

# **Knox County Housing Authority**

## **Employee Handbook**

**MARCH 2012**

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## **SECTION 1 – INTRODUCTION**

### **WELCOME**

This manual is designed to acquaint you with Knox County Housing Authority and provide you with general information about working conditions, benefits, and policies affecting your employment.

We at Knox County Housing Authority are an Equal Opportunity Employer in all personnel decisions.

The information contained in this manual applies to all employees of Knox County Housing Authority. Following the policies described in this manual is considered a condition of continuous employment. However, nothing in this manual alters an employee's "at-will" status. The contents of this manual shall not constitute nor be construed as a promise of my employment or as a contract between the Authority and any of its employees. The manual is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding, and complying with the provisions of this manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

## **ABOUT YOUR HANDBOOK**

The Authority is responsible for developing and administering policies and procedures to maintain a well-run organization. We believe that the policies and procedures, as described in our employee handbook, are reasonable. However, the contents of this handbook are presented to you as guidelines and for your information only. The policies, procedures and benefits will be applied to each particular situation and interpreted by the Authority at its sole discretion subject to applicable state and federal laws.

This handbook is prepared to help you become acquainted with the Authority to describe, in general terms, what you can expect from the Authority and what we expect of you as our employee. However, while the company believes wholeheartedly in the plans, policies and procedures described, we reserve the right to modify, revoke, suspend, terminate or change any or all plans, policies or procedures, in whole or in part, at any time, with or without notice. The language used in this handbook is not intended to create a contract, or evidence of a contract, between the company and any one, or all, of our employees. Only the Executive Director of the company has the Authority to enter into such agreements. Any such agreement must be in writing and signed by both the Executive Director and the employee. This handbook supersedes all previous written or verbal policies.

Employment with the Authority is not governed by any written or oral contract and is considered an "at-will" arrangement. This means that you are free, as is the company, to terminate the employment relationship at any time, for any reason, so long as there is no violation of applicable federal or state law.

We are asking that you read this handbook. If there are items you do not understand, feel free to ask your supervisor for an explanation.

## **HISTORY AND MISSION OF THE AUTHORITY**

The Knox County Housing Authority was originally chartered in 1948. During its first two decades it was involved in the redevelopment of downtown Galesburg and in the production of moderately priced homes in the area. Funding for these projects was primarily in the form of specific, one-time grants and much of the work of was done by volunteers who served on its board and various committees. In the 1960s the Federal government made a serious, long-term commitment to improving the quality and supply of housing available to senior citizens, the handicapped, and to families living on minimal incomes. The U.S. Department of Housing and Urban Development (HUD) was established as a cabinet-level department under the executive branch of the government and a nationwide surge in the development of heavily subsidized rental housing

### **MISSION STATEMENT**

The Knox County Housing Authority's mission is to be the leader in making excellent, affordable housing available for low and moderate-income persons in Knox County. This mission is expanded to include partnering with other agencies and the families we serve to plan and implement programs and services that will help those families develop and thrive. Effective management and the wise stewardship of public funds will be primary considerations at all levels.

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## **SECTION 2 – ABOUT YOUR WORKPLACE**

### **Alcohol and Controlled Substances Abuse**

It has been established that the abuse of alcohol and controlled substances (drugs) can constitute a real threat to those who abuse these substances and those who work with such individuals.

Because of the possible effects to the individual, other employees, and the company, it is the policy of the Authority to maintain a workplace that is free from the effects of illegal drugs and the misuse of alcohol. The company will not tolerate or condone alcohol misuse or substance abuse.

To that end, employees who engage in the sale of, possess, transfer or offer to buy or sell illegal drugs or controlled substances, use or are under the influence of drugs or alcohol during working hours or on company property, or abuse prescribed drugs will be subject to disciplinary action, up to and including termination of employment. Employees are also prohibited from using illegal drugs while away from the workplace.

Under no circumstances is an employee of the Authority to report to work, drive a company-owned vehicle or operate company equipment while under the influence of drugs or alcohol.

Supervisors should immediately report to the Executive Director any action by an employee that demonstrates an unusual behavior pattern or who is suspected of being under the influence of drugs and/or alcohol. Employees may be tested for drugs and alcohol at the discretion of the company.

### **Americans with Disabilities Act**

It is the policy of the Authority to comply with state and federal disability laws, including the Americans with Disabilities Act (ADA), as amended. We will not discriminate against any qualified individual with a disability in any phase of the employment relationship including application for employment, hiring, promotion and/or advancement in employment, termination, compensation, and training opportunities or other conditions or privileges of employment. The company will consider all requests for reasonable accommodations consistent with the business needs of the company in accordance with state and federal law.

For purposes of this policy, disabled individuals may include persons who:

- Have a physical or mental impairment that substantially limits one or more major life activities.
- Have a record of such impairment.
- Are regarded as having such impairment.

## **Company Communication Systems**

All communication systems used at the Authority, such as the computers, phones, cell phones, fax machines, voicemail, on-line computer services, and email are to be used primarily for conducting company business. Occasional personal use may be permitted provided it is done during non-working hours and in compliance with the company's communication systems policy. The company communication systems are not totally private and confidential, even though most systems are password-protected. It is still possible for others to access the systems you are using.

Employees will be instructed on the proper use of the communication systems use at the Authority for both internal and external business communications. All company communications systems and the information maintained on these systems are considered the sole property of the company. As the property of the company, the Authority has the right to intercept, monitor, copy, review, and download any communications or files created or maintained on these systems. Employees should have no expectation of privacy when using any of these systems.

The Authority prohibits certain types of communication on our various systems. Prohibited communication includes, but is not limited to, offensive and disruptive language, illegal, harassing, insulting, non-business related or time-consuming messages. Inappropriate use of any company communication system will be grounds for disciplinary action, up to and including termination of employment.

## **Conflict Resolution/Problem Solving Procedure**

It is the Authority's philosophy to communicate openly and candidly with you and encourage feedback from you about your job and the company.

However, as an employee, you may have questions or concerns regarding your job, your performance and other employment matters. In most instances, those concerns or questions should be handled through a simple inquiry to your supervisor. If he/she does not know the answer, he/she will get the answer and respond to you promptly. If you are not comfortable addressing the matter to your supervisor, you may contact the Executive Director or any other member of management with whom you feel comfortable. If you believe the situation requires a more formal response, or if you are not satisfied with the answer that you receive, you may utilize the following problem-solving procedure:

1. Put your inquiry or concern in writing. A form is available in the Administrative Offices for this purpose or you can write us a note. An appointment will be scheduled for you to discuss the problem with your supervisor and the department head. They will give you a prompt response.
2. If you are not satisfied with the response provided by your supervisor and the department head, request that the matter be forwarded to the Executive Director. A time will be set up for you to present your concern, which may involve having other individuals present to describe the facts. After this meeting, you will receive a prompt response, which may be in writing. The decision of the Executive Director will be final.

## **Confidentiality**

The Authority maintains certain information which it considers to be confidential, including but not limited to the following: the financial affairs of the Authority; budgetary information; Authority employee information; tenant information; and any and all other confidential information provided by the Authority to the employee and which is maintained as confidential and/or marked as "confidential."

The materials, products, designs, plans, ideas, data and all other proprietary and confidential information belonging to the Authority are the property of the Authority and should never be given to an outside firm or individual without appropriate authorization from the Executive Director. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any employee who participates in such a practice will be subject to disciplinary action, including termination, and possible legal action.

Unless required in the course of their business responsibilities, no employee is authorized to make copies, excerpts or compilations of any of the confidential information or to take that information from the Authority's premises without the permission of the Executive Director.

## **Conflict of Interest**

Authority employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

The by-laws of the Knox County Housing Authority state that "no employee of the Knox County Housing Authority will be a family member of the Board or Appointing Official. The only exception shall be if the family member is an employee before the Commissioner of Appointing Official takes office. In this case, the Commissioner shall abstain from all actions relating to the family member(s) concerning personnel decisions of the employee."

No member, officer or employee of the Authority shall cause the Authority to enter into any contract, subcontract or arrangement in which any member, officer or employee of the Authority, or any member of local government, or any other public official of the locality in which the Authority is located who exercises any responsibilities or function with respect to the Authority or any related project or property during his or her tenure or for one year thereafter, has any interest, direct or indirect.

Further, business dealings with outside firms should not result in personal gains for Authority employees or their immediate families or close relations. Such gains include, but are not limited to, bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed ultimately to benefit the employee or someone with whom the employee has a relationship, and not to benefit the Authority. Promotional plans that could be interpreted to involve unusual personal gains require specific approval of the Executive Director.



An actual or potential conflict of interest also occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative of the employee, as a result of the Authority's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

It is imperative that employees disclose to the Executive Director, as soon as possible, the existence of any actual or potential conflict of interest involving purchases, contracts, leases or other arrangements so that safeguards can be established to protect all parties, since it may be necessary for the Authority to take prompt action to avoid the appearance of impropriety.

## **Dress Code**

Personal appearance contributes to the impression others form about us and the Authority. Knox County Housing Authority employees are expected to care about their personal appearance and ensure that their personal hygiene and dress projects a positive self and company image. Our policy applies to both male and female employees.

All employees should judge their business attire for meetings and contacts outside of the office by the type of function that will be attended. Also, on occasion there may be a specific business reason to require that all employees dress in traditional business attire. In such instance this will be communicated to employees in advance and they will be required to dress accordingly.

This policy is intended as a guideline for appropriate attire but is not a replacement for good judgment and taste. Management personnel have the authority and obligation to send employees home if their appearance is not acceptable. Anyone with questions regarding appropriate dress should contact their supervisor or the Executive Director.

## **Equal Employment Opportunity**

The Authority believes in equal employment opportunity for all employees and applicants for employment. Our company's success depends on the effective utilization of qualified individuals regardless of their race, creed, color, religion, sex, age, ancestry, national origin, disability, genetic information, military or veteran status or any other characteristic protected by law. We will not discriminate on the basis of these characteristics in any personnel action including, but not limited to, hiring, training, promotions, transfers, demotions, benefits, compensation, discipline, termination and any other conditions or privileges of employment.

It is the responsibility of everyone employed at The Authority to give this non-discrimination policy full support through leadership and personal example. In addition, it is the duty of every employee of The Authority to help create a welcoming workplace for all employees.

## Harassment

The Authority believes that all individuals should be able to work in an environment free from any form of harassment. To ensure that all of us enjoy a harassment-free workplace, The Authority prohibits any offensive, physical, written or spoken conduct of a sexual or derogatory nature or based on an individual's race, color, religion, sex, national origin, age, disability, genetic information or any other characteristic protected by law. Anyone engaging in sexual or other harassment will be subject to discipline, up to and including discharge. Prohibited conduct may include, but is not limited to:

- Sexual advances or demands for sexual favors. This includes subtle or blatant expectations to engage in sexual relations and pressure for dates.
- Comments of a sexual nature, such as telling "dirty jokes" and comments about body parts, appearance or clothing, where such comments go beyond mere courtesy.
- Insults, name calling, slurs, jokes or other remarks that are sexual or offensive in nature or demeaning to an individual's protected characteristics.
- Displays of sexual, offensive or discriminating matter such as posters, calendars, photographs, cartoons, graffiti or other offensive graphic displays.
- Physical, verbal or psychological abuse based on an individual's protected characteristics such as stereotyping, name calling, assaulting, sabotaging, segregating or threatening any individual in the workplace.
- Making a submission to or rejection of harassment the basis of any employment decision.

This policy applies not only to the workplace during normal business hours, but also to all work-related social functions, whether on or off the company premises, and business-related travel.

The very nature of harassment makes it difficult to detect unless the problem is reported. Employees experiencing or observing harassment, therefore, are expected to promptly report the conduct. Complaints should be directed to the employee's supervisor or any other member of management with whom the employee feels comfortable.

The Authority's commitment to providing individuals with a work environment that is free of harassment includes prohibiting inappropriate conduct by and to vendors, contractors, customers, and third parties. If an individual experiences or observes conduct that violates this policy by a vendor, contractor, customer, or third party, that individual should promptly direct a complaint to his or her supervisor or other member of management. In addition, employees have the right to file a harassment complaint with the Equal Employment Opportunity Commission.

Complaints will be treated as confidentially as possible in light of the company's need to fully investigate the matter and take appropriate corrective action. Every precaution will be taken to preserve the dignity and privacy of the persons involved.

Employees who report harassment or who assist in the investigation of a complaint of harassment will **not** be subject to retaliation or reprisals of any kind. Any employee who engages in retaliation against another employee because of a complaint under this policy will be subject to disciplinary action, up to and including employment termination.

Complaints will be promptly investigated. Depending on the nature of the alleged harassment, interim measures may be taken. These measures might include temporary reassignments or separating the alleged harasser and the employee alleging the harassment. If the investigation reveals that an employee has engaged in sexual or other harassment, that employee will be subject to disciplinary action, up to and including discharge. In the case of client/customer or vendor harassment, the company will respond as appropriate in light of the nature of the relationship to the vendor, contractor, customer, or third party.

All managers and supervisors are responsible for the implementation of this policy and for ensuring that employees know and understand this policy. All employees will be held responsible and accountable for eliminating prohibited conduct.

Questions regarding this policy should be addressed directly to the Executive Director, who has overall responsibility for investigating and resolving harassment complaints at The Authority.

## **Immigration Status**

Knox County Housing Authority complies with the Immigration Reform and Control Act, employing only those persons who are legally eligible to work in the United States.

Knox County Housing Authority complies with the Immigration Reform and Control Act of 1986, by employing only United States citizens and non-citizens who are authorized to work in the United States. All employees are asked on their first day of employment to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law (INS Form, I-9). If an individual cannot verify his/her right to work within three days of hire, Knox County Housing Authority may be required to terminate his/her employment.

## **Solicitation, Distribution & Use of Bulletin Boards**

Understanding that employees may occasionally wish to communicate with their coworkers to advertise personal items for sale or to participate in fundraisers for non-profit organizations, children's groups/schools, and other non-work related events, we allow use of the bulletin boards to disseminate such information. Management reserves the right to monitor such communications and remove them if inappropriate or not in the best interest of company operations.

In respect for other's efficiency, please do not use work email or voicemail, or other resources, as a means to solicit or distribute non-work related materials. Activities that disrupt work hours or operations will not be allowed to continue.

Persons not employed by Knox County Housing Authority may not solicit employees for any purpose on Authority premises.

## Standards of Conduct

We are confident that our employees will conduct themselves in a professional, business-like manner; however, to ensure the protection of its property, business interests and other employees, the company has established certain guidelines and procedures, which all employees should follow. No written list of company guidelines can be complete or can substitute for good judgment by employees or cooperation between employees and management. Some of these guidelines are outlined in this policy and others may be posted or communicated from time to time. These guidelines do not limit the company's right to impose discipline for other conduct detrimental to the interests of the company, its principals or other employees. If your conduct should become unacceptable, you will be advised privately about the situation and the methods to correct it.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, up to and including immediate termination of employment. These examples are in no way a limitation on or intended to change the Company's at-will policy.

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, manufacture, distribution, sale, transfer, dispensation or use of alcohol or illegal drugs in the workplace
- Fighting or threatening violence in the workplace
- Immoral actions or intimidating others
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of Company-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment and touching
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, or other Company-owned equipment
- Using Company equipment for purposes other than business (e.g., playing games on computers or personal Internet usage)
- Unauthorized disclosure of business "secrets" or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Failure to report an injury

These rules apply to any and all interactions with customers, fellow employees or anyone else associated with the workplace.

**Disciplinary Action:** Disciplinary action may include: verbal warning, written warning, suspension without pay, and discharge. The administration of discipline by the Executive Director toward an employee may include all of these disciplinary forms in a progressive manner or may include only one of them, depending upon the nature of the offense.

**Verbal Warning:** A verbal warning is generally appropriate to warn an employee of a minor occurrence of misconduct. An oral warning may include a written note to the employee's personnel file that such an oral warning was given. An oral warning is not required to impose discipline for any infraction, but may be utilized in the Executive Director's discretion in a progressive manner.

**Written Warning:** Some instances of employee misconduct may not be so serious as to warrant suspension without pay or discharge, but may be corrected by a formal written warning. As with other forms of discipline, a written warning is not required to impose discipline for any infraction nor is it a necessary step in applying progressive discipline; but may be utilized in the Executive Director's discretion as appropriate, under the circumstances.

**Suspension without Pay:** Suspension is an absence from work without pay. The Executive Director, in his or her discretion, may use this form of discipline to correct a disciplinary problem and/or to review the circumstances of the misconduct. Generally, a suspension without pay of up to three days may be given after an oral warning or a written warning has been given. However, like other forms of discipline, the suspension without pay can be imposed independently of other disciplinary forms.

**Discharge:** Discharge may be based upon a single violation or a series of violations, in the Executive Director's discretion, depending upon the circumstances. None of the other disciplinary forms need be used prior to an employee's discharge.

## **SECTION 3 – JOB OBLIGATIONS**

### **Attendance and Punctuality**

Attendance affects the morale and success of the Authority, and is important in evaluating performance and potential for advancement. Unplanned or excessive absenteeism or tardiness causes serious disruptions in work and burdens other employees. Punctuality and good attendance are expected of all employees.

Employees are responsible for their own attendance records. The Authority recognizes that employees must occasionally be late or absent from work. However, the reasons for the absences and tardiness and your attendance will be evaluated on the basis of your entire work record.

Employees are expected to report to work on time. If an employee is not at their workstation ready to work within five minutes of their start time, the employee will be considered tardy. Employees are expected to plan for occasional incidents, which may delay their arrival at work.

- If you anticipate that you may be late to work, you must notify your supervisor within 30 minutes of the start of your shift.
- Failure to notify your supervisor regarding a tardy will result in an unauthorized tardy.
  - Employees with more than three unauthorized tardies in a 12-month period will receive a written warning.
  - Employees with six unauthorized tardies in a 12-month period may be subject to termination.

When you find it necessary to be absent for any reason, a report should be made promptly to your supervisor, in advance, whenever possible. The following methods are provided for absences:

- If you know in advance that you will need to be absent, you must advise your supervisor to pre-schedule the absence. To the extent possible, the Authority will accommodate these requests based on the business needs of the organization.
- If you do not know about the absence in advance, you must notify your supervisor within one (1) hour of your scheduled start time.
- For each day you have an unscheduled absence, you must notify your supervisor, giving the reason for the absence and an indication of when you will be back at work.
- If you cannot return to work when you are expected, it is your obligation to notify your supervisor.
- When you return to work after an absence of three (3) or more consecutive days, you may need a doctor's release indicating that you may return to work. The release should be given to the Executive Director.
- An absence of three consecutive workdays without proper notification to the Authority will be considered a voluntary termination of your employment.
- An unauthorized absence occurs when proper notice has not been given and/or when the Authority has not properly approved absences. Unauthorized absences indicate a lack of interest in your job.
  - An employee with three unauthorized absences in twelve months will receive a written warning.
  - An employee with five unauthorized absences in twelve months may be subject to termination.

## **Employment Classifications**

The following employment classifications have been established for overtime and benefit purposes:

Exempt Employees: Employees who are not entitled to overtime compensation under applicable law. Exempt employees are regularly scheduled to work thirty-seven (37.5) hours or more in a workweek.

Non-Exempt Full-Time: Employees who are entitled to overtime compensation under applicable law. Non-exempt employees are regularly scheduled to work a minimum of forty (40) hours or more hours in a workweek.

Non-Exempt Part-Time: Regular part-time employees are regularly scheduled to work less than forty (40) hours but more than thirty (30) hours in the work week. Non-exempt part-time employees are also entitled to overtime compensation under applicable law.

Casual: All non-regular employees are casual employees. Casual employees are regularly scheduled to work any combination of full- or part-time hours in the workweek, but casual employees are hired for a specified period of time or number of hours only. Casual employees are not eligible for benefits.

### **Changes in Classification:**

When an employee's status is changed from regular full-time or regular part-time to casual, the employee forfeits all accrued benefits except those to which they are legally entitled.

When changing from regular part-time to regular full-time, benefits will be increased to regular full-time commencing with the month following the month of change.

When changing from regular full-time to regular part-time, benefits will be decreased to regular part-time commencing with the month following the month of change.

When changing from exempt to non-exempt full-time, benefits will be changed to non-exempt full-time status commencing with the month following the month of change.

When changing from non-exempt full-time to exempt, benefits will be changed to exempt status commencing with the month following the month of change

## Hours of Work

Work schedules may differ from one department to another and the department head of each department will determine each employee's hours and work schedule. Scheduling of weekends and holidays should be on a rotating basis wherever possible. You will be expected to record your own time worked in accordance with established Authority policies and procedures. The Authority may change the starting time of any work shift.

Tardiness or reporting to work more than one (1) hour after your shift begins may count as one-half day absent rather than tardiness.

Employees are allowed two (2) coffee breaks of fifteen (15) minutes which should be taken as scheduled by your department head.

All employees working in excess of seven and one-half (7-1/2) continuous hours shall be allowed to take a one-hour unpaid meal break no later than five (5) hours after they have begun work, at a time established by their department head. All employees working in excess of five (5) continuous hours shall be allowed to take a one-quarter (1/4) hour paid rest period at a time established by the department head.

Employees may leave the Authority's premises for their meal period. Leaving the premises during your *working hours* without the express consent of your department head is not permitted. If your department head grants you permission to leave the premises for non-work reasons, you will be required to sign out.

## Introductory Period

The first ninety (90) calendar days of your employment are considered an introduction period, during which time you can become more familiar with our company and your job, and we can better evaluate your overall qualifications for the job.

During this initial period, you will be rated by your supervisor on your ability to perform the job, including your cooperation, skill level, dependability and other factors which contribute toward a good working relationship between an employee and the organization. It is also a time you should communicate to your supervisor any training needs or concerns you may have.

Employment with our company is at-will and may be terminated at any time, either by you or the company. Successful completion of the introductory period is not a guarantee of continued employment.



## **Overtime**

Compensation for overtime shall be paid in accordance with applicable federal and state law. All overtime must be authorized in advance by the Executive Director, except in bona fide emergency situations in which case a department head may approve overtime.

Non-exempt (full time) employees shall be paid overtime at a rate of 1-1/2 times their regular hourly rate for hours worked in excess of forty hours (40) in a one-week work period.

In circumstances where a non-exempt (full time) employee is required to return to work after normal working hours, he/she shall receive pay for a minimum of two (2) hours. Whether this time is paid as regular or overtime depends on the total number of hours the employee worked during the pay period the after-hours work occurred.

## **Pay Periods and Paydays**

Housing Authority employees will be paid on a bi-weekly basis, every other Friday. If payday falls on a holiday, employees will be paid on the last work day prior to the holiday.

For your protection, checks can only be released to the individual whose name appears on the check. An exception to this will be made when an employee has given written authorization and has then verified this with the department manager or the Human Resources Department.

## ***Payroll Adjustments***

The company complies with all state and federal regulations for proper payment of its employees, and takes every precaution to determine the appropriateness of each deduction. Any employee, who believes that an error was made on his/her paycheck, must notify the company within 15 days of the pay period in which the error was allegedly made. If it is determined that an adjustment is necessary, the adjustment will normally be made on the next paycheck. Further, the company will take actions to remedy any processes necessary to ensure future errors will not occur.

Should you have any questions about your paycheck, you need to contact the payroll department or your supervisor.

## **Recording of Hours Worked**

Knox County Housing Authority requires that each employee maintains a time sheet of his/her hours. This will keep a record of hours worked and ensure that paychecks are correct. All hourly employees are required to accurately record their hours worked each day. By signing his/her own timesheet, employees are approving the number of hours indicated.

## **Performance Evaluations**

Knox County Housing Authority is committed to providing you with feedback both formal and informal, about your performance on the job. Managers are responsible for on-going performance feedback. In addition, your manager may formally discuss and document your performance on a regular basis (generally on an annual basis). An initial performance review may be conducted within three to six months after an employee begins a new job.

Your performance appraisal discussion will include a review of your strengths; identify any areas needing improvement, and goals and objectives that need to be achieved. Specific performance problems may be addressed outside the performance appraisal cycle through either informal discussions or formal disciplinary action. Formal performance feedback becomes a permanent part of your personnel file.

## **Personnel Records**

Employees may request the opportunity to inspect portions of their personnel records which are available for review under applicable law. Not all personnel records may be inspected.

Record review requests must be in writing and requested at least 7 working days prior to the desired inspection date. Inspection will generally be permitted 7 working days after the request unless it cannot reasonably be provided on that date, in which case inspection will be permitted within 14 working days from the date of receipt of the request.

The employee shall be notified of the location at which records will be made available. Generally, record inspection will only be permitted during working hours and under Authority supervision, unless other arrangements acceptable to the Executive Director and the employee can be mutually agreed upon.

If the employee desires copies of his/her records, copies will be provided to the employee upon payment of the actual duplicating costs incurred.

## **Political Activities**

Each employee has the right to vote as he or she chooses and to express his or her opinions on political subjects or candidates. However, Authority employees and officers are prohibited by federal law [5 U.S.C. Section 1502] from taking part in the following political activities:

- A. Using their official authority or influence for the purpose of interfering or affecting the result of an election or a nomination for office;
- B. Directly or indirectly coercing, attempting to coerce, commanding, or advising a State or local officer or employee, including another employee of the Authority, to pay, lend, or contribute anything of value to a party, committee, organization, agency or person for political purposes; or
- C. Being a candidate for elective office.

Employees who have questions about their involvement in political activities, or who believe that others may be involved in political activities in violation of this provision, are encouraged to consult their department head or the Executive Director.

## **Resignation**

An employee who wishes to resign should give at least two (2) weeks advance written notice of resignation to their department head and the Executive Director. Unless otherwise provided in these policies, an employee who is terminated may not receive prior notice of termination.

An employee who resigns, is discharged, retires, or fails to return after an authorized leave of absence, will be regarded as permanently separated from employment. Should such separated employee be rehired, he/she will be re-employed as a new employee. An employee, who is involuntarily terminated, other than in connection with a reduction in force, will be ineligible for rehire.

Terminating employees will receive their final paycheck on the first regularly scheduled payday following their termination date.

## **SECTION 4 – BENEFITS**

### **General Information**

The Authority believes in the importance of the health and well-being of all of its employees. That is why the company provides a wide range of benefit programs designed to provide protection and support. Eligibility for some or all of the benefits will depend on the specific requirements of each plan.

This section represents an outline of the benefits available to eligible employees; however, it is not a complete description of all of the benefit plan provisions. Eligible employees will be given summary plan description booklets at the time of eligibility, for those benefits to which they apply. Any conflict between statements made in the employee handbook and the plan documents will be governed by the formal plan documents. The Authority may find it necessary to add, modify or change any or all benefits or premium contributions to provide the most competitive benefit plans.

### **Holidays**

All eligible employees will receive a minimum of the following paid holidays:

- New Year's Day
- Martin Luther King Jr. Birthday
- President's Day
- Memorial Day
- Fourth of July
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving
- Christmas Day

Holiday observance will be in accordance with national or local observances. To qualify for payment for each holiday, employees must work their regularly scheduled shift on the day before and the day after the holiday.

All eligible non-exempt employees who are required to work on the day that any of the above holidays are observed will be paid for all hours worked plus extra hours based upon their normal hourly rate of pay.

All regular full-time employees who are not required to work on any of the above holidays will be paid as if they worked the hours based on their normal hourly rate of pay. All regular part-time employees will be paid for four (4) hours at their normal rate of pay for a recognized holiday. *(With the exception of the regular part-time employees that were hired prior to February 2012).*

There is no compensation for casual employees who are not required to work on any of the listed holidays or the day the holiday is observed. Casual employees who work in any office during one of the above holidays will be paid time and one half for hours worked based upon their normal hourly rate of pay.

Due to the nature of the Authority's services, we reserve the right to schedule any employee to work on holidays.

An employee who wishes to observe religious or ethnic holidays other than those designated above may do so by notifying the Executive Director in writing, at least two weeks prior to such holiday. Late notices may be accepted in certain circumstances at the Executive Director's discretion, but may be rejected. Employees may use a vacation day for such holiday observance or, alternatively, employees who have no accrued and unused vacation days available will be granted an unpaid absence for this purpose if the holiday absence is approved.

## **Insurance Plans**

Knox County Housing Authority provides fully paid group health insurance to all full-time and part-time employees (30+ hours a week). Employees are eligible for coverage on their ninetieth (90<sup>th</sup>) day of employment.

The group health benefit is a comprehensive co-payment plan which is designed to provide a percentage of payment for certain benefits in the event of non-work-related illness or injury. While the Authority does not require employees to contribute to the cost of the health insurance premium at this time, you are required to meet annual deductibles and co-payments as specified in the policy.

Additionally, covered employees may elect to include one or more members of their households who meet the criteria set forth by the insurance carrier for dependent coverage. If an employee elects to cover eligible dependents the Authority will pay a portion of the combined cost of the coverage for the employee and her or his eligible dependents as follows: For employees with employment dates prior to June 1, 2005, 75% of the combined cost of health insurance coverage for that employee and his or her dependents; for employees with dates of employment on or after June 1, 2005 the Authority will pay 60% of that combined cost. The employee will be responsible for payment of his or her share of that premium cost by payroll deduction.

You will receive periodic updates to the health plans provided by the Authority. It is your responsibility to read them. Knox County Housing Authority reserves the right to add, amend or change any and all benefits, premium amounts and employee contribution amounts at any time.

## Leaves of Absence

### *General Provisions*

The Authority will consider employee requests for absence from work on either a short-term or long-term basis under certain circumstances. In general, requests for leaves will be based upon the circumstances of each individual leave request, the needs of the company and any applicable state or federal laws that may apply to the leave. (See each leave for specific information.)

Employees should submit a request for the leave to their supervisor or the Executive Director as far in advance as possible, normally 30 days. When emergency situations arise and it is not possible to give prior notice, employees are required to notify their supervisor or the Executive Director as soon as they are aware of the need for a leave of absence, but no later than two (2) working days after the occurrence of the leave.

The Authority reserves the right to require certification for leave taken under the Victims Economic Security and Safety Act ("VESSA") provisions meets criteria for such leave. This certification shall include a sworn statement from the employee and at least one of the following:

- (a) Documentation from a victims' services organization, attorney, member of the clergy, a medical or other professional from whom the employee or the employee's family or household member has sought assistance.
- (b) A police or court record
- (c) Other corroborating evidence acceptable to the Knox County Housing Authority

Employees have the right to reinstatement to the same position they held immediately prior to taking leave under "VESSA" or to an equivalent position upon their return from such leave.

If you are on an approved leave, you must contact your supervisor prior to the expiration of the leave to confirm your return date. If the leave is for medical reasons, the company may request, at its discretion, a fitness for duty report from your health care provider verifying your disability and/or ability to return to work. Failure to return to work on the day after the expiration of leave will be considered a voluntary resignation. Request for an extension of a short-term or long-term leave of absence must be submitted to the company in writing prior to the expiration of the leave of absence.

Employees are generally not authorized to maintain outside employment while on a leave of absence from the company. Any exceptions must be discussed with the Executive Director.

Every effort will be made to re-employ you in your former position upon your return from an authorized leave. Except where mandated by law, we cannot guarantee that your position will remain open in your absence. If there is no vacancy, you may be offered another opening for which you are qualified, if available.

## ***Types of Leaves***

The following types of leaves will be considered:

- 1) Medical
- 2) Personal
- 3) Bereavement
- 4) Jury Duty
- 5) Military

### ***Medical Leave***

Employees who are unable to work because of an extended illness or injury may apply for an unpaid medical leave of absence. This type of leave also covers such disabilities as those caused by pregnancy, childbirth, VESSA or other serious or related medical conditions, including those that occur while on the job.

Medical leaves are typically limited to three (3) months per rolling backward 12-month period. The Authority will require a certification from the employee's health care provider both before and at the end of the leave, as well as on a periodic basis during the leave, if necessary. The health care provider's certification should verify the reason for the leave, expected duration and fitness for duty. Leave applications and certification forms are available from the employee's supervisor.

All benefits will be continued during such leave, provided the employee continues to pay the normal employee portion of each benefit.

At its discretion, the company will consider requests for an extension of this leave of absence, but this will be in conjunction with the certified health care provider's opinion and the needs of the company. The Authority may also require a second opinion from an independent health care provider chosen and paid for by the company.

The Authority reserves the right to coordinate this medical leave policy with any applicable state and federal laws, including Worker's Compensation.

### ***Personal Leave***

Personal leaves for extenuating circumstances may be considered on a case-by-case basis. All personal leaves will be unpaid and any available paid time off, such as vacation, must be exhausted prior to applying for a leave. The Knox County Housing Authority will consider granting unpaid personal leaves of absence to regular full-time and regular part-time employees who have worked continuously at least six (6) months prior to the requested leave. To be considered for an unpaid leave of absence an employee must be in good standing with the Authority. The maximum time that will normally be granted for any personal leave of absence is thirty (30) days per rolling backward 12-month period. All benefits will be continued during such leave, provided the employee continues to pay the normal employee portion of each benefit.

## ***Bereavement Leave***

Full-time and regularly scheduled part-time employees who suffer a death in his/her immediate family or requires time off for the estate settlement or funeral preparations, he/she may be allowed to be absent and will be paid for a period of:

Up to three (3) days paid time off will be granted, provided he/she is normally scheduled to work on those days, for an employee's immediate family member: *mother, mother-in-law, father, father-in-law, brother, sister, spouse, child, or grandchild.*

Up to one (1) day paid time off may be granted, provided he/she is normally scheduled to work on that day, for the funeral attendance of a *brother- or sister-in-law, daughter- or son-in-law, grandparent, aunt, uncle, niece, nephew, and first cousin.*

For each day of absence, the employee will be paid at his/her normal base rate of pay up to a maximum of eight (8) hours per day. An extended leave of absence, which may be paid or unpaid, may be granted under certain conditions with the approval of the Executive Director.

## ***Jury Duty and Court Appearances***

In the event an employee is called to jury duty or to testify as a subpoenaed witness in a judicial proceeding, he/she will be granted a leave of absence. Full-time employees will be paid the difference between their regular pay and the amount received as a juror or witness for a maximum of 10 working days. Part-time employees will receive appropriate unpaid time off.

To be eligible for paid leave, an employee must be employed for at least 30 consecutive days and must present a jury summons or subpoena and pay verification from the Clerk of Court. When employees are dismissed from court duty prior to the end of the work day, they are expected to return to work or contact their supervisor for instructions.

## ***Military Leave***

An unpaid military leave of absence will be granted for employees who enlist, are inducted or called to active duty in the Armed Forces of the United States for a period of up to five (5) years. Employees who perform in and return from military service, the military reserves or the National Guard will retain their rights with respect to reinstatement, length of service, vacation, and compensation as required by the applicable state and federal laws.

Employees with one (1) full year of continuous service will be paid when participating in annual training duty in the military reserves or National Guard. Employees will receive their normal rate of pay minus compensation received from their military pay for a period of two (2) full weeks each year. Employees with less than one (1) full year of service will receive appropriate unpaid leave time.



## ***Additional Information***

While The Authority believes in and recognizes the need for various leaves of absence, employees have the responsibility to be fair, open and honest with the company. The company may require substantiation for leaves of absence to verify the nature and length of each leave request. If the verification establishes that the employee is falsifying the reason for the absence, the employee will be subject to disciplinary action, up to and including termination. All pay will be stopped immediately. The company may seek reimbursement for compensation or benefits paid to or on behalf of an employee who falsifies a leave of absence.

The company will offer the opportunity to continue health insurance coverage for employees while on certain approved leaves. This will be in keeping with the applicable laws on medical coverage continuation (COBRA) and other state continuation laws. If the company requires employee contributions to any insurance coverage, the employee will be expected to continue to contribute his/her portion of the premium. A leave of absence may affect other benefits as well. Please see the payroll department for an explanation of continuation options.

## **Medical Coverage Continuation - (COBRA)**

In the event of a death, termination of employment (including retirement), certain reductions of hours or entitlement to Medicare benefits, participants and their eligible dependents will be contacted by the Finance Department and offered the opportunity to continue medical coverage through the Authority.

If you become divorced or legally separated or have a child who no longer qualifies as a dependent under the plan, you must notify Finance within 60 days of the event to receive applicable continuation rights.

You or your dependents will be entitled to continue medical coverage through the company by paying the full 102% of the monthly premium for the coverage. The maximum time allowed for continuation coverage is 18 months in the event of termination or a reduction in work hours and 36 months for most other events, with the exception of the flexible spending account which will run only run through the remainder of the plan year. Failure to make timely payment of your premiums will result in the forfeiture of continuation benefits.

At the end of the continuation period, certain coverage's may be converted to an individual policy through the plan carrier at the rates then in effect, subject to the terms of the plan.

This benefit is provided in accordance with the requirements of the federal law on continuation of health insurance (commonly known as "COBRA"). This benefit is subject to change as necessary to comply with the federal or state law.

## **Sick and Personal Days**

Attendance is an important factor in every employee's annual salary review. Regular full-time and part-time employees are entitled to paid sick days for illness or incapacity not covered by workers' compensation. Periods of actual incapacity associated with pregnancy shall be treated the same as any other disability. Paid sick days shall become available to each regular full-time and part-time employee after 30 days of continuous employment.

Full-time employees are eligible for paid sick days pursuant to the following schedule:

- 10 days per year Employee will accrue .833 sick days per month each year from the employee's start date through the employee's seventh (7<sup>th</sup>) year of service.
- 15 days per year Employee will accrue 1.250 sick days per month annually from the employee's eighth (8<sup>th</sup>) year of service.
- Part-time employees receive sick days at one-half (1/2) the rate of a full-time employees.

Sick leave shall be allowable due to the illness of the employee, the employee's spouse, or the employee's minor children. Maximum sick pay accrual is 90 days for full-time and 45 days for part-time. Sick days are not payable upon termination.

Except in an emergency, an employee must give reasonable advance notice at least one-half hour prior to the start of his/her shift, to his/her supervisor or to the Executive Director, regarding the employee's intention to be absent and to be paid for that absence in accordance with this policy.

The Executive Director may request a physician's written verification of incapacity at any time from the employee's treating physician or from a physician chosen by the Authority. In order for an employee to be eligible for paid sick days when an employee is incapacitated, the employee must intend to return to work.

The Authority requires an employee who is absent for three (3) or more consecutive days to obtain a medical report from his/her physician certifying that he/she is able to resume his/her regular job responsibilities. This medical verification must be presented to the employee's supervisor or to the Executive Director before the employee will be allowed to return to work.

Paid absence days may be used only for periods of actual incapacity.

### **Personal Days**

Employees may take up to two (2), paid personal days each year.

These days are charged against accumulated sick days but no verification of illness or incapacitation will be required. Personal days may not be taken in conjunction with vacation days.

## Vacation

Regular full-time employees accrue paid vacation based on anniversary years of continuous service on the following basis:

- 10 days per year Employee will accrue .833 days per month between the employee's first (1st) day of employment and the employee's fifth (5<sup>th</sup>) anniversary of employment.
- 15 days per year Employee will accrue 1.250 days per month from the employee's fifth (5<sup>th</sup>) anniversary and the employee's tenth (10<sup>th</sup>) anniversary of employment.
- 20 days per year Employee will accrue 1.667 days per month annually after the employee's tenth (10<sup>th</sup>) year of employment.

Regular part-time employees will accrue vacation at fifty percent of the rate for full-time employees.

Employees are not permitted to use vacation time during their introductory period. In addition, employees may not take vacation time prior to the time that it is earned.

Vacation is paid at the employee's regular rate of pay at the time the vacation is taken in accordance with the Authority's regular payroll policy.

Upon termination, all pay for accrued but unused vacation will be included in the employee's last paycheck. However, under no other circumstances will an employee receive pay in lieu of vacation.

Vacation requests must be submitted to your supervisor or the Executive Director at least two weeks before your requested first day of vacation. Every effort will be made to give you the vacation period you prefer. Of course, the needs of the Authority and its operating efficiency will be considered foremost.

Employees may carry over vacation days from one year to the next. However, when any employee accumulates 1.5 times the number of annual vacation days allowed for their classification and length of service he or she shall have 60 days to use a sufficient number of vacation days to bring his or her total vacation accrual to less than 1.5 times the annual accrual for her or his tenure and classification. Vacation day accrual will continue during this 60-day period but will cease after that period unless the employee's accumulated vacation days has dropped below 1.5 times the annual accrual. Employees are encouraged to use accumulated vacation time within the year it is accrued. It should be noted that requests to take larger blocks of vacation time may be denied if doing so may compromise the mission of the Authority.

## **Worker's Compensation**

You are covered by Worker's Compensation insurance if injured in the course of your work or if you become ill due to work-related causes. This insurance is paid for by the company and may cover medical costs, as well as partial income replacement, if you are unable to work.

If you are injured on the job, notify your supervisor immediately, no matter how minor the injury may seem. He/she will assist you in obtaining appropriate medical treatment, if necessary, and will also help with completing the necessary paperwork required under company policy and/or state law. Any medical bills incurred due to such injury should be submitted to the Executive Director.

### ***Work-Related Illness or Injury***

Employees who are unable to work because of a work-related injury or illness will be given an unpaid leave of absence. The length of the leave and the amount of compensation will be in keeping with state Worker's Compensation laws. This leave may run concurrent with other leaves offered through the company.

There are certain procedures that will be followed when employees are injured on the job. In general, these procedures are:

- Employees who are injured on the job are expected to report the injury or illness to their supervisor as soon as the injury or illness happens, no matter how slight the injury.
- Employees must personally inform the supervisor that the injury was work-related. Working together, The Authority can then ensure that the injured employee receives proper treatment, completes the appropriate paperwork, and that the employee returns to work as soon as possible.
- It is the employee's responsibility to keep in regular contact with his/her supervisor while away from work for all extended illnesses or injuries to provide a status update. The company may require a second opinion from a health care provider obtained and paid for by the company.
- A written return-to-work report will be required for all employees upon return to work. Worker's Compensation cases may be considered closed when the employee returns to work, when all therapy and treatments have been completed or when the employee has reached a healing plateau as determined by state Worker's Compensation laws.

## **Retirement Plan**

After six months of employment, all regularly scheduled employees become qualified to participate in the Authority's retirement plan. Under this plan the Authority contributes 15.3% of the employee's annual wage or salary to the employee's account with the designated plan administrator.

During the first year of participation in the retirement plan employees are 50% vested. Should an employee leave prior to the end of the first year of employment they would receive one half of the funds contributed on their behalf. Employees become fully vested after five years of continuous employment.

Prior government or military service may apply for the purposes of calculating the percentage of value in an employee's retirement account.

## **Voting Time**

All employees entitled to vote will be given up to two (2) hours paid time off between the time of opening and closing of polls in which to vote in a general or special election, or an election at which propositions are submitted to popular vote.

Requests for time off for voting purposes must be made at least one (1) day prior to the day on which the employee seeks to be absent for voting.

The Authority will make reasonable efforts to grant employees time off at the requested time. However, the needs of the Authority are paramount, and the Authority reserves the right to specify the hours during which employees may be absent from work for this purpose.

## **Blood Donation**

All employees are entitled with the discretion of the Executive Director up to two (2) hours of paid leave time for the purpose of donating blood to the American Red Cross, directly to/for another individual, or other blood donating agencies.

Such leave shall be granted no more frequently than once every two (2) months. Employees using this leave will be required to provide his/her supervisor or Executive Director with proof that he/she donated blood.

Blood donation time will not be charged against the employee's accrued sick or vacation time nor will it be charged against the employee's personal time.

## **SECTION 5 – SAFETY**

### **Safety Policies & Guidelines**

#### ***Your Safety and Health***

An injury to an employee always means a loss to both the individual and to the company. The Authority has a responsibility to maintain a safe work environment to prevent injuries. To meet this responsibility, we have made every effort to eliminate hazards by installing safer equipment, machinery and devices and by providing policies and training to our employees.

We expect that all employees will accept their responsibility to comply with our commitment to providing and maintaining a safe working environment and will practice only safe work habits. Compliance with the company's safety policies and practices is required and employees who violate our policies or do not follow sound safety practices will face discipline, up to and including termination of employment.

A complete safety program has been established. You will be given a copy of our safety guidelines and receive safety training during your orientation period and periodically after that. Carefully read these guidelines, and ask your supervisor if you don't understand something.

#### ***Prohibited Unsafe Conduct***

Horseplay or any form of unsafe conduct has no place in a working environment at The Authority and is prohibited. The Authority considers safety to be a critical consideration in the operation of the business. It is the responsibility of every employee to follow the safety guidelines and work safely.

To summarize, our safety requirements include, but are not limited to:

1. Follow all prescribed safety procedures; if you don't know, ask your supervisor.
2. Immediately report accidents or injuries to your supervisor for prompt first aid.
3. Know how and when to wear all safety equipment required for your job.  
(Appropriate equipment may include, but is not limited to, safety glasses, safety shoes, respiratory protection and seat belts.)
4. Horseplay and unsafe conduct are prohibited at all times.
5. Maintain good housekeeping at all times.
6. Understand and exercise required safety lockout procedures, and keep required safety guarding in place and defect-free.
7. Do not operate any tools, equipment or processes unless you have been properly safety-trained and are authorized to do so.

8. Make sure you understand what you are working with, make yourself aware of potentially hazardous materials by utilizing our Hazard Communication Program Manual.
9. Remember, safety is everybody's job - all the time! Work carefully and safely.

Our safety and work guidelines and other information provided in this handbook are intended to help make you a safe and productive worker. Management may elect to modify or change the safety program and work guidelines and other information at any time.

Employees found disregarding the safety guidelines of the company will face discipline consistent with the Standards of Conduct Policy described earlier in this handbook. Discipline could include verbal warning, written warning, suspension or termination. Depending on the nature of the violation and the surrounding circumstances including, but not limited to, the employee's past work record and past conduct, one or more steps of the progressive discipline system may be repeated or skipped. Thus, in some circumstances, immediate termination may result.

## **Smoking**

Our goal is to have a smoke-free environment. Smoking is not permitted at any time in Knox County Housing Authority work areas, including Company vehicles or customer or client areas.

If smoking is allowed outside of the building, smokers should be considerate of coworkers, customers, and members of the public. Help to maintain a clean entryway by depositing cigarettes in appropriate containers and staying far enough away from doors so that smoke does not blow into the building.

Employees who smoke must observe the same guidelines as non-smokers for the frequency and length of break periods.

## **SECTION 6 – ADDITIONAL INFORMATION**

### **Business Travel**

Employee travel must be approved in advance by the Department Head or by the Executive Director.

Employees who are required to travel for official Authority business purposes must complete a travel report promptly upon return to the Authority. Travel report forms may be obtained from the Executive Director or from your Department Head.

Reimbursement for travel expenses will only be made upon presentation of receipts and only after a completed travel report, including travel vouchers, has been submitted.

In the instance of overnight travel the Housing Authority will issue a per diem amount to cover meal expenses for travel. The rate for the per diem amount will be determined by the rate set by the Internal Revenue Service.

### **Garnishments**

The company encourages its employees to keep their personal financial affairs under control so that it will not be necessary for garnishment actions to be filed by creditors. The company will attempt to notify an employee of a garnishment order as soon as it is received, however, it will be processed according to the stipulation of the action, governed by the law.

### **Incident Weather**

Under certain weather conditions or emergency situations that cause the Authority to be closed for the entire workday, closings will be communicated through designated radio stations or television stations. Under similar conditions that require the closing of the Authority after the start of the normal workday, we will give employees as much advance notice as possible. Only the Executive Director of the company, or his/her designee, has the authority to determine closings under these circumstances.

When the Executive Director determines that the workday is to be discontinued, employees who are at work and leave for the balance of the day will be paid for the full workday.

If the Authority is closed prior to the start of the day, employees will be paid for the workday; assuming they were scheduled to work.

Every employee is expected to report for work any time the Authority is open. Employees who do not report for work due to the weather may have the absence count as part of their attendance record. Non-exempt employees will be required to take a sick day for this type of absence.



## RECEIPT/ACKNOWLEDGMENT FORM

The Authority believes wholeheartedly in the policies, practices, programs and procedures described in your employee handbook. However, the company does reserve the right to modify, revoke, suspend, terminate or change any of the policies, practices, programs, guidelines and employee benefits, in whole or in part, at any time with or without notice. The language used in your employee handbook is not intended to create a contract between The Authority and any one or all of its employees. The information contained in this employee handbook is presented in summary form as a matter of information only. It is your responsibility to be familiar with these policies and procedures. If questions regarding the application of benefit information in this employee handbook should arise, reference may be made to the appropriate unabridged plan document(s) given to you and/or maintained in the Administrative Office. Any conflicts between the handbook and the formal plan documents will be governed by the plan documents.

The final decision on any question regarding interpretation of The Authority's policies rests with the executive management of the Authority. No person other than the Executive Director has authority to make any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing. Further, any such agreement must be put in writing and signed by both the employee and the Executive Director.

We ask that you sign this form indicating that you have received the handbook, that you understand it will be used as a guideline only, that you understand your relationship with the company is "employment at will." This means you may terminate your employment at any time for any reason and that the company also retains the same right to terminate your employment at any time for any reason.

This employee handbook supersedes all previous written and verbal policies.

This will acknowledge that I have received a copy of the Authority Employee Handbook dated March 1, 2012.

Name (Print) \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_



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This will acknowledge that I have received a copy of the Authority Employee Handbook dated March 1, 2012.

Name (Print) \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

~ EMPLOYER COPY ~