made from his/her pay for the period of absence.

VI. Group Health and Related Benefits***Our Employee Benefit Programs***

Through the City of Hillsdale, the Housing Commission offers a variety of employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness, disability, and death, and to help you plan for retirement.

This section of the Handbook is meant to highlight some features of our benefit programs. Our group dental, life insurance and retirement are described more fully in booklets that you are provided by City Hall once you are eligible to participate in these programs.

The Hillsdale Housing Commission reserves the right to amend or terminate any of these programs or to require or increase employee premium contributions toward any benefits at its discretion. This reserved right may be exercised in the absence of financial necessity.

More complete information regarding benefits is available at City Hall.

Hospitalization/Dental Insurance Benefits

Employees shall reimburse the Housing Commission twenty percent (20%) of the monthly premium for Hospitalization Benefits through a payroll deduction program. The Housing Commission shall pay the entire premium for hospitalization benefits for all employees. Should you wish to include dependents on your policy, the U.S. Department of Housing & Urban Development permits the Housing Commission to pay 75% of the premium cost; you must pay the remaining 25%. This payment is made in advance through a payroll deduction.

Employees who are otherwise eligible for medical insurance benefit coverage who elect not to receive medical benefit coverage shall receive one-half the "single rate" premium that would have been paid in medical insurance premiums through the normal payroll schedule.

Benefits terminate on the date your employment terminates with the Housing Commission.

Life Insurance

All full-time regular employees are provided with a life insurance policy in the amount of \$20,000.00. The cost to provide this benefit is paid completely by the Housing Commission.

Life insurance benefits terminate on the date your employment terminates with the Housing Commission.

Workers Compensation Insurance

Provides payment of your medical expenses and for partial salary continuation in the event of a work-related accident or illness. All employees are covered by worker's compensation insurance. The amount of benefits payable and the duration of payment depend upon the nature of your injury or illness. In general, all medical expenses incurred in connection with an injury or illnesses are paid in full, and partial salary payments are provided.

If you are injured or become ill on the job, you must immediately report such injury or illness to your supervisor or the Executive Director. This ensures that the Housing Commission can assist you in obtaining appropriate medical treatment. The injury or illness must also be reported to the City Clerk's Office for completion of appropriate documents. Your failure to follow this procedure may jeopardize your rights to benefits in connection with the injury or illness.

Questions regarding worker's compensation insurance should be directed to the City Clerks Office.

Retirement

Eligible employees shall be entitled to benefits of the Michigan Municipal Employees Retirement System. Payroll deductions and contributions of the employees and the Commission shall be made in accordance with the Retirement Act No. 135, P.A. of 1945, as amended. This benefit is a condition of employment and may not be waived.

Tenure

All regular employees shall receive an annual payment of money under the Tenure Program in the amount as follows:

Years of Service	Annual Tenure
1	\$120.00
2	\$240.00
3	\$360.00
4	\$480.00
5	\$600.00
6	\$700.00
7	\$800.00
8	\$900.00

9	\$1,000.00
10 Years & Above	\$1,100.00

VII. Employee Conduct

Personal Appearance and Demeanor

All employees must provide their own clothing. Administrative employees are required to choose attire that reflects a professional attitude. Under no circumstances will an employee be allowed to work barefoot or without a shirt or other appropriate top. Shorts and skirts shorter than three inches above the knee shall not be permitted. Management reserves the right to determine whether employee's dress is appropriate for the workplace. In all circumstances the apparel must be clean, mended and neat. Safety glasses must be worn at all times while an employee is performing work where there is danger of dust or flying objects.

Causes for Disciplinary Action

1. Falsifying employment records, time records, or other commission records.
2. Theft, misappropriation, embezzlement, or taking from the Commission premises any property of another employee, resident, or the Housing Commission.
3. Excessive, unnecessary, or unauthorized use of Commission supplies or equipment, particularly for personal purposes.
4. Violating the Housing Commission's nondiscrimination and/or sexual harassment policy.
5. Damaging or losing Commission property through negligence or abuse.
6. Use, possession of, consumption of, distribution of, sale or offering for sale; liquor or any alcoholic beverages, any narcotics or dangerous drugs including but not limited to marijuana, barbiturates or any derivative, or hallucinogenic agents. Such substances are strictly prohibited on Commission property at any time.
7. Use of prescription drugs containing a advice not to work is strictly prohibited.
8. Reporting for work under the influence of alcohol or when suffering from an alcoholic hangover, or in an unsafe condition.
9. Fighting or using obscene, abusive, or threatening language or gestures.
10. Horseplay, practical joking or unsafe acts.
11. Threatening, intimidating, coercing, interfering with, the making or publishing of false, vicious or malicious statements concerning employees, department heads, appointed officials, elected officials of the City of Hillsdale, the Housing Commission or members of the public
12. Insubordination, failure or refusal to perform assigned duties.
13. Poor attitude and lack of cooperation.

All disciplinary action shall be at the discretion of the Executive Director, up to and including dismissal. The Employee is entitled to present a grievance as outlined in Section IX "Grievance Procedure"

Policy on Public Statements

The Executive Director and the President of the Hillsdale Housing Commission are the only official spokespersons for this Commission. All inquiries from the media or media issues should be referred to the Executive Director or President of the Commission who may delegate this authority in his/her absence, or in special cases.

Further, no employee may identify himself as an employee of the Commission when expressing a personal opinion on any subject, nor may any employee use Housing Commission stationary, computers, typewriters or other supplies or equipment of the Housing Commission without explicit prior approval of the Executive Director or his or her designee.

Confidentiality of Information

It is the policy of the Hillsdale Housing Commission to ensure that the operations, activities, and business affairs of the Housing Commission and the residents, applicants or other program participants are kept confidential to the greatest possible extent. If, during the course of their employment, employees acquire confidential information about the Housing Commission and its residents, applicants or other program participants, such information is to be handled in strict confidence and not to be discussed with outsiders. Employees are also responsible for the internal security of such information.

Employees found to be violating this policy are subject to disciplinary action, up to and including termination, and may also be subject to civil and/or criminal penalties for violations.

Solicitations and Distribution of Literature

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time. Employees who are not on working time (e.g., those on lunch hour or breaks) may not solicit employees who are on working time for any cause or distribute literature of any kind to them. Non-employees are likewise prohibited from distributing material or soliciting employees on Housing Commission premises at any time.

Standards of Conduct

- | | |
|-----------|---|
| Bribery | Do not accept any money, gifts, services, loans, entertainment or anything else of value from applicants, tenants. |
| Extortion | Do not request, coerce, or threaten any person to do something for you as a condition for participating or remaining in an assisted |

	housing program.
Conflict of Interest	Do not participate in an assisted program as a tenant or landlord unless properly disclosed and approved. Do not process an application for a relative or a business partner without prior approval of the appropriate officials. Do not give favored treatment to any person that is not permitted by laws or local policies.
Malfeasance	Do not encourage or coach applicants, tenants, or landlords to ignore or violate any rule or policy.
Nonfeasance	Do not ignore or fail to pursue questionable responses from applicants or tenants, or to appropriately investigate suspected violations.
False Statements	Do not falsely create, forge, or alter any documents that are used to determine eligibility or level of benefits in an assisted housing program.
Conspiracy	Do not submit or process any documents for nonexistent tenants, or scheme with actual tenants or share any program benefits, any program benefits.

Code of Standards of Conduct - Procurement

24 CFR, Subtitle A, Section 85.36 (a)(3) requires the Housing Commission maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts. With that in mind, the following shall be adhered to:

No employee, officer or agent of the Housing Commission shall participate in selection, or in the award of administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when: The employee, officer or agent, any member of his immediate family, his or her partner, or, an organization, which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award. The Housing Commissions officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements.

These standards may be waived where the financial interest is not substantial or the gift is an unsolicited item of nominal value, such as cookies.

A violation may result in disciplinary action, up to and including dismissal.

Political Activities

Political activities shall be restricted to the rules and regulations governing employees on government funded programs. (Hatch Act - Section 1502(a) of Title 5.)

VIII. Termination of Employment and Disciplinary Action

1. Employees desiring to terminate their employment relationship with the Housing Commission are urged to notify the Executive Director, in writing, at least two weeks in advance of their intended termination. Proper notice generally allows the Housing Commission sufficient time to calculate and process any pay and benefits due. The Executive Director will confirm verbal resignations in writing.
2. Employees who plan to retire are urged to provide the Housing Commission with minimum of two months notice. This will allow ample time for the processing of appropriate pension forms to ensure that any retirement benefits to which an employee may be entitled commence in a timely manner.
3. When an employee is terminated, the employee shall be given a written notice indicating that their employment is terminated, the effective date of termination, and the reason(s) for termination. When termination is for cause or misconduct, the termination shall be immediate. A terminated employee will have access to an appeal and hearing before the Housing Commission Board in accordance with the Grievance Procedure.
4. The Executive Director may terminate or reduce working hours of any employee when such termination or reduction or working hours is due to reorganization, change or reduction of staff. Reorganization, change or reduction may occur through voluntary action of the Board, or through involuntary action due to lack of funding by the U.S. Department of Housing & urban Development, or other reasons. When such termination occurs, criteria for retention or termination of employees will be based upon seniority, qualifications and service record. An employee shall be given a letter indicating that their employment is terminated, the effective date of termination, and the reason(s) for termination. When termination is due to voluntary action of the Board, the effective date of termination must be at least 30 days from the day the employee is notified of the termination. When termination is due to involuntary conditions, the effective date of termination may be at any time; however, every effort will be made to give terminated employees 30 days notice.

IX. Grievance Procedure

Good relationships between the employee, supervisors and the Hillsdale Housing Commission are the utmost importance to the effective operation of our housing programs. Maximum enthusiasm among and between employees and the Commission must be generated, encouraged, and maintained. Grievance should be resolved informally by the parties involved whenever possible.

It is recognized, however, that there are times when a more formal procedure for resolving grievances is necessary. For this reason, the following procedure is established to quickly and effectively resolve employee/employer conflicts. All employees (except initial probationary) and all grievances are covered by the following procedure:

When an employee feels that an action has been or is being taken which adversely affects his wages, hours or conditions of employment, he may file a grievance in accordance with the grievance procedure. Grievances must be initiated within five (5) days of the alleged grievable incident or issue.

Employees will have no adverse actions or sanctions taken against them as a result of participating in the grievance procedure.

Steps of the Grievance Procedure

- Step One: If an employee feels that he has been aggrieved, the employee will request a conference with the immediate supervisor.
- Step Two: If the grievance cannot be satisfactorily resolved between an employee and supervisor, the employee shall present the grievance in writing to the Executive Director within ten (10) working days of the conference provided in Step One. The Executive Director, after conferring with the supervisor, shall respond in writing within five (5) working days of receipt of the written grievance.
- Step Three: If the employee is not satisfied after completion of Step Two, a grievance shall be presented to the President of the Hillsdale Housing Commission within ten (10) working days of receipt of the written response. Within thirty (30) days after receiving this written request for appeal, or at the next regularly scheduled meeting, whichever is earlier, the matter will be considered in a closed session by the full Board of Commissioners and with the parties involved having the right to produce and examine witnesses.

Within ten (10) working days of the meeting the Board of Commissioners shall issue its decision in writing and a copy of this decision shall be given to the aggrieved employee. The decision of the Board of Commissioners is final.

X. Amendment

Amendment to the above provisions shall be by resolution of the Hillsdale Housing Commission.

Amended by HHC: 06/07/2001, Resolution #HHC 2001-22

Amended by HHC: 12/06/2001, Resolution #HHC 2002-10

Amended by HHC: 07/09/2002, Resolution #HHC 2003-01

Amended by HHC: 02/06/2003, Resolution #HHC 2003-13

Amended by HHC: 06/02/2005, Resolution #HHC 2005-13