



Housing & Redevelopment Authority
of Virginia, Minnesota

HOUSING AND REDEVELOPMENT AUTHORITY OF VIRGINIA, MINNESOTA

Employee Handbook

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Welcome to Housing and Redevelopment Authority of Virginia, Minnesota

Dear Colleague

The Housing and Redevelopment Authority of Virginia, Minnesota would like to provide you with all the information you need to be successful. This Employee Handbook was developed to help you become acquainted with our organization and address your employment-related questions.

The Housing and Redevelopment Authority of Virginia, Minnesota is a governmental agency under the laws of the State of Minnesota, and governed by a Board of Commissioners who serve (without pay) to establish policy, provide long range planning, and to oversee the operation of the organization. As the Executive Director, I am the chief administrative employee and I am responsible to the Commissioners for implementation of organizational policies, plans, and operations.

Except under special circumstances as provided by law, all meetings of the organization are open to the public and anyone is welcome to attend. Meetings are held once each month and with more frequency as necessary.

You are an important part of this organization because your work directly influences our organization's reputation.

For ease of communication we will refer to our organization as “HRA” throughout this handbook.

We are glad you have decided to join our team and we hope you will find your work to be both challenging and rewarding.

Sincerely,

Dana Hiltunen
Executive Director

Preamble

Any organization by definition is concerned with directing human effort toward goal achievement. In this situation, the goal is to meet the communities' housing needs. It also means that there must be rules by which people in the organization are governed. Each person in the HRA is subject to supervision in his or her assigned tasks and is accountable for the work he or she completes.

Since all efforts of all persons connected with the HRA should be concentrated upon this objective and since this objective can only be accomplished with the cooperation, friendliness and the willing effort of all, the Board of Commissioners have developed a group of policies under which they wish the HRA to operate. The personnel policy was developed in conjunction with the following objectives:

1. Employ the best qualified people available.
2. Provide training, supervision and counsel to each of its employees so that the quality of work is a credit to the employee and the HRA.
3. Encourage self-training and afford reasonable opportunities for promotion consistent with the needs of the HRA from existing personnel.
4. Provide reasonable job security.
5. Attempt to provide reasonable working hours compatible with good client care.
6. Pay its employees as close to prevailing rates of pay as is possible and still maintain a financially healthy institution to serve the needs of the community and to provide employment into the foreseeable future.
7. Provide each employee with safe, sanitary and healthful working conditions.
8. Always keep in mind that its relations with its employees shall be as fair as humanly possible.
9. Provide each employee with proper lines of communication both upward and downward through the chain of supervision, whereby recommendations, suggestions and complaints will be considered in the interest of, and for, the welfare of the HRA, its clients and employees.
10. Instill in each employee, pride in the policies, practices and services of the HRA.

The responsibilities of HRA personnel will vary according to the positions' job descriptions. All personnel shall report to the Executive Director who in turn is responsible to the Commission. All programs, policies, setting of priorities and budgets fall within Commissioners' jurisdiction. Employees must institute and follow through on all directives issued by the Commission; in effect, they must represent the HRA in dealing with the Public and other Government Agencies at all levels.

Organization

The HRA is a governmental agency under the laws of the State of Minnesota, and governed by a Board of Commissioners who serve (without pay) to establish policy, provide long range planning, and to oversee the operation of the HRA. The Executive Director, the chief administrative employee, is responsible to the Commissioners for implementation of HRA policies, plans, and operations.

Except under special circumstances as provided by law, all meetings of the HRA are open to the public and anyone is welcome to attend. Meetings are held once each month and with more frequency as necessary.

**Working at Housing and Redevelopment Authority of Virginia,
Minnesota**

- **Code of Ethics**
- **Equal Employment Opportunity**
- **Reasonable Accommodation**
- **Employment at Will Statement**
- **Union Personnel**
- **No Solicitation/No Distribution of Literature**
- **Prevention of Harassment**
- **Employee Relations Philosophy**
- **Outside Employment**
- **Drug-Free Work-Place**

Code of Ethics

We will...

- maintain respect, objectivity and professionalism at all times

We will not...

- condone dishonesty, fraud, deceit or misrepresentation
- divulge confidential information without proper authorization
- exchange information, personal gifts, items or favors or engage in any business barter with Clients, their family or friends
- accept any form of bribe or unlawful inducement
- perform duties under the influence of intoxicants or consume intoxicants while on duty
- withhold information which, in so doing, threatens the security of the organization, facility, other employees, Clients, visitors or the communities we serve

Due to the nature of our mission and business practices, all employees are required to sign the HRA's "Code of Ethics and Standards of Conduct" document. (See Exhibit I)

Equal Employment Opportunity

HRA is committed to the principles of Equal Employment Opportunity. We believe our continued success depends on the full and effective utilization of qualified persons without regard to race, color, religion, national origin, sex, age, disability, sexual orientation, marital status, familial status, Vietnam era military service or any other classifications protected by federal, state, or local laws.

All employee recruiting, hiring, training, compensation, benefits, transfers, promotions, social or recreational programs, and on-the-job treatment are to be administered in accordance with this commitment.

Every employee is expected to comply with the spirit and intent of our Equal Employment Policy.

If an employee feels that they have not been treated in accordance with this policy, they should contact their manager immediately. No form of retaliation will be taken against any employee who reports an incident of alleged discrimination.

Reasonable Accommodation

In accordance with the Americans with Disabilities Act (ADA), HRA provides reasonable accommodation to known physical or mental limitations of a qualified employee with a disability unless the accommodation would impose an undue hardship on the organization. Reasonable accommodation may be, depending on all the circumstances, modification or adjustment to a job, the work environment or the way things are usually done that enables an employee with a disability to perform the essential functions of a job, and to enjoy equal benefits and privileges of employment.

If an employee requests a reasonable accommodation, he/she should do so in writing. HRA may request a physician's statement regarding the requested accommodation. All requests for reasonable accommodation should be submitted to their manager.

Employment at Will Statement

Non-Union employees of HRA are "at will" employees. That means there is no contractual agreement that limits an employee's right to terminate their employment. Likewise, HRA retains the right to terminate an employee's employment or change any term or condition of their employment at any time, with or without cause or prior notice.

Employees will be assisted in understanding and meeting their job requirements when possible and appropriate. Failure to meet job requirements may result in termination of employment.

An employee's needs and the needs of HRA may potentially change. Therefore, the conditions of an employee's employment, including provisions and eligibility requirements for benefit programs, may also change. Please be aware that the HRA's benefits program is subject to government regulations benefit contracts and other official documents, which must take precedence in administration and interpretation.

Union Personnel

HRA recognizes the collective bargaining unit of certain employee positions within the HRA. Therefore, the language set forth in the union contract will take precedence over the policies in this Handbook concerning union employee issues.

No Solicitation/No Distribution of Literature

HRA does not permit non-employees on its premises for the purpose of any form of solicitation, or for the purpose of distributing any form of literature. This specifically restricts the public from soliciting or distributing materials for such things as political, religious, union, charitable, or other activities. Exceptions include access by political candidates as defined by Minnesota Statute 211B.20 and fully authorized representatives of employee benefits programs and others who have established working relationships with HRA. In addition, employees are not permitted to solicit other employees during work times in work areas.

If any HRA employee sees employees or non-employees soliciting or distributing materials on HRA's premises, they should notify their manager immediately. In addition, all telephone solicitors should be referred to a manager.

Prevention of Harassment

HRA is committed to providing a work environment free from unlawful harassment. Harassment based upon a person's race, color, religion, gender, national origin, age, disability, creed, marital status, status with regard to public assistance or sexual orientation is unlawful under federal, state and/or local laws and will not be tolerated.

Unlawful Harassment

Unlawful harassment is when an individual shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, disability, creed, marital status, status with regard to public assistance or sexual orientation and has the purpose or effect of creating an intimidating, hostile or offensive work environment that unreasonably interferes with an individual's work performance.

The following examples may constitute harassment, depending on the circumstances, and are intended to provide clarification, although they are not inclusive of all forms of possible harassment:

- Epithets, slurs, negative stereotyping or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, age, disability, creed, marital status, status with regard to public assistance or sexual orientation.
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or a group because of race, color, religion, gender, national origin, age, disability, creed, marital status, status with regard to public assistance or sexual orientation that is placed on walls, bulletin boards or elsewhere on the company's premises.

Harassment

Sexual harassment and sex discrimination are against federal, state and local laws. It is the policy of HRA to abide by the federal, state and local laws that prohibit sexual harassment and sex discrimination, and to maintain an employment atmosphere free of sexual harassment, intimidation or coercion.

Sexual harassment of any employee by any other employee will not be tolerated. If investigation of a complaint of sexual harassment produces evidence that such harassment has occurred, appropriate disciplinary action will be taken.

The following are some examples of conduct, which may be sexual harassment:

- Use of offensive or demeaning terms that have sexual connotations;
- Objectionable physical closeness, behavior, actions or contact;
- Unwelcome suggestions regarding, or invitations to, social engagements or work-related social events;
- Any indication, expressed or implied, that an employee's job security, job assignment, conditions of employment or opportunities for advancement may depend on the granting of sexual favors;
- Any action relating to an employee's job status which is in fact affected by consideration of the granting or refusal of social or sexual favors;
- Deliberate or careless creation of an atmosphere of sexual harassment or intimidation;
- Deliberate or careless jokes or remarks of a sexual nature to or in the presence of any employee who may find the remarks or jokes offensive;
- Showing or sending materials (such as cartoons, articles, pictures, etc.), whether by e-mail, interoffice mail, Internet or otherwise, of a sexual nature to employees who may find such materials offensive.

Sexual harassment toward any employee of HRA will not be tolerated. If investigation of a complaint of sexual harassment produces evidence that such behavior has occurred, appropriate disciplinary or other action will be taken. All employees are expected to treat their coworkers, subordinates and managers with respect at all times.

Offensive Behavior

It is also the policy of HRA to maintain a working environment free from offensive or degrading remarks or conduct. Such behavior includes words or actions that are offensive to another based-on sex, race, age, religion, color, creed, disability, sexual orientation or national origin.

Offensive behavior toward any employee of HRA will not be tolerated. If investigation of a complaint of offensive behavior produces evidence that such behavior has occurred, appropriate disciplinary or other action will be taken. All employees are expected to treat their coworkers, subordinates and managers with respect at all times.

Action to Take:

Any employee who feels that he or she is being subject to sexual harassment or offensive behavior in any form, or who believes he or she has witnessed sexual harassment or offensive behavior, should contact his or her manager or the Executive Director. Any employee who feels that he or she is being subject to sexual harassment or offensive behavior in any form also has the right to immediately demand that the person stop such harassment or behavior at once. If the manager is the harasser or may be unresponsive to the complaint, the employee should contact the Executive Director to make a complaint.

Complaints of harassment will be thoroughly and promptly investigated. Prompt appropriate action will be taken based on the outcome of the investigation. An effort will be made to keep complaints made under this policy reasonably confidential. However, a thorough investigation will require communication of the complaint to others.

No retaliation of any kind will occur because an employee has reported an incident of suspected sexual harassment or offensive behavior. HRA encourages all employees to assist in its efforts to maintain a workplace that is free of sexual harassment and offensive behavior.

Employee Relations Philosophy

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.

To maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We consider individual circumstances and the individual employee.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

Outside Employment

If you intend to maintain a second job, you must inform your immediate manager of the details of the second job (i.e. what type of job it is, what are the hours, etc.).

HRA has no objection to outside employment that does not interfere with your ability to perform your regular job duties. This means the outside employment does not conflict with HRA's hours and you are able to maintain your regularly scheduled work hours. However, you may not conduct outside work while on HRA time nor may you use property, equipment or facilities belonging to HRA in connection with any outside work. Further, your outside employment cannot present a conflict of interest as, for example, if you went to work for a supplier of HRA.

Drug-free Workplace Policy

The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment with the organization the following substance abuse policy.

The organization has implemented a drug-testing program in compliance with local, state and federal laws. Employees are prohibited from reporting to work or working while using illegal or unauthorized substances. Employees are prohibited from reporting to work or working when the employee uses any controlled substance, except when the use is pursuant to a doctor's orders and the doctor advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties.

Employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal or unauthorized substances and alcohol in the workplace including: on HRA's paid time, premises, in HRA vehicles, or while engaged in work activities. Employees are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Employees are further prohibited from consuming alcohol during working hours, including meal and break periods.

An employee's continued employment with HRA is conditioned upon full compliance with the substance abuse policy. Any violation of this policy may result in disciplinary action, up to and including discharge. Furthermore, any employee who violates this policy who is subject to termination may be permitted in lieu of termination, at the organization's sole discretion, to participate in and successfully complete an appropriate treatment, counseling or rehabilitation program as recommended by a substance abuse professional as a condition of continued employment and in accordance with applicable federal, state, and local laws.

Consistent with its equal opportunity policy, HRA maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. Employees are encouraged to seek assistance before their substance or alcohol use renders them unable to perform the essential functions of their job or jeopardizes the health and safety of themselves or others. HRA will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence and other measures consistent with HRA's policies and applicable federal, state or local laws.

HRA further reserves the right to take all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of company issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the organization has reasonable suspicion to believe that the employee has violated this substance abuse policy.

Employment Policies and Procedures

- **Job Posting for Non-Union Employees**
- **Background Checking**
- **Pre-employment Drug Screen**
- **Immigration Reform and Control Act**
- **New Employee Orientation**
- **New Employee Training**
- **Documentation of New Hire Licensure, Registration or Certification**

Job Posting for Non-Union Employees

HRA's job opportunities are regularly emailed to all employees. This includes both new opportunities arising from our growth and the replacement of vacancies. Posting enables employees to pursue opportunities for increased job satisfaction, career development, advancement, and/or higher earnings. This may be achieved through transfer or promotion to another job.

Employees interested in pursuing a posted job should complete an internal application in accordance with the posting notice. For an employee to be eligible to apply for a new or existing position they must be performing satisfactorily in their current position.

Background Checking

Once a candidate has been selected, an offer of employment will be extended contingent upon the selected candidate's completion of the appropriate background check.

A general investigation of qualified applicants will be made to verify work and educational history.

Pre-Employment Drug Screen

It is the policy of HRA to provide a drug-free workplace and assure a safe, healthy and efficient working environment for all employees, clients and visitors. To maintain this vital interest and to prevent the hiring of individuals who use illegal drugs or abuse legal drugs, which may result in a potential for impaired or unsafe job performance and practices, pre-employment drug testing will be conducted.

All candidates for employment are required to undergo pre-employment drug testing after a conditional job offer is made. A copy of this policy shall be provided to the applicant along with a form confirming the applicant received this policy prior to any drug testing. All tests are conducted by a laboratory licensed in accordance with MN State Statute 181.953. Failure to consent to testing, failure to authorize release of results or tampering with the results in any way will result in withdrawal of the conditional job offer.

The applicant will be notified in writing that he or she is ineligible for employment with HRA:

- if the screening tests positively for illegal drugs, or
- if no legitimate medical explanation exists for a positive test result and/or
- if documentation does not exist or is inconsistent to substantiate legitimate medical explanation for a positive test result or
- if the specimen has been adulterated.

The HRA will conduct the drug and alcohol testing in accordance with MN State Statute 181.953. An independent occupational health agency will be responsible for obtaining the applicant's: 1) consent of testing, 2) authorization for release of results and 3) the urine specimen. When testing for the presence of drugs, the HRA will have a 10-panel drug test completed which includes testing for the presence of: amphetamines, cocaine, marijuana, opiates, PCP, benzodiazepines, barbiturates, methadone, propoxyphene and methamphetamine.

Testing is conducted by an independent laboratory who confidentially reports the results to the Executive Director. Samples that screen positively will automatically be put through a confirmation test at the laboratory.

A Medical Review Officer (MRO) will review confirmed positive test results to determine whether a legitimate medical explanation exists for the positive test result. The review may include an interview with the applicant. In the case of legitimate medical explanation and consistent documentation, the positive test result will be changed to a negative by the MRO before being reported to the employer.

Pre-Employment Drug Screen (continued)

The applicant will be informed as to whether the drug screen was positive or negative. Applicants with questions will be referred to the appropriate organization. If the applicant wishes to contest the results, he or she may request a re-test for confirmation at the applicant's expense, at an independent laboratory; the original specimen will be utilized and cannot be turned over to the applicant.

Immigration Reform and Control Act

In compliance with federal law, HRA is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the organization.

New Employee Orientation

Upon joining HRA, all new employees are required to complete a new employee orientation conducted by their manager within 24 working hours of the employee's start date. During this orientation, the new employee will complete the required personnel, payroll and benefit forms; review key elements of the Employee Handbook, discuss benefits, health and safety requirements and the time recording procedures.

New Employee Training

Upon reporting to their assigned department, new employees are required to complete departmental/position-specific training as part of their orientation. During the training phase, the employee will work closely with his/her manager or other designated staff to learn departmental procedures, safety requirements and other important aspects of their position. Where appropriate, employees may work different shifts to learn all aspects of the program.

Managers will periodically evaluate whether the new employee's training objectives are being met during the new employee's probationary period and may require the employee to undergo additional training and/or coaching if the employee is not performing to standard.

Documentation of New Hire Licensure, Registration or Certification

In positions where a license is required, all newly hired employees will be required to provide their manager with a current copy on or before their first day of employment. If a current copy is not made available at this time, the employee's starting date may be postponed until the license is received. If this documentation is not presented in a timely fashion, the offer of employment may be withdrawn.

Working Rules

- **Work Schedules and Staff Meetings**
- **Attendance and Punctuality**
- **Guidelines for Requests to be Absent from Work**
- **Meals and Breaks**
- **Nursing Mothers**
- **Inclement Weather**
- **Visitors in the Workplace**
- **Dress Policy**
- **Personal Hygiene**
- **Employee Personnel Files**
- **Access to Personnel Files**
- **Changes in Personal Data**
- **Personal Property**
- **Care of Equipment**
- **Information Technology Policy**
- **Cell Phones**
- **Social Media Policy**
- **Driving Record**
- **Reasonable Suspicion of Drug or Alcohol Use**

Work Schedules and Staff Meetings

Employees' work schedules have been established to meet the needs of the organization and the Clients HRA serves. By accepting employment with HRA you have indicated that you are able and willing to work the required number of hours and schedule necessary to meet operating needs. As operating needs change, however, you may be expected to adapt to a different work schedule.

Your manager or their designees are responsible for scheduling staff time and attendance. You are expected to report promptly for your scheduled shifts. Any deviations from the schedule must have prior management approval, except in cases of an emergency.

All employee meetings are considered mandatory for all employees. You must be excused from attending by your manager.

Attendance and Punctuality

Attendance and punctuality are important performance requirements for your success within HRA. Further, in the spirit of teamwork each employee must be responsible for being in the right place at the right time to serve HRA's clients and assist your fellow employees.

Guidelines for Requests to be Absent from Work

- Emergency: Notify manager as soon as possible.
- Each request for time off shall be submitted through the HRA's electronic Human Resources System. In cases of Emergency, the electronic request shall be submitted upon employee's return to work.

A specific request to deviate from these guidelines shall be brought to the attention of the appropriate manager as soon as possible. The manager will then use his or her discretion concerning the request and whether it can be granted in respect to the workload and workforce at the time. If the request is denied the employee may request a meeting with his or her manager and the Executive Director to discuss the request and reasons for denial. The Executive Director's decision to either allow or disallow the request will be final.

Meals and Breaks

You are allowed adequate time within each four consecutive hours of work to utilize the nearest convenient restroom.

Non-exempt non-union employees are eligible for the following rest breaks and meal breaks.

- 4-hour schedule – one (1) paid 15-minute break.
- 6-hour schedule – one (1) paid 15-minute break and one (1) unpaid 30-minute meal break.
- 8-hour schedule – two (2) paid 15-minute breaks and one (1) unpaid 30 minute meal break.

If you are unable to leave your work station due to scheduling issues your meal periods will be paid. You must have prior approval from your manager to work through your meal periods. Otherwise, meal periods of 30 minutes or more will be unpaid.

Nursing Mothers

HRA will provide reasonable time for an employee to express milk. The time may, if possible, run concurrently with any break time already provided to the employee.

HRA will provide a room or other location at all its facilities which include access to an electrical outlet, in close proximity to the work area, with a locked door shielded from view and free from intrusion from coworkers and the public, other than a toilet stall, where the employee may express milk in privacy.

Inclement Weather

The nature of HRA's business requires operation regardless of weather conditions. You are expected to make every effort to report to work. However, HRA recognizes that under extremely severe storm conditions, you might be prevented from reporting to work. If that situation occurs, you should attempt to notify your manager of your potential late arrival or absence as soon as possible. Non-exempt employees are not paid for hours missed due to inclement weather conditions unless they elect to use available vacation pay.

Employees may have the option of working from home if they are unable to report to work due to inclement weather. Their ability to work from home will depend on the nature of their job duties, their current assignment and must have the expressed approval of their manager.

Visitors in the Workplace

Due to safety reasons, visitors in the workplace are not typical. If you are expecting a visitor, you should notify your manager and the site front desk employees. Visitors, including past employees, are not allowed in any area of the facility without being accompanied by an authorized employee. Under no circumstances will visitors be allowed in confidential, unauthorized or potentially hazardous areas, further they must be accompanied by an employee at all times.

Dress Policy

You are expected to maintain the highest standards of personal cleanliness and present a neat and professional appearance at all times.

Our client's satisfaction represents an important and challenging aspect of our business. Whether or not your job responsibilities place you in direct customer contact, you still represent HRA with your appearance as well as your actions. The properly attired individual helps to create a favorable image for the organization, to the public and fellow employees. Dressing in good taste requires that the selection of clothing be appropriate.

- It is up to each manager's discretion to determine what is appropriate and safe apparel for your position.
- The type of shoe worn must be appropriate to your position and job duties and they must be in good repair.
- If dressed inappropriately, you may be asked to leave your job and change your attire. If this becomes necessary, you will not be paid for the time away from your job. Any non-compliance will result in counseling and/or disciplinary action up to and including discharge.
- Heavy scented colognes and perfumes should not be used.

Personal Hygiene

A daily regimen of good grooming and hygiene is expected of all employees. While at work, you are required to be dressed appropriately and practice good hygiene.

Employee Personnel Files

Employee personnel files are securely and confidentially maintained in the Executive Director's office. Included in the file is information that was provided by the employee when first hired and information about their employment since then.

Access to an employee's personnel file is limited to authorized HRA employees. Information from an employee personnel file will only be released to anyone other than authorized HRA's management with the written approval of the employee. The only exception will be information demanded by a court order. Therefore, if you are applying for credit, a loan, buying a house, or for other reasons personnel file information must be shared with others, you should notify the Executive Director and provide your written permission to release the information.

Access to Personnel Files

Employees can review their personnel file, once every six months, unless the employee is separated from the organization. The organization will comply with a request within seven working days. The employee may review their file in the presence of the Executive Director. Employees may receive a copy, at no charge, of their personnel file upon written request. Employees will not be retaliated against for requesting to review their personnel files.

A former employee may request a copy of their personnel file, at no charge, up to one year of leaving the employment of HRA.

Changes in Personal Data

It is important that changes in your personal status – name, address, telephone number, benefit status, dependents, etc. – be reported to in the HRA's electronic HR system, Bamboo HRA, promptly. This will assure that benefits, tax withholding and other conditions of your employment are properly documented and administered.

Personal Property

The organization is not responsible for loss or damage to your personal property. Employees are not allowed to store personal project materials, tools, etc. at HRA sites. Valuable personal items, such as purses and all other valuables should not be left in areas where theft might occur.

Care of Equipment

You are expected to demonstrate proper care when using the HRA's property and equipment. Employees must contact their manager to obtain prior approval before removing any HRA tools or equipment from the premises. If property is lost, broken or damaged, a report should be made to your manager at once. If property is lost, broken or damaged due to your carelessness disciplinary action and/or reimbursement for the cost of repair or placement may occur. However, the determination of whether the employee is ultimately responsible for lost, broken or damaged equipment will be made on a case-by-case basis.

Information Technology Resources

You are expected to utilize information technology resources to further the HRA's goals and objectives. Employees must comply with the HRA's Technology Policy in the use of these resources. (See Exhibit II)

Cell Phones

It is the responsibility of any employee using a cell phone or smart device to conduct official HRA business to comply with the HRA's Cellular Phone and Smart Phone Device Policy. (See Exhibit III)

Social Media Policy

Social media are powerful communications tools that have a significant impact on organizational and professional reputations. Because they blur the lines between personal voice and institutional voice, HRA has crafted the following policy to help clarify how best to enhance and protect personal and professional reputations when participating in social media.

Social media are defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include but are not limited to LinkedIn, Twitter, Facebook, Snap Chat and YouTube.

Policies for All Social Media Sites, Including Personal Sites

- Protect confidential and proprietary information: Do not post confidential or proprietary information about HRA, its Clients or other employees.
- Respect copyright and fair use: When posting, be mindful of copyright and intellectual property Rights.
- Do not use HRA's logo or any other images or iconography on personal social media sites. Do not use HRA's name to promote a product, cause, or political party or candidate.

Posting on behalf of HRA

- Think twice before posting: Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the poster and HRA. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn't say it at a conference or to a member of the media, consider whether you should post it online. If you are unsure about posting something or responding to a comment, ask your manager for input.
- Strive for accuracy: Get the facts straight before posting them on social media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of HRA in any capacity.
- Be respectful: Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully considering how they would reflect on the poster and/or on HRA.

Social Media Policy (continued)

- Remember your audience: Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes prospective Clients and your fellow employees and the community at-large. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.
- On personal sites, identify your views as your own. If you identify yourself as a HRA employee online, it should be clear that the views expressed are not those of the HRA.

Driving Record

Employees whose essential functions of their jobs include driving must maintain an acceptable driving record. All accidents and/or changes to an employee's driving record must be reported to the Executive Director. Driving records will be checked annually to enforce this requirement. Any employee whose essential functions of their job include driving, who is unable to drive due to the loss of a driver license or other related issues, may be re-assigned, suspended or terminated at the discretion of the Executive Director.

Pertaining to current employees.....

Reasonable Suspicion of Drug or Alcohol Use

The intent of this policy is to assist in maintaining a work environment for employees, free from alcohol and drug abuse at all HRA properties. This is for the protection of the HRA, its employees and clients. While it is recognized that alcohol and drug dependency may contribute to impaired work performance and cost to the HRA and employees, it is also recognized that such dependency is both an illness and treatable condition. This policy is further intended to encourage the identification of affected employees for appropriate treatment on a strictly confidential basis.

All employees are required to report for work free from the influence of alcohol or other drugs and are not permitted to use, possess, manufacture, sell or otherwise distribute alcohol or drugs on HRA premises. No employee shall report for duty or remain on duty while having an alcohol concentration of .04 or greater (DOT Standard).

The HRA provides an Employee Assistance Program (EAP) through a third-party contract. The EAP Program provides access to a free, confidential assessment and short-term counseling with a licensed professional and assistance with referral, if necessary. A brochure and contact information is available from the Finance Manager and Executive Director.

Drug or alcohol testing may be requested or required only under the circumstances described below. No test will be sought for the purpose of harassing an employee. Repeated testing of an employee whose test results are negative will not be allowed. All tests are conducted by a laboratory licensed in accordance with MN State Statute 181.953. The laboratory will be chosen by the HRA and will only notify HRA of the presence or absence of controlled substances and their metabolites and/or alcohol in the sample tested.

A copy of this policy will be given to the employee at the time of initial implementation, hire and in the case that any changes are made to the policy. The HRA shall only request or require an employee to undergo drug and/or alcohol testing after a copy of this policy has been provided to the employee. In accordance with Minnesota law, changes to this policy regarding implementation of the policy shall be subject to union bargaining.

Procedure:

An employee may be requested or required to undergo a drug and/or alcohol test if there is a reasonable suspicion that the employee:

- a) is under the influence of alcohol and/or illegal drugs, based upon observation and good faith that an employee is under the influence of alcohol while on the job. Such belief may be based upon the smell of alcohol, slurred speech, staggering gait, and/or abnormal physical or psychological behavior typically associated with drug or alcohol intoxication or impairment,
- b) has caused him/herself or another employee, volunteer, contracted consultant, client or guest to sustain a personal injury as defined in MN Statute 176.011, subdivision 16,
- c) has caused a work-related accident or was operating or participating in the operation of machinery, equipment, or vehicles involved in a work-related accident,
- d) has been referred for chemical dependency treatment or evaluation. The employee may be requested or required to undergo drug and/or alcohol testing without prior notice during the evaluation or treatment period and/or period of up to two years following the referral for chemical dependency treatment.

Before requesting or requiring an employee to undergo drug and/or alcohol testing, the individual's manager must consult with the Executive Director or in her/his absence, the Manager in charge. Once requested, the employee shall be driven to the testing facility by HRA Management or a qualified profession will come to an HRA site. Employees will not be able to return to work until the HRA receives a negative test result for the employee. If the initial test is negative, the HRA shall pay the employee any loss of wages and benefits while the employee is waiting for the results of the drug and alcohol test, making the employee whole. The Executive Director is responsible for overseeing all aspects of the testing and follow-up communications with the individual.

Refusal

An employee has the right to refuse to undergo drug and/or alcohol testing. However, if an employee refuses to be tested or whose behavior prevents meaningful completion of drug and/or alcohol testing, the HRA will consider an employee's refusal to test as a positive test result. The employee will be subject to disciplinary action up to and including discharge.

Alcohol/Drug Tests and Results

The HRA will conduct the drug and alcohol testing in accordance with MN State Statute 181.953. When testing for the presence of drugs, the HRA will have a 10-panel drug test completed which includes testing for the presence of: amphetamines, cocaine, marijuana, opiates, PCP, benzodiazepines, barbiturates, methadone, propoxyphene and methamphetamine.

If the initial result of the drug and/or alcohol test is positive, the sample which was tested will be subject to a second, confirmatory test. No employee will be discharged, disciplined, discriminated against or requested or required to undergo rehabilitation solely on the basis of an initial test which is positive.

Employees who are required to undergo testing will be provided with a copy of the test results upon request.

Positive Test Results

A Medical Review Officer (MRO) will review confirmed positive test results to determine whether a legitimate medical explanation exists for the positive test result. The review may include an interview with the employee. In the case of legitimate medical explanation and consistent documentation, the positive test result will be changed to a negative by the MRO before being reported to the employer.

Employees who test positive in accordance with this policy will be subject to the following:

- a) Issuance of a 5-day unpaid suspension.
- b) An evaluation of the employee by a Substance Abuse Professional (SAP) to determine whether treatment is necessary.
- c) If treatment is required, the employee is required to successfully complete the treatment recommended by the SAP. Upon successful completion of a rehabilitation program, the employee must test negative prior to returning to work. If the employee tests positive after completing rehabilitation, the employee shall be discharged.
- d) If no treatment is necessary, as determined by the SAP, the employee will not be permitted to return to work until a negative test is received by the HRA.
- e) Employees returning to work must sign a last chance agreement. This agreement will state that the employee will be discharged from his/her employment if s/he has another positive drug/alcohol test.
- f) Random testing for a 24-month period upon the employee's return to work.

If an employee has been previously disciplined, standards of progressive discipline will apply and resulting discipline shall be adjusted accordingly.

Prescription Medications

It is the employee's responsibility to request sick time and/or a medical leave of absence if the employee is taking prescribed medications that restrict the employee's abilities to perform her/his job safely. If an employee has a positive alcohol/drug test as a result of a prescribed medication, the employee shall not be subject to discipline; however, if an employee knowingly takes prescribed medication that impairs his/her ability to work and reports to work, s/he is subject to disciplinary action under this policy.

Employees taking medications not prescribed to them shall be considered to be using them illegally and will be subject to disciplinary action under this policy.

Manufacturing, Sale or Distribution

It is recognized that manufacturing, sale or distribution of drugs or alcohol by an HRA employee is a serious offense and will result in employee discipline action up to and including discharge.

Confidentiality

The fact that an employee has been requested or required to take a drug and/or alcohol test, the result of the test, and information acquired in the alcohol and/or illegal drug testing process shall be treated in a manner consistent with HRA's treatment of other private and confidential information concerning employees.

Information regarding an employee's use of alcohol and drugs voluntarily disclosed will be treated as confidential data and released only on a need to know basis.

Ethical Behavior

- **Recording Devices in the Workplace**
- **Confidentiality Agreement**
- **Code of Ethics and Standards of Conduct**
- **Financial Misconduct, Dishonesty, Fraud and Whistle Blower Protection**
- **Relationships with Clients**

Recording Devices in the Workplace

Except as otherwise provided for in this policy, no employee may photograph, tape, or otherwise record any person, document, conversation, communication, or activity that in any way involves the company or employees of the company, any Clients or any other individual with whom the company is doing business or intending to do business in any capacity (for example, vendors, suppliers, consultants, attorneys, or independent contractors). The authorized copying of documents in the ordinary course of business for the benefit of the company is not prohibited by this policy.

“Photographing,” “taping,” and “recording” under this policy includes taking still or video pictures (film or digital), or recording any conversation or communications, regardless of whether the conversation or communication takes place in person, over the telephone, or via any other communications device or equipment, and regardless of the method used to tape or record (for example, tape recorder, video recorder, mechanical recording, or wire-tapping equipment), and regardless of where the conversation or communication takes place, i.e., on or off the organization's premises. “Taping” or “recording” also include photographing or recording digital images through cameras of any kind (for example, camera phones, PDA cameras, or concealed cameras). For business purposes, exceptions will apply where the photographing, taping, or recording is being conducted by an individual who has been provided advance written authorization for the activity by an HRA manager.

Violations of this policy may result in disciplinary action against the offending employee(s), up to and including termination of employment. Where the conduct engaged in is illegal, violators may also be subject to prosecution under applicable Federal Wiretapping Act and other relevant state laws.

Confidentiality Agreement

To allow HRA to remain effective and competitive in the market place in which it does business, it is essential that all confidential information remain protected from disclosure and dissemination, except as necessary in the normal course of its business. For this reason, all employees are required to sign a “Confidentiality Agreement.”

Code of Ethics and Standards of Conduct

A company's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with the organization, or any of its Clients, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members or their families or any other individuals, corporations or business entities.

The HRA has established standards of conduct for employees of HRA. The standards established standards for employee's conduct that assure the highest level of public service. It is the responsibility of the employee to comply with the provisions in the Code of Ethics and Standards of Conduct Policy. (See Exhibit I)

Financial Misconduct, Dishonesty, Fraud and Whistle Blower Protection

HRA is committed to fair, accurate and transparent accounting of financial matters for the company and expects all employees and officers to act in accordance with the highest ethical standards in the performance of their responsibilities for the organization.

HRA has published an extensive "Anti-Fraud" Policy consistent with HUD requirements. It is the responsibility of the employee to comply with the provisions in this policy. (See Exhibit IV)

Relationships with Clients

During working hours, employees should not render any personal service other than prescribed duties without the knowledge and permission of their manager. If an employee wishes to visit friends or relatives who are clients, it must be on the employees' own time.

Employees are not permitted to work for HRA clients when they are working for HRA. For clarification on this requirement employees should consult with their manager.

Compensation and Payroll

- **Compensation Philosophy**
- **Position Responsibilities**
- **Categories of Employment**
- **Wage and Hour Classifications**
- **Overtime**
- **Recording Time Worked**
- **Pay Days**
- **Direct Deposit**
- **Payroll Deductions**
- **Garnishments/Child Support**
- **Travel Policy**

Compensation Philosophy

Your rate of pay has been established after considering several factors including position responsibilities, qualifications required, including education and previous experience, comparable to other HRA positions, and similar positions in other similar organizations.

Position Responsibilities

Questions regarding position responsibilities should be obtained from your manager. In addition, HRA makes every effort to create and develop formal position descriptions for each position.

Categories of Employment

- Scheduled full-time employees are regularly scheduled to work thirty (30) to forty (40) hours per week.
- Scheduled part-time employees are regularly scheduled to work twenty (20) to twenty-nine (29) hours or less per week.
- Limited part-time employees are regularly scheduled to work nineteen (19) hours or less per week.
- Temporary employees may be either full or part-time, but scheduled for a specific period of time, e.g., six weeks, summer, or special project, etc.
- Casual Employees may be either full or part-time, but scheduled on an “as needed basis.”

Whenever feasible, clients of housing programs administered by the HRA will be employed by the HRA for work for which they are qualified. Clients will be encouraged to register at the HRA office for available work.

Contractors performing work for the HRA will be directed to employ client labor whenever possible.

Wage and Hour Classifications

In addition to the preceding categories of employment, employees are also categorized as "exempt" or "non-exempt."

Non-Exempt Employees – non-exempt employees are entitled to overtime pay in accordance with the overtime section of this handbook.

Exempt Employees - exempt employees are not entitled to overtime pay, and are not subject to certain deductions to their salary under the organization's policies. HRA may make deductions from an exempt employee's salaries for the following reasons:

- Absences of one or more full days for personal reasons, other than sickness or disability; or
- Absences of one or more full days due to sickness or disability, if there is a plan, policy, or practice providing replacement compensation for such absences; or
- Absences of one or more full days before eligibility under such a plan, policy, or practice or after replacement compensation for such absences has been exhausted; or
- Suspensions of one or more full days for violations of safety rules of major significance; or
- Suspensions of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence; or
- Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of an employee's full salary; or
- Any unpaid leave taken under the Family and Medical Leave Act; or
- Negative paid-time-off balances, in whole-day increments only.

Upon hire, the Executive Director will provide you with a copy of your job description, which indicates your employment classification.

Overtime

HRA's 40-hour workweek starts on Saturday and ends on Friday. Overtime hours may be necessary to meet the needs of the company's Clients. Non-exempt employees must have all overtime approved in advance by their manager.

Non-union, non-exempt employees will be paid at a rate of time and one and one-half their regular hourly rate for hours worked in excess of 40 hours in a workweek. All authorized work on a Holiday by employees shall be paid at the rate of two and one-half (2.5) times the Employees regular hourly rate of pay. Employees who work on a holiday will not receive holiday pay in addition to the 2.5 times rate of pay nor shall they receive a day off in lieu of the holiday.

Only actual hours worked count toward computing weekly overtime. Holidays that were not worked and paid vacation time are not counted towards overtime hours worked.

Recording Time Worked

Time worked must be completed using the departmental time sheet and signed by the first day of the following bi-weekly pay period. Managers will check the employee's entries and sign off by the designated time and date indicated on the payroll calendar (the Monday after the end of the payroll period).

Pay Days

Paydays occur bi-weekly on Fridays for the period that ends on the previous Friday.

When a payday falls on a holiday, the payday will normally will be moved to the last working day before the holiday.

Direct Deposit

All employees receive their pay through direct deposit into a designated bank account. Employees receiving their pay through direct deposit must present a voided check to accurately record the routing numbers.

Payroll Deductions

HRA is required by law to make certain deductions from employees' paychecks each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. All deductions and the amount of the deductions are listed on the pay stub.

Garnishments/Child Support

When an employee's wages are garnished by a court order, our company is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. HRA will, however, honor federal and applicable state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

Travel Policy

HRA employees are periodically required to travel on behalf of HRA to conduct business. HRA has established Travel Policy providing guidelines for the reimbursement of employees for reasonable and necessary expenses incurred in connection with approved travel on behalf of the HRA. (See

Benefits and Services

- **Holidays**
- **Floating Holidays**
- **Vacation Time**
- **Earned Sick & Safe Time (ESST) Leave**
- **Benefits Eligibility**
- **Employee Benefits**
- **Health and Dental Insurance**
- **Life Insurance**
- **Retirement Plan**
- **457 Deferred Compensation Plan**
- **Long-Term Disability Insurance**
- **Short-Term Disability Insurance**
- **Health Club Membership**
- **Mandated Benefits**

Holidays

HRA observes the following holidays during the year:

New Years Day	Independence Day	Veterans Day
Martin Luther King Jr. Day	Juneteenth	Thanksgiving Day
Presidents Day	Labor Day	Day After Thanksgiving
Memorial Day	Indigenous Peoples Day	Christmas Eve Day
		Christmas Day

Regularly scheduled full-time employees who work 40 hours per week are eligible to receive eight (8) hours of pay for each of the above holidays if they are employed as of the date of the recognized holiday.

Regularly scheduled full-time employees working between 30-39 hours per week and part-time employees are eligible for holiday pay on a prorated basis consistent with their scheduled hours. Limited part-time and casual employees are ineligible for holiday pay.

If one of the above holidays falls on Saturday, it is normally observed on the preceding Friday. If a holiday falls on Sunday, it is normally observed on the following Monday.

Please note that an employee is considered to be working on a holiday if their shift starts anytime within the 24-hour holiday. Exempt employees will receive holiday pay in compliance with state and federal wage and hour laws.

Non-exempt employees must work their scheduled workday before and after the holiday in order to be paid for the holiday, unless they are absent with prior approval from their manager.

Floating Holidays

Non-union employees with five (5) or more years of employment are entitled to four (4) personal holidays. Employees with less than 5 years of employment are entitled to three (3) personal holidays. Personal holidays must be used in full day increments. A personal holiday is defined as a day off mutually agreed upon by the Employee and their manager. Unused personal holidays are not cashed out upon the voluntary or involuntary separation of an employee.

Vacation Time

It is the policy of the HRA to provide vacations for past services as well as the principal of increased vacation for longer service. Employees begin accruing their paid leave immediately; however, employees may not utilize their paid leave until their probationary period is successfully completed.

Permanent part-time employees shall be granted vacation, with pay, proportionate to average hours worked, as follows:

0 to 3 years employment	3.5 hours per pay period
3 to 8 years employment	5.0 hours per pay period
8 to 14 years employment	6.5 hours per pay period
over 14 years employment	8.0 hours per pay period

All employees entitled to vacation time must submit their vacation requests in writing to their immediate manager in advance to allow for a working schedule for vacations. In cases of emergency, the written request shall be submitted upon employee's return to work. Minimum amount of time taken shall be one (1) hour.

Days absent due to emergencies or for reasons beyond the control of the employee can be treated as vacation days upon proper notification to the employee's manager.

No cash payments shall be paid for unused vacation leave except that upon termination of employment for any cause, employees shall be paid for any accumulated vacation credits. Upon termination, Employees with one (1) year or more of continuous service from date of hire are eligible to receive the value of any unused vacation time, provided the Employee gives a written notice of intention to leave to the Employer in accordance with the Voluntary Separation section of this handbook. Vacation time may not be used as notice time.

Vacation Accrual Maximum:

Employees can carryover a maximum of 120 hours of vacation at the end of the fiscal year.

Earned Sick & Safe Time Leave (ESST)

The HRA Earned Sick & Safe Time Leave (ESST) policy is separated into two accrual categories, employees who work less than twenty (20) hours per week and those that work twenty (20) or more hours per week. The remainder of the ESST policy applies to all employees, no matter which category the employee falls under.

Employees – Less Than 20Hrs/Wk

Employees who work less than twenty (20) hours per week and are anticipated to work at least 80 hours in a year will earn one (1) hour of ESST leave for every 30 hours they work. Work is defined as actual hours worked and does not include holidays, vacation, etc. The maximum accrual in the employee's ESST bank may not exceed 80 hours. Employees are allowed to carry over their ESST hours at fiscal year-end; however, their maximum bank may never exceed 80 hours at any time. Employees in this category are not entitled to a payout of their ESST leave at separation from employment, whether voluntary or involuntary. If an employee is re-hired within 180 days of employment separation, the HRA will restore the employee's ESST leave bank with the amount that was in the employee's bank at separation.

Employees – 20Hrs/Week and More

Employees who work 20 hours per week and more earn up to one (1) day per month. One (1) day per month is the accrual rate for employees working 40 hours per week. Employees working a minimum of 20 hours, but less than 40 hours per week earn the respective pro-rated amount based on a 40-hour work week. Employees are allowed to carry over their ESST hours at fiscal year-end; however, their maximum bank may never exceed 720 hours at any time.

At Retirement, employees in this category may access their accumulated ESST leave to either pay for medical premiums or have the value of their ESST leave deposited in to their VEBA by the HRA based on the following pro-rations using the employee's accumulated ESST leave. (Eligible "Retirement Age" is the age specified in the Retirement Plan document.

11 to 15 years' service	30% of accumulated ESST leave
15 to 20 years' service	40% of accumulated ESST leave
20 to 30 years' service	85% of accumulated ESST leave
30 years and over	100% of accumulated ESST leave

Other than at retirement, employees in this category are not entitled to a payout of their ESST leave at separation from employment, whether voluntary or involuntary. If an employee is re-hired within 180 days of employment separation, the HRA will restore the employee's ESST leave bank with the amount that was in the employee's bank at separation.

ESST Policy Applicable to All Employees

Qualifying Uses

Payment for ESST is for the sole purpose of protecting the employee against loss of income for legitimate qualifying reasons. Employees may utilize their available ESST on scheduled days of work for the following qualifying reasons:

- Employee's mental or physical illness or other health condition.
- Employee's need for medical diagnosis, care, or treatment of an illness, injury, or health condition.
- Employee's need for preventive medical or health care.
- Care of a family member with a mental or physical illness or other health condition.
- Care of a family member who needs medical diagnosis, care, or treatment of an illness, injury, or other health condition.
- Care of a family member who needs preventive medical or health care.
- Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking of the employee or the employee's family member.
- Obtain services from a victim services organization due to domestic abuse, sexual assault, or stalking of the employee or employee's family member.
- Obtain psychological or other counseling due to domestic abuse, sexual assault, or stalking of the employee or employee's family member.
- Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking of the employee or employee's family member.
- Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking of the employee or employee's family member.
- Closure of the employee's place of business due to weather or public emergency or employee's need to care for a family member whose school or place of care has closed due to weather or public emergency.
- Employee's inability to work or telework because the employee is prohibited from working by the employer due to health concerns related to transmission of a communicable illness related to a public emergency.
- Employee's inability to work or telework because the employee is seeking or awaiting the results of a diagnostic test for, or medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the employee's employer has requested a test or diagnosis.
- When it has been determined by the health authorities or a health care professional that the presence of the employee or family member in the community would jeopardize the health of others because of the exposure of the employee or family member to a communicable disease, whether or not the employee or family member has actually contracted the disease.
- To make funeral arrangements, attend a funeral service or address financial or legal matters that arise after the death of a family member.

Family Member Definition

A family member as it applies to ESST includes the following:

- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis.
- Spouse or registered domestic partner.
- Sibling, stepsibling, or foster sibling.
- Biological, adoptive, or foster parent; stepparent, or a person who stood in loco parentis when the employee was a minor child.
- Grandchild, foster grandchild, or step-grandchild.
- Grandparent or step-grandparent.
- A child of a sibling of the employee.
- A sibling of the parents of the employee.
- A child-in-law or sibling-in-law.
- Any of the family members listed above of a spouse or registered domestic partner.
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship.
- Up to one individual annually designated by the employee.

Availability, Leave Increments, Policy Year

Employees begin accruing ESST leave at the start of employment and the leave is available to them after the end of the pay period in which they earn it. Employees may take this leave in increments of 15 minutes. The HRAs fiscal year of April to March is the defined year for the ESST policy.

Base Rate

Employees who utilize ESST shall receive pay equal to the base rate the employee earns from employment. For hourly employees that are paid with multiple hourly rates, the employee shall receive the rate the employee would have been paid for the period of time during which the leave is taken. For employees paid on a salary basis, the employee shall receive the same rate guaranteed to the employee as if they had not taken leave.

Advanced Notice

Employees requesting to utilize ESST for a foreseeable need shall submit their request to their supervisor as soon as possible and within a minimum of seven (7) days. If the need to access ESST is unforeseeable, the employee shall submit their request prior to the start of their scheduled shift or in an emergency situation, as soon as practicable.

Documentation

If an employee utilizes ESST for more than three (3) consecutive scheduled workdays, the HRA may require documentation from the employee such as a doctor's certificate or verification documenting the employee is utilizing ESST for a qualifying use.

For absences related to domestic abuse, sexual assault or stalking, the employee may submit a written statement if documentation cannot be obtained in a reasonable time or without added expense to the employee.

Employee Notification

As required by Minnesota State Statute, the employee notification regarding ESST is incorporated into this Employee Handbook as Exhibit VII.

Benefits Eligibility

	Less Than 14 Hours/Week	14-19 Hours/Week	20-29 Hours/Week	30-40 Hours/Week
Holiday Pay		Prorated; based on 40 hr week	Prorated; based on 40 hr week	Prorated; based on 40 hr week
Vacation			Prorated; based on 40 hr week	Prorated; based on 40 hr week
Employee Sick & Safety Leave (ESST)	Earn 1 hour/Per 30 hours worked	Earn 1 hour/per 30 hours worked	Prorated; based on 40 hr week	Prorated; based on 40 hr week
Funeral Leave			Prorated; based on 40 hr week	Prorated; based on 40 hr week
Health & Dental Insurance				85% Premium HRA Paid Plus 100% Deductible Contribution Into VEBA or HSA
Flexible Spending Account (FSA)	Eligible - Must work a minimum of 5 hrs/week	Eligible	Eligible	Eligible
Life Insurance				100% HRA Paid
Voluntary Life Insurance				100% Employee Paid
Retirement Plan			100% HRA Only Contribution	100% HRA Only Contribution
457 Deferred Compensation Plan			Employee/HRA Match	Employee/HRA Match
Long-Term Disability Insurance				100% HRA Paid
Short-Term Disability Insurance				100% Employee Paid

Health and Dental Insurance

HRA shall contribute the amount necessary to pay premiums for health and dental insurance for qualified scheduled full-time employees - with the stipulation that the employee share in the cost of such insurance premium at a rate of 15%. HRA contributes 100% of the deductible amounts into each individual Employee's Voluntary Employee Beneficiary Association (VEBA) or Health Savings Account (HSA). Employees retain any unused funds deposited into their individual account at the end of each anniversary date of the plan.

Beginning January 1, 2023: The Employer shall provide a high-deductible health insurance plan through the Public Employees Insurance Program (PEIP) effective January 1, 2023 to qualified permanent full-time employees in accordance with Appendix "B". The employee shall contribute 15% of the health insurance premium and the Employer will contribute 85% of the health insurance premium. The Employer shall contribute 100% of the health insurance plan out of pocket expenses at PEIP Cost Level 2 into an individual VEBA or HSA account in installments for each enrolled employee. Employees shall retain any unused funds deposited into their individual account at the end of each anniversary date of the plan. The Employer shall provide dental benefits coverage for permanent full-time employees in accordance with Appendix "B". The employee shall contribute 15% of the dental insurance premium and the Employer will contribute 85% of the dental insurance premium. For plan specifics, consult with the Financial Manager.

The following applies to full-time scheduled employees who are over the age of 65 or have a spouse over the age of 65:

1. Any employee or employee's spouse reaching age 65 and eligible for Medicare, must apply for both Medicare Part A and Part B. The Employer will provide the employee and/or their spouse a supplemental policy providing the employee and/or spouse coverage similar to current HRA coverage.
2. If the employee is 65, but the employee's spouse is not or vice versa, the HRA will provide two separate single policies. The party over 65 will be required to participate in Medicare (if eligible) as described in section #1 and the party under 65 will have the option to remain on the current HRA health insurance policy as a single enrollee at the same current percentage level. The HRA will pay 85% of the premium and the employee will pay 15% of the premium.
3. The employee shall not be responsible to pay more out of pocket expenses on Medicare than if the employee and/or their spouse was enrolled on the HRA health plan. The HRA will calculate the difference between the annual cost of the employee and/or their spouse on the HRA health plan compared to the annual cost of Medicare Part B plus the Medicare supplemental policy plus the maximum out of pocket expenses identified in the Medicare Supplement. This difference will first be paid directly to the supplemental policy provider. Any remaining difference in cost will be deposited into the employee's individual VEBA or HSA by the HRA.
4. The Employer retains the right to require the employee, employee's spouse and dependents to remain on the current HRA health insurance plan if the costs to

provide supplemental insurance and out of pocket expenses, as described in this section, exceed the cost to remain on the current HRA health insurance plan.

5. If you and / or your spouse are 65 you must notify the HRA Director to make the proper arrangements.

Life Insurance - HRA shall contribute the premium for all qualified full-time employees for a group life insurance policy of \$75,000 per employee. This benefit is reduced after age 65 per the Insurance Plan Document. HRA offers employees voluntary optional life insurance coverage for the employee, spouse and dependents. The employee shall pay 100% of the premium for the voluntary life insurance.

Retirement Plan - To assure sufficient income upon retirement, HRA has established a retirement program in addition to Social Security for all permanent scheduled full-time and scheduled part-time employees. Contributions of 13.7% of salary or wages shall be paid into the retirement plan by HRA on behalf of each eligible employee prior to July 1, 2022. Effective July 1, 2022, contributions of 10% of salary or wages shall be paid into the retirement plan by HRA on behalf of each eligible employee. See Exhibit VI for Management Retirement Benefit.

457 Deferred Compensation Plan - HRA has established 457 Deferred Compensation Plan HRA employees on a volunteer basis. HRA will deposit one percent (1%) of each non-union qualified employee's wage into said 457 plans for permanent scheduled full-time and scheduled part-time employees. In addition, HRA will match on a one (1) for one (1) basis an amount not to exceed two percent (2%) of the Employee's pretax base salary.

Long-Term Disability Insurance - HRA shall provide a long-term disability plan for scheduled full-time employees. If an employee is off work due to an illness or accident, verified by the employee's doctor, starting on the 91st day the employee shall receive 66-2/3% of their monthly salary which will continue until his or her normal retirement date (as defined by the Department of Social Security) or until the employee is eligible for Social Security Disability. Workers' Compensation covered disabilities shall not be applicable to this paragraph. HRA shall pay 100% of the monthly premium.

Short-Term Disability Insurance - HRA shall provide a short-term disability plan for scheduled full-time employees. This is an optional plan that the employee may enroll in. The employee shall pay 100% of the monthly premium and HRA shall pay 0% of the monthly premium.

Health Club Membership – Non-union scheduled full-time employees are eligible for a reimbursement up to \$30.00 per month for health club membership. Employees may only request reimbursement for the portion of the health club membership not covered by their

health insurance plan. This will be on a reimbursement basis and only for months in which the employees utilized the health club.

The Executive Director has authority to negotiate where an applicant may start on the wage and benefit scales with qualified applicants or existing employees when vacancies exist or a new position is created. This may include starting benefits immediately.

Mandated Benefits

Workers' Compensation - On-the-job injuries are covered by HRA's Workers' Compensation insurance. The insurance provides medical cost and salary continuation for a work-related injury requiring medical care and/or loss work time. If an employee is injured on the job, no matter how slightly they must report the incident immediately to their manager. Consistent with applicable state law, failure to report an injury within a reasonable period could jeopardize the claim.

Social Security – The employee and the organization both contribute funds to the federal government to support the Social Security program. This program is intended to provide a retirement benefit payments and medical coverage upon retirement age.

Unemployment Insurance - Upon separation from employment, an employee may be entitled to state and federal unemployment insurance benefits.

COBRA - Employees and their dependents may be able to continue certain benefits when no longer eligible to be on the insurance plan(s). Employees may opt to continue benefit coverage with HRA for a specified period if their hours of employment are reduced or their employment ends for any reason other than gross misconduct by electing COBRA coverage.

At the time of the qualifying event which deems employees and/or their dependents to be ineligible employees will receive plan and cost information regarding benefits and their rights to continue coverage.

In the event of divorce, legal separation, or a child's loss of dependent status, the employee or a family member must notify the Executive Director within 60 days of the occurrence of the event.

The Executive Director will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage. COBRA premiums will be the responsibility of the employee unless otherwise directed by current law.

Leaves of Absence

- **Leaves of Absence**
- **Funeral Leave**
- **Family and Medical Leave**
- **Minnesota Parenting Leave**
- **Medical Leave of Absence**
- **Minnesota Parenting Leave**
- **Jury and Witness Duty**
- **Voting Leave**
- **Military Leave**
- **Bone Marrow Donation Leave**
- **Minnesota School Conference and Activity Leave**

Leaves of Absence

You may at some time have need for extended absence from your job for personal reasons. These may be for military service, personal or family illness, birth or adoption of a child, personal business, education or some other reason. Approval of a leave will depend on the reason for the leave, applicable regulations, operational impact of your absence and other factors. The terms of the leave including length, availability of employment at the end of the leave, continuation of benefits while on leave and other terms will depend on the same and other factors. Questions regarding leaves of absence should be directed to the Executive Director who will assist you in discussing your leave entitlement and applying for a leave of absence.

Funeral Leave

Employees shall be granted up to five (5) consecutive scheduled paid days funeral leave of absence in case of death in the immediate family or member of household. Immediate family shall be defined as parents and grandparents of the employee or spouse, employee's spouse, children, brother, sister, grandchildren and significant other.

Significant other is defined as the employee's sole spousal equivalent, living together in the same residence indefinitely and responsible for each other's welfare and has been identified and recorded within the employee's personnel file.

Employees are granted up to three (3) consecutive scheduled paid day's funeral leave of absence in case of death of a brother-in-law or sister-in-law or stepfamily member.

Family and Medical Leave Act

In accordance with section 825.108 of the Family Medical Leave Act (FMLA), HRA is defined as a public agency and therefore considered a covered employer and must comply with notice requirements.

While the FMLA defines HRA as a covered employer under the law, employees still need to meet FMLA eligibility requirements. An eligible employee of a public agency is one who:

1. Will have worked for the employer for at least 12 months as of the date the FMLA leave is to start,
2. Will have at least 1,250 hours of service for the employer during the 12-month period immediately before the date the FMLA leave is to start, and
3. Works at a location where the employer employs at least 50 employees within 75 miles as of the date when the employee gives notice of the need for leave.

As the time of approval of this policy, HRA does not employ at least 50 employees within a 75- mile radius. As a result, under the current FMLA law, HRA does not have any

employees who meet the eligibility requirements. In order to comply with FMLA notification requirements, HRA will post the required FMLA poster on the employee board and notify those requesting sick leave of their ineligibility for FMLA.

Medical Leave of Absence

Employees who have worked at HRA for an average of 20 hours per week during the last 12 months may request a paid or unpaid leave of absence due to a serious health condition. A serious health condition includes mental or physical conditions that requires the employee to be absent for work in excess of 10 work days. If you do not qualify for a medical leave of absence, you may be entitled to parental leave, sick or injured child care leave, or optional leave as described in those sections of this policy.

Notice and Procedure for Requesting Leave: If you know in advance that you will be taking a medical leave because of the birth, adoption or placement of a child in your home, or because of a planned medical treatment, you must notify your manager 30 days in advance. If circumstances require that the leave begin in less than 30 days, you must notify your manager as soon as practicable.

Certification Required for Medical Leave: In the case of medical leaves, the company requests medical certification to be provided to your manager in a timely manner. HRA may request this certification be on a form supplied by the company. The certification will include the date of onset, the probable duration, type of treatment, appropriate medical facts concerning the condition and must also state that you are unable to perform the functions of your position.

Amount of Leave: HRA Executive Director will review your medical leave of absence request and respond to your request within 14 days of receiving all the required information needed to evaluate your request. If approved for a medical leave of absence it may not exceed 12 weeks. Multiple medical leave of absence requests may not be granted in the same one-year period. Any requests for leave exceeding 12 weeks must be requested in accordance with the leave of absence section of this policy.

Reinstatement: You will be required to provide a fitness-for-duty certificate before you return to work. If your certificate identifies work restrictions, the Executive Director will determine if it is appropriate for you to return to your position before those restrictions are lifted. At the end of the approved medical leave, the employee will be reinstated to their same position.

Minnesota Parenting Leave

Parenting leave is available to eligible employees in conjunction with the birth or adoption of a child. Under this policy, an employee may be entitled to an unpaid leave of absence for 12 weeks.

Eligibility: Employees are eligible for parenting leave of up to 12 weeks under this policy if: 1) they have been employed by HRA for at least 12 months immediately preceding their request and 2) during those 12 months, they worked an average of 20 hours per week.

An employee's leave may begin at any time chosen by them for up to 12 weeks following a birth or adoption. At the end of the parenting leave, the employee will be reinstated to their same position.

If the employee is unable or does not wish to return to work at the end of their parenting leave, they may apply for a personal leave of absence. If personal leave is granted, then their relationship with HRA is covered under the personal leave policy. If personal leave is not granted, then they must return to work. Failure to return to work will be considered voluntary resignation.

Jury and Witness Duty

HRA encourages employees to fulfill their civic responsibilities by serving jury duty. When an employee receives a summons, responds thereto, serves as a juror, or attends court for prospective jury service, the employee must provide HRA with a copy of the jury duty notice as soon as it is received.

HRA will pay the difference between your jury duty pay and your base pay for any regular scheduled work time that you must miss (excluding overtime) for up to two weeks. You must reimburse HRA with jury duty pay, not exceeding the original difference.

An employee required to be available for jury duty, but not required to be in court, must report to work. Utilization of the court call-in-system, if available, is required in order to receive jury duty pay.

If an employee is subpoenaed or otherwise requested to testify as a witness by HRA, the employee will receive paid time for the entire period of witness duty.

Employees will be granted unpaid time off to appear in court as a witness at the request of a party other than HRA. Employees may use vacation time if available.

The legal document requiring jury or witness duty must be provided to your manager in advance of absence.

Voting Leave

HRA encourages employees to vote in primary and general elections, as well as elections for state and federal legislators. Voting polls are open 7:00am-7:00pm. Employees should make every effort to vote during the hours outside of their work schedule.

Employees who are scheduled to work during the morning of such an election or primary will be granted reasonable time off without loss of pay to enable them to vote during the morning of Election Day. HRA reserves the right to select the hours an employee is excused to vote. Reasonable time off includes going to the polls, casting a ballot and returning to work. Employees should inform their manager of the need for voting leave as soon as possible.

Military Leave

HRA provides military leaves of absence to employees who serve in the Uniform Services as required by the Uniform Services Employment and Re-Employment Rights Act of 1994 and applicable state laws. Leave is available for active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, for examinations to determine fitness for any such duty, and for any other leave permitted by law. Total military leave time taken may not exceed five years during employment, except in certain specific circumstances or as otherwise provided by law.

Notice of leave is required, preferably in writing. Accrued vacation will be paid during military leave at your request and health plan coverage continuation can be arranged for up to 18 months during military leave if you pay the required premium payments. As with other leaves of absence, failure to return to work or to reapply within applicable time limits may result in loss of re-employment rights.

Bone Marrow Donation Leave

HRA provides up to 40 hours of paid leave time to employees who elect to donate bone marrow. HRA may request medical verification for the leave. This paid leave is in addition to any other leave available to the employee.

Minnesota School Conference and Activity Leave

HRA provides employees with at least 16 hours of unpaid leave per school year to attend school conferences or activities of their biological, adoptive, step and foster children, which cannot be scheduled during non-work hours. The employee may request vacation in lieu of unpaid time off and must give reasonable notice of intent to use this leave, where possible.

Communications

- **Required Information**
- **Open Door Approach**
- **Conflict Resolution Process**
- **Employer Social Responsibility**
- **External Contacts**
- **Media Contacts**
- **Requests from Attorneys**

Required Information

Important information will be regularly sent to your HRA email. Typical information that is sent includes: benefits information, employment opening postings, HUD notices and policy and procedures updates.

Open Door Policy

HRA values the talents and abilities of our employees and seeks to foster an open, cooperative and positive environment for us to work together as a team. Our work is essential to fulfilling HRA's mission. We achieve this goal through dedicated hard work and commitment from every employee.

Effective communication is essential if we are to build and maintain creative and productive working relationships. All employees have the right and are encouraged to speak up about their job-related ideas, recommendations and any other issues which are important to them. We recognize that on-the-job experience is the best source of suggestions for improvement in the workplace. HRA provides an Open-Door Policy in which employees are encouraged to take their constructive ideas and suggestions for improving our operations to their manager. Our staff knows best what is working and what is not.

Conflict Resolution Process – For Non-Union Employees

Common reasons for conflicts include disagreements between the employee and their manager regarding performance or conduct requirements, working conditions, and conduct of other employees including management.

HRA believes that resolving conflicts should be viewed as both HRA's and the employee's shared responsibility. Prompt and decisive resolution of conflicts contributes to effective working conditions and high quality of service for our Clients.

The following guidelines apply to the administration of HRA's Conflict Resolution Procedure:

- Every employee complaint or problem is significant enough to be of concern to management.
- Every problem should be resolved as quickly and as close to the source as possible.
- Employees are encouraged to use the conflict resolution procedure without fear of retaliation.

Conflict Resolution Process – For Non-Union Employees (continued)

- Conflict resolution procedure time limits are intended to be an incentive for prompt action.

Any complaint, issue, or problem, which has not been resolved through application of HRA's "open door approach", may be referred for consideration through the following successive steps of the conflict resolution procedure (this process will be overseen by the Operations Manager):

STEP 1 An employee must present a written statement of the conflict to their manager within five (5) business days of the occurrence of the conflict. The manager and Assistant Director will evaluate the employee's statement, investigate the facts and circumstances, interview other involved employees and respond to the employee in writing within five (5) business days of the employee's written request. If additional reasonable time is needed, the employee will be advised within the five-day period.

If the manager's response is not satisfactory to the employee, they may refer the conflict to the next step.

STEP 2 The employee may submit a written request to meet with their manager, the Assistant Executive Director and the Executive Director within three (3) business days of receiving the manager's written decision from Step 1. The Executive Director will evaluate the employee's complaint, investigate facts and circumstances, interview other involved employees and respond to the employee, in writing, within five (5) business days of the employee's written request. If additional reasonable time is needed, the employee will be advised within the five-day period.

If the Executive Director's response is not satisfactory to the employee, they may refer the conflict to the next step.

STEP 3 The employee may request to meet with their manager, the Assistant Executive Director, the Executive Director and the HRA Commission's Personnel Committee to review the conflict and the previously attempted resolution(s). This request must be submitted in writing to the Executive Director within three (3) business days of receiving the Executive Director's written decision from step 2. The Personnel Committee will evaluate the employee's complaint, investigate facts and circumstances, interview other involved employees and respond to the employee, in writing, within ten (10) business days of the meeting. **The resolution determined by the Personnel Committee will be final.**

Employer Social Responsibility

Consistent with the Employer Social Responsibility Act, in the event of an employee's involuntary termination from the employment of HRA, they may request in writing the reason for their termination. HRA will provide the written reason within five (5) working days.

In addition, HRA will not terminate, threaten, or discriminate against an employee who in good faith reports a violation of law; is requested to participate, by an appropriate legal authority, in an investigation or hearing; or refuses to participate in an activity they believe to be in violation of the law.

External Contacts

All inquiries from attorneys, government and regulatory agencies and other outsiders with whom the company does not regularly interact through the normal course of business, should be directed to the Executive Director for response.

Media Contacts

All inquiries from Media, including newspapers, radio and television reporters should immediately be directed to the Executive Director for response.

Requests from Attorneys

There may be times when an employee is contacted by an attorney representing a client or HRA in connection with a legal inquiry or action. Unless the employee's position specifically requires them to handle these inquiries, these requests should be brought immediately to the attention of the Executive Director.

Performance Management

- **Job Descriptions**
- **Probationary Period**
- **Promotions and Transfers**
- **On-Going Job Training and Professional Development**
- **Other Periodic Reviews**
- **Corrective Action Process for Non- Union Employees**
- **Gross Misconduct**
- **Maintaining Licensure, Registration and Certification**

Job Descriptions

HRA maintains a job description for each position in the organization. The job description outlines the essential duties and responsibilities of the position. Position descriptions do not contain all the responsibilities that an employee may be asked to perform. When the duties and/or responsibilities of a position change, the job description is revised to reflect those changes.

Probationary Period

All employees are on a probationary period during their first 6 months of employment. During this time, a new employee will be able to determine if their new job is suitable and management will have an opportunity to evaluate their work performance. If an employee successfully completes the probationary period, they will be placed in a regularly scheduled status. If it is determined that an employee has not successfully completed their probationary period one of the following will occur:

- The employee will be placed on a final warning and the probationary period will be extended for an additional 30 days to determine if they can successfully complete the probationary period. If they fail to after the 30 days, their employment will be terminated.
- The employee's employment may be immediately terminated.

However, HRA's use of a probationary period does not alter its status as an employment at will employer for its non-union employees. The completion of the probationary period does not guarantee employment for any period of time thereafter.

Note: Employees are not entitled to vacation, personal leave, short-term and long-term disability and life insurance unless specifically mentioned, until they have completed their probationary period. Employees are eligible for ESST in compliance as indicated in this policy. Consistent with the plan documents eligible probationary employees are eligible for health and dental coverage after 90 days of employment.

Promotions and Transfers

Career advancement is rewarding for both you and HRA. Management is always available to discuss transfer opportunities. The company will give full consideration for qualified employees for new or vacated positions whenever possible. Upon receipt of a promotion an employee's wages may be adjusted.

Other Periodic Reviews

Employees are required to immediately inform their managers of any criminal charges for which they have been charged. HRA also reserves the right to conduct periodic criminal background checks of its employees. Failure to report either criminal charges or changes to a driving record could result in disciplinary action.

Employees who use their vehicles for company business are required to immediately inform their managers of any accidents or change to their driving records. Driving records will also be periodically checked.

Corrective Action Process for Non-Union Employees

HRA believes that excellent customer services and a productive work environment require adherence to established policies, procedures, regulations, practices and high standards of job performance. Managers are responsible for identifying and coaching employees to improve any inappropriate performance, behavior or attendance. To assist in this process, managers may choose to use a progressive approach to corrective action. The goal of this approach is to improve the individual's performance and preserve her/him as an employee.

HRA recognizes that there may be situations that will not merit this progressive approach. All instances that require any type of corrective action are reviewed on a case-by-case basis by the Executive Director in order to determine the appropriate corrective action measure, if any.

This progressive corrective action approach is intended to be used only in cases that merit its use, as determined by HRA, and is not intended to create, nor should it be construed to create, a contract between HRA and any of its employees. Furthermore, HRA specifically reserves the absolute right to determine the corrective action to be used.

Corrective Action Process for Non-Union Employees

- A. Severe Performance Problems:** HRA reserves the absolute right to determine what action or conduct will result in corrective action, including termination. Some situations, due to the severity of the problem will dictate that the progressive approach is not appropriate. Any performance problem that results in corrective action is determined by the Executive Director.

In all instances where an employee's conduct is of criminal nature, HRA will initiate criminal prosecution. In addition, HRA will report inappropriate conduct to regulatory agencies as required.

- B. Removal of Corrective Action from Personnel File:** Corrective actions are not removed from the personnel file.
- C. Progressive Corrective Action:** In most situations, prior to and throughout the corrective action the manager must discuss their performance concerns with the employee and develop a plan for improvement. The formal corrective action process is as follows:

STEP 1 Verbal Warning – In private, the manager will discuss the problem with the employee. The employee will be given an opportunity to respond. Together, there should be agreement on what changes in performance or conduct are necessary to meet expectations.

STEP 2 Written Warning – If a performance, conduct, or attendance problem is sufficiently serious or a previously reviewed problem has not been resolved, the manager may give an employee a written warning notice outlining the nature of the problem and expected performance, conduct, or attendance change. The employee will be given an opportunity to respond. A copy of the warning notice will be maintained in the employee’s personnel file in the Executive Director’s office.

STEP 3 Suspension – If a performance, conduct or attendance problem is sufficiently serious or a previously reviewed problem has not been resolved, a manager may review the problem and expected improvement with the employee. He/she has the option to suspend the employee for up to five (5) days. The Executive Director will determine if the suspension will be with or without pay.

Decision Making Leave – As an alternative to a suspension, HRA, at its sole discretion, may allow an employee to take a decision-making leave. The purpose of the decision-making leave is to provide the employee time off to decide whether she/he will commit to satisfactory performance on the job or choose to resign.

Corrective Action Process for Non-Union Employees

The Executive Director will determine the length and status of a decision-making leave and whether it is with or without pay. (Note: An unpaid Decision Making Leave is not an option for exempt employees.) Before the leave commences, a return to work date and time must be established. If the employee decides to return to work, it will be with the understanding that failure to meet expectations will result in termination of employment. If the employee does not return to work, it will be considered a voluntary resignation.

STEP 4 **Termination** – If a performance, conduct or attendance problem is sufficiently serious or a previously reviewed problem has not been resolved, an employee’s employment may be terminated.

A copy of the discharge note will go to the employee, the employee will be given the option to sign the notice (if they choose not to sign, that will be documented), the original will go to Executive Director’s office for placement in the employee's personnel file.

The employee will receive their last paycheck on the next regular payday unless otherwise requested by the employee.

Nothing in the corrective action process changes the relationship with HRA and the non-union employees regarding their at-will status.

Grievance Procedure

A grievance is a claim by an employee that she or he is adversely affected by the misinterpretation or misapplication of an HRA policy or personnel decision, but does not include decisions involving inherent managerial rights. HRA’s goal is to come to a solution at the lowest level of management possible. If a non-union employee has a grievance she or he believes needs consideration, the following process shall be followed:

STEP 1 The employee shall discuss the issue with his or her supervisor. The employee and supervisor will attempt to come to a resolution of the matter before an employee proceeds with the grievance procedure.

STEP 2 If the employee does not feel the issue is addressed adequately in step 1 of this process, the employee shall submit a written complaint to the Executive Director within 10 calendar days from the date the employee was adversely affected by an HRA decision. The written complaint must include the employee’s name, parties involved, explanation of the adverse action taken by the HRA and the resolution the employee is requesting. The Executive Director will meet with the aggrieved employee and investigate the grievance. The Executive Director shall respond in writing to the employee within 14 calendar days from receiving the written complaint.

STEP 3 If the Executive Director’s written response is unsatisfactory to the aggrieved employee, the employee may submit a written request to the Executive Director to bring her or his complaint to the Personnel Committee of the Board. This request must be received within 10 calendar days of the response of the Executive Director. The Personnel Committee will convene a meeting within 30 calendar days to review the grievance brought by the employee. The committee will review the

Executive Director's decision, take testimony, as deemed appropriate and meet with the aggrieved party. The Personnel Committee will issue a decision within 14 calendar days of the meeting. The decision of the Personnel Committee shall be final.

Gross Misconduct

In certain circumstances, including but not limited to the following examples of misconduct, immediate termination will be considered appropriate:

- Bringing alcohol, drugs or mood-altering substances onto premises with the intent to use on HRA property or use of alcohol, drugs or any mood-altering substance on HRA property at any time or during work hours.
- Willful or repeated violation of the company's code of ethics.
- Conduct reflecting negatively on the company or jeopardizing the integrity of the services provided to our Clients.
- Theft.
- Sex Harassment.
- Creating a hostile work environment.
- Conduct or performance on the job which demonstrates insubordination, which is defined as a refusal to follow appropriate written or oral procedures, instructions, or directions from a management employee.
- Conduct or performance on the job, which demonstrates a deliberate attempt to cause poor morale or disrespect among employees by actions or attitude on the job.

Only the Executive Director has the final authority to terminate an employee.

Maintaining Licensure, Registration and Certification

It is an employee's responsibility to maintain a required license, registration or certification. A copy of their current license, registration or certification is to be provided for retention in their personnel file in the Executive Director's office. Failure to maintain a current record of licensure, registration or certification may result in adjustment of their pay to reflect a non-licensed or non-certified status, placement on administrative leave without pay or termination of employment.

Health, Safety and Security

- **General Security**
- **Property and Equipment Care**
- **Housekeeping**
- **General Safety**
- **Incident Reporting**
- **Workplace Violence**
- **Disaster and Emergency Preparedness Plan**
- **Fire Prevention and Control**
- **Smoke-free Policy**

General Security

Each HRA location has security guidelines and procedures established to protect employees, Clients, and visitors. Employees can familiarize themselves with the security guidelines and procedures through their manager and the building or facility manager.

If you see anyone who does not appear to be in the right area at the right time, please use caution in challenging his/her presence. If the behavior is suspicious and/or not cooperative, contact a manager immediately. If a manager is not present, dial 911 to request police assistance.

Any suspicion of unusual behavior or theft by an employee should be immediately reported to a manager.

Property and Equipment Care

Employees are responsible for understanding the safe operation of any equipment required in the performance of their job duties. Appropriate care of any equipment that is used during the course of their employment, as well as the conservative use of supplies, will benefit both employees and HRA. If an employee finds that any equipment is not working properly or in any way appears unsafe, they should notify their manager immediately so that repairs or adjustments may be made. Under no circumstances should an employee utilize equipment that they consider unsafe, nor which they have not received training to operate.

Housekeeping

Neatness and good housekeeping are signs of efficiency. Employees are expected to keep their work area neat and orderly; it is a required safety precaution.

Easily accessible trash receptacles and recycling containers are located throughout the HRA facilities. All litter and recyclable materials should be placed in the appropriate receptacles and containers. Employees should always be aware of good health and safety standards, including fire and loss prevention.

General Safety

Safety is a critical component of all positions at HRA. All employees are expected to help prevent injury to themselves and others as well as property loss due to accidents. All supplies and equipment are to be used in a manner consistent with specifications and as employees have been trained to use them. If an employee is unfamiliar with a piece of equipment, hazardous supplies, or a procedure, they should ask for instruction or assistance.

General Safety (continued)

Employees should report unsafe conditions such as wet or slippery floors, defective equipment, frayed electrical cords, unsafe acts of other employees, improper use of combustible materials, smoking in other than designated outside areas, or any act or condition that might result in injury or loss of property.

If an employee observes or determines that an unsafe situation exists, they should correct the hazard if it is within their ability to do so safely, otherwise bring it to the attention of a manager.

Incident Reporting

In the event of a job-related illness or injury:

- Get appropriate first aid treatment immediately.
- Report the incident to your Manager or in his/her absence the Assistant Director, who will assist the employee in completing a required incident report. The report must be completed within 24 hours of the incident to assure insurance coverage.
- If an employee is unable to work due to a job-related injury or illness, they may use accrued sick, personal or vacation for any period of disability not covered by Workers' Compensation benefits.

Workplace Violence

HRA is committed to providing a safe work environment. Employees who engage in violent acts or engage in behavior that threatens the safety of their fellow employees, Clients and visitors in the workplace will be subject to immediate disciplinary action, up to and including termination. HRA specifically prohibits the following activities:

- Engaging in, or threatening to engage in, an act of violence against an employee, visitor, client or others in the workplace.
- Storing any weapons in a desk, purse, HRA owned vehicle or any other repository on HRA property.

All employees are responsible for reporting acts of violence or threatening behavior to their manager and/or the Executive Director.

Disaster and Emergency Preparedness Plan

All employees are expected to understand and follow emergency procedures posted at their work location. Management is always available to assist employees in understanding their responsibilities in the event of an emergency.

Fire Prevention and Control

Fire is a very real danger in any commercial facility; consequently, employees should always be vigilant to potential fire hazards.

All HRA facilities have been designed with fire safety requirements and precautions. However, no building is completely fireproof. Therefore, all employees must be alert to fire danger and ready to respond in a fire emergency.

Employees need to become familiar with the Emergency Preparedness Manual available at each location. Knowing what to do in an emergency is critical in the prevention of injury in an emergency.

Smoke-free Policy

All HRA facilities and offices are smoke-free. This policy expressly prohibits the use of any tobacco product in HRA owned and/or operated facilities or vehicles. Employees that require a smoke break should do so within normal break times in areas designated as smoking areas external to HRA's facilities.

Leaving HRA

- **Voluntary Separation**
- **Involuntary Separation**
- **Layoffs/Transfers/Recall Rights**
- **Retirement**
- **Exit Interviews**
- **Final Pay**
- **Employment References**
- **Re-Employment**

Voluntary Separation

Members of management are expected to give written notice to the Executive Director at least 30 days prior to resignation. All other staff are expected to give at least two weeks written notice. Since a longer period is desirable, the intention to resign should be made known as far in advance as possible.

All organization property must be returned upon termination. Otherwise, the organization may act to recoup any replacement costs and/or seek the return of organization property through appropriate legal recourse.

Vacation time off cannot be used in lieu of notice. Also, HRA reserves the right to pay an employee who voluntarily separates their employment in lieu of notice.

Involuntary Separation

For a variety of reasons, separation of employment may be necessary. The most common reasons for termination include lack of ability to perform job functions, lack of desire to perform the work required, failure to meet conduct requirements, failure to report to work and/or other attendance problems. A layoff would be due to decreased workload, reorganization and/or other events that eliminate the work performed by the employee.

Layoffs/Transfers/Recall Rights

If an employee is laid off rather than terminated or dismissed as a result of the natural completion of a program, reduction in positions, the curtailment of programs and/or financial reasons, including reduction of funds or revenues, two (2) weeks written notice shall be given to the employee prior to the effective date of layoff. In the event of necessity of lay-offs, personnel to be laid-off will be determined according to job performance, needs of the agency, and qualifications of the employee with respect to those needs. All other factors being equal, seniority shall rule. When possible, full consideration by the Executive

Director will be given to the transfer of employees to other programs and projects. This consideration of transfer will be made based on:

1. Job performance and job experience
2. Qualifications
3. Needs of the agency
4. Length of service

Determination as to whether a transfer shall take place and as to the application of the above criteria is totally in the discretion of the Executive Director. There is no order of priority given to the above criteria. If a transfer does not occur within six (6) months from layoff the employee shall continue on layoff status.

In the event of layoff an employee will retain certain recall rights for a period of twelve (12) months (1 year) from the effective layoff date after which time s/he will be considered terminated with no further rights under this policy. These recall rights apply only for those openings for which the person is qualified. If recalled, the following apply:

1. Reinstatement of vacation benefits at the level the employee left.
2. Reinstatement of annuity benefits at the level the employee left.
3. Reinstatement of insurance benefits in accordance with the insurance contract if in effect at the time of employment.

Retirement

HRA has no set age for retirement. If an employee decides to retire, they should discuss their intent with their manager and they, along with the Executive Director, will assist them in initiating the process.

Exit Interviews

An exit interview can be arranged with the employee's Manager if an employee has voluntarily terminated their employment. Feedback from separating employees helps make HRA a better place to work. Also, a final meeting provides an opportunity to cover details such as health, dental and life insurance continuation. This is also an appropriate time to return all keys and other HRA property.

Final Pay

An employee's final paycheck is available on the next scheduled payday following their last day worked. If an employee has been involuntarily separated, they may make a written request to accelerate the process.

Separating employees are expected to return all HRA property/equipment in good condition prior to their last day of employment. In the event HRA property/equipment is not returned, the employee's last pay check may be reduced by payroll deduction to recover the fair value of the property/equipment.

A separating employee's final pay will include the following:

- payment for all hours worked through their date of separation, based on their salary or hourly rate as of the date of their resignation letter;
- payment for all accrued but unused vacation time if they have met both the length of employment and notice period requirements;

Employment References

HRA does not honor oral requests for references. All requests must be in writing and on an organization's letterhead. Generally, only confirmation of employees' dates of employment, job title and wage history are provided.

Under no circumstances should an employee provide another individual with information regarding current or former employees of our organization. References are generally provided by the Executive Director or Assistant Executive Director. Also, it is not HRA's standard practice to provide a "letter of reference" to former employees.

Re-employment

Employees may apply for re-employment through the normal employment application and interviewing process. In considering re-employment, an employee's previous employment record, reason for separation, their employment record since separation, the likelihood of continued employment and other factors will be considered. Previous employment in and of itself does not ensure any special consideration.

Employees, who are rehired following a break in service, other than an approved leave of absence, must serve a new probationary period whether such a period was previously completed. Such employees are considered new employees from the effective date of their re-employment for all purposes, including the purposes of measuring benefits.

Exhibits

Exhibit I

CODE OF ETHICS AND STANDARDS OF CONDUCT

The Housing Authority has established standards of conduct for its employees and members of its Board of Commissioners. These standards are designed to assure the utmost in public trust and confidence in the policies and practices of the Authority. Because of its status as an independent public corporation, the Authority recognizes its responsibility to conduct all business in a manner above reproach or censure. This Code of Ethics will describe in detail the standards by which members of the Board of Commissioners and employees are to be held accountable.

This code recognizes and incorporates those sections of federal, state, and local law which govern the conduct of public employees, and in no way supplants those provisions of law. In cases where no statutory precedent exists, the policy of the Housing Authority shall be applied, except that this policy shall in no way be taken to supersede the provisions of any contracts, labor agreements, or other external agreements affecting the rights and privileges of employees.

The Standards of Conduct contained within the Code of Ethics shall be generally applied so as to avoid the appearance, or actual occurrence of, any favoritism or special treatment towards any applicant, resident, vendor, or agent having business, or dealings of any kind, with the Authority. No Commissioner or employee shall use or cause or allow to be used his or her position to secure any personal privileges for himself, herself, or others, or to influence the activities, actions, or proceeds of the Authority.

The Housing Authority, in establishing standards of conduct for its employees and commissioners, recognizes the importance of establishing standards of conduct for external vendors and suppliers of products and/or services to the Authority. While the Authority cannot mandate the internal conduct or policies of vendors, it nevertheless requires that vendors and suppliers adhere to certain basic principles in conducting business with the Authority. Specifically, the Authority does not allow any direct or indirect personal inducement of Authority employees or Commissioners, such as the giving of gifts, money, tickets or any item or service having value.

It is expected that vendors or suppliers of professional services to the Authority will be governed by the Code of Ethics to which their particular profession prescribes.

Any vendor or supplier found in violation of Authority policy shall be barred from future business dealings with the Authority. The Authority reserves the right to have vendors and suppliers sign a statement of compliance with the standards of conduct of the Authority.

APPLICABILITY

The provisions contained herein shall apply to all employees and the Board of Commissioners of the Housing Authority. With respect to contracted professional services of the Authority (legal, accounting, or otherwise), it is assumed that these professionals will abide by the professional ethics of their particular profession.

PURPOSE

This Code of Ethics establishes standards for employee's and Commissioner's conduct that will assure the highest level of public service. Recognizing that compliance with any ethical standards rests primarily on personal integrity, and also recognizing in general the integrity of Commissioners and employees, it nevertheless sets forth those acts or omissions of acts that could be deemed injurious to the general mission of the Authority.

This Code of Ethics is not intended, nor should it be construed as, an attempt to unreasonably intrude upon the individual employee's or Commissioner's right to privacy and the right to participate freely in a democratic society and economy.

DEFINITIONS

"Agent" shall mean any employee of the Authority (whether full or part time) acting in his or her official capacity as an agent of the Authority.

"Claim" shall mean any demand, written or oral, made upon the Authority to fulfill an obligation arising from law or equity.

"Commissioner" shall mean one of the persons serving on the Board of Commissioners of the Authority.

"Contract" shall mean any obligation to do something arising from an exchange of promises or consideration between persons, regardless of the particular form in which it is stated.

"Conventional" shall mean those housing programs operated by the Authority, which are broadly considered part of the "conventional public housing program." This shall include but not be limited to, such programs as public housing, the Capital Fund, HOPE VI, and the Public Housing Drug Elimination Program (PHDEP).

"Employee" shall mean any person appointed or hired, whether full or part time, seasonal, temporary, paid or unpaid, on a fixed or unfixed term, provisional or permanent.

"Enrollee" shall broadly mean any applicant, resident, or program participant in any program operated by the Authority. Specifically, an "enrollee" shall be a person who expects to receive, or is receiving, some form of assistance from the Authority.

"Family" shall mean the spouse, father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister, or a person living in a stable family relationship.

"Interest" shall mean a benefit or advantage of an economic or tangible nature that a person or a member of his or her family would gain or lose as a result of any decision, or action or omission to decide or act, on the part of the Authority, its Board, or employees.

"Leasing program" shall mean those programs operated by the Housing Authority that are broadly included within the Section 8 Program or the tenant-based program, whether it be for certificates or vouchers. Unless otherwise noted, the provisions contained herein shall apply equally to both the "Leasing" and the "Conventional" programs of the Authority.

"Person" shall mean any individual, corporation, partnership, business entity, association, organization, and may include an Authority employee.

"Public Information" shall mean information obtainable pursuant to the Freedom of Information Act and Authority guidelines adopted pursuant thereto.

ETHICAL STANDARDS FOR EMPLOYEES

No employee of the Housing Authority shall have any employment, or engage in any business or commercial transaction, or engage in any professional activity, or incur any obligation in which directly or indirectly he or she would have an interest that would impair his or her independence of judgement or action in the performance of his or her official duties or that would be in conflict with the performance of his or her official duties. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee shall have or enter into any contract with any person who has or enters into a contract with the Authority unless:

A. The contract between the person and the Authority is awarded pursuant to competitive bidding procedures and/or purchasing policies as outlined in regulations promulgated by the U.S. Department of Housing and Urban Development (HUD), state law, and the Housing Authority Procurement Policy; or

B. The contract between the person and the Authority is one in which the Authority employee has no interest, has no duties or responsibilities, or if the contract with the person is one which the Authority employee entered into prior to becoming an employee.

There shall be no preferential treatment given by an employee of the Authority acting in performance of his or her official duties to any person, agency or organization.

No Authority employee shall use or permit the use of Authority-owned vehicles, equipment, materials or property for the convenience or profit of himself, herself, or any other person. However, this provision shall not apply in the case of usage for "diminutive" purposes, i.e., purposes which in and of themselves should not be construed as abuse of Authority property.

No Authority employee shall solicit any gift or consideration of any kind, nor shall any Authority employee accept or receive a gift having value regardless of the form of the gift, from any person who has an interest in any matter proposed or pending before the Authority.

No authority employee acting individually can bind the housing authority by an action or verbal representation.

No Authority employee shall disclose, without proper authorization, non-public information or records concerning any aspects of the operation of the Authority, nor shall he or she use such information to the advantage or benefit of himself, herself, or any other person. This shall include records maintained on enrollees of the Authority, for whom a properly executed release of information form shall be obtained and kept in the client file.

The release of any information relative to enrollees of the Authority shall be done pursuant to government regulations allowing the release of information among government agencies or agencies receiving government subsidy, shall be done following prescribed methods of requesting and transmitting such information, and shall be done with full knowledge of the enrollee except in those cases where through action of law the enrollee's knowledge is not required.

No Authority employee currently employed shall represent any person, other than himself, in business negotiations, judicial or administrative actions or procedures, to which the Authority may be a party.

No former employee of the Authority shall personally represent any person in a matter in which the former employee personally participated while employed by the Authority for one year, if such representation would be adverse to the interests of the Authority. This provision shall not, however, bar the timely filing by a current or former employee, of any claim, account, demand, or suit arising out of personal injury, property damage, or any benefit authorized or permitted by law.

No member of the family of any Authority employee shall be appointed or hired to serve under the direct supervision or authority of that employee, and in no event shall any Authority employee participate in the decision-making regarding employment or contract for services of any family member.

No Authority employee shall have an interest in a contract between any person and the Authority, except that this provision shall not apply if the contract was entered into prior to the employee's hire appointment; the employee discloses his or her interest in the contract prior to employment or appointment; and after employment or appointment, the employee has no power to authorize or approve payment under the contract, monitor performance or compliance under the contract, or audit bills or claims under the contract and the compensation of the employee will not be affected by the contract.

No Authority employee shall have any employment, engage in any business or commercial transaction, or engage in any professional activity in which, directly or indirectly, he or she would have an interest that would impair his or her independence of judgement or action in the performance of his or her duties with the Authority or that would be in conflict with his or her duties at the Authority.

No employee of the Authority shall discuss, vote upon, decide or take part in (formally or informally) any matter before the Authority in which he or she has an interest. Exception shall be made in the case of an employee whose interest in the matter is minimal (e.g. an employee helping decide on a new telephone system owns 100 shares of AT&T stock), provided the employee shall fully and specifically describe his or her interest, in writing, and the underlying basis of it, whether it be ownership, investment, contract, claim, employment or family relationship, to his or her immediate supervisor prior to the employee's participation. If, in the opinion of the supervisor, there is any question as to whether the interest is minimal, the matter shall be referred to the Executive Director for a binding decision on the question.

Any matter decided on, contracted, adjudicated, or in any way acted upon by an employee who does not disclose a personal interest either in the matter, or in any person or organization having an interest in the matter, may be considered null and void by the Authority. Such a matter may be referred to the Executive Director to render judgement and assess any action as necessary.

If the Executive Director renders judgement that a matter was performed; a contract entered into, or any matter was conducted, decided or acted upon in a manner prohibited by the Code of Ethics; s/he may then propose, among other things, that the Board of Commissioners seek an injunction against the proscribed action and notify HUD of the potential conflict of interest.

No person employed by the Authority, nor any member of the employees' immediate family, shall be permitted to participate as a lessor or lessor's agent in the HRA'S leasing programs. This prohibition, however, shall not apply where the employee is a principal in a not-for-profit or charitable, educational, or humanitarian agency or organization that may own or manage housing for rental purposes.

ETHICAL STANDARDS FOR COMMISSIONERS

The Board of Commissioners of the Housing Authority is the architect of policy governing the operations of the Authority and retains legal and fiscal responsibility for the Authority. Recognizing that the commissioners are chosen from a broad range of fields and professions and community interests renders difficult the circumscription of external interests and activities of the Commissioners. It is the intent that, insofar as is possible, the members of the Board of Commissioners are generally enjoined to follow the standards of conduct which are outlined in the Code of Ethics for employees. Further, it is expected that a Commissioner will voluntarily and fully outline his or her personal interests and potential conflicts of interest prior to assuming their seat on the board. Such a statement should be submitted to the Board Chairman within ninety (90) days of the Commissioner's appointment. For Commissioners currently serving, such an updated statement shall be developed within ninety (90) days of their re-appointment for a new term. Such a statement shall disclose the following:

- A. The names of any business, organizational, or professional involvement that might reasonably be inferred as having business with the Authority and for which at some point a Commissioner might be expected to vote, legislate, or rule on a matter involving said party.
- B. Any current or past contact in, or interest in, activities or programs of the Authority, including, but not limited to, any contracts previously bid and let, familial relationships with any employee or other board members, or any consultative or professional contracts.

No Commissioner shall vote, decide on, or discuss any matter before the Board if that Commissioner has an interest in the matter, except that:

- A. A Commissioner having interest through a voluntary association with the person or organization may be allowed to discuss the matter.
- B. If the matter concerns a person or organization with which the Commissioner had former contact, and that former contact existed either prior to his or her selection, or occurred at least two years prior to the current discussion of the matter, the Commissioner may freely act.

No Commissioner may use his or her position on the Board to intimidate, coerce, persuade or otherwise influence any of the activities or employees of the Authority.

As per Section 19, Paragraph (A) (3) of HUD-53012A, Consolidated Annual Contract, Between Housing Authority and the United States of America," no member of the Board of Commissioners in his or her individual capacity, nor any member of the Commissioners immediate family, shall be a lessor or lessor's agent in the HRA'S leasing programs. This prohibition, however, shall not apply where the Commissioner is a principal in a not-for-profit or charitable, educational, or humanitarian agency or organization that may own or manage housing for rental purposes. This requirement may be waived by HUD for good cause, if permitted under State and local law. No person for whom a waiver is requested may exercise responsibilities or functions with respect to the contract to which the waiver pertains.

Any employee, officer, or agent of the Housing & Redevelopment Authority of Virginia, MN should report violations of the Code of Ethics & Standards of Conduct to his/her supervisor, or Executive Director. No retaliation against any party who makes a good faith complaint concerning violations of this policy, regardless of whether it is ultimately determined that such a violation has in fact occurred. Nor will there be any retaliation against any party who provides information in the course of an investigation into alleged violations of this Code of Ethics & Standards of Conduct Policy. All corporation supervisors have a responsibility to be sensitive to and deal with violation of this policy. The responsibility includes monitoring all relevant work activities and contacting a higher-level supervisor of the Executive Director, if it is reasonably believed that a violation of this policy has occurred. Any such report shall be investigated regardless of whether a formal complaint has been made.

Any employee, officer or agent of the Housing & Redevelopment Authority of Virginia, MN shall be informed of this Code of Conduct when this Code is adopted, and/or when s/he is initially retained by the Housing & Redevelopment Authority of Virginia, MN and on an annual basis thereafter.

Any employee, officer or agent of the Housing & Redevelopment Authority of Virginia, MN determined to have committed a violation of this Code of Ethics & Standards of Conduct shall be subject to disciplinary action, up to and including termination.

Exhibit II

TECHNOLOGY POLICY

POLICY SUMMARY: This document formalizes the policy for employees (“users”) of the Virginia Housing Authority on the use of information technology (IT) resources, including but not limited to telephones, computers, printers, and other related hardware, software programs, data, voicemail, email, fax services, networks, and the internet. Use of IT resources by an employee shall constitute acceptance of the terms of this policy.

USER RESPONSIBILITIES: It is the responsibility of any person using the IT resources to read and follow this policy. In addition, users are expected to exercise reasonable judgment in complying with this policy and the use of IT resources. Any person with questions regarding the application or meaning of this policy may seek clarification from his/her supervisor. Failure to observe this policy may subject individuals to disciplinary action, up to and including termination of employment, subject to provisions of any applicable collective bargaining agreement, and/or criminal prosecution.

ACCEPTABLE USAGE: The Housing Authority firmly believes that IT resources allow users to function more efficiently and effectively by helping them to deliver better services with greater efficiency and lower costs. As such, employees are encouraged to use IT resources to the fullest extent in pursuit of the Authority’s goals and objectives. Each user is responsible for ensuring that his or her usage is of an appropriate purpose, conducted professionally and courteously and is in compliance with the policies of the HRA.

Users are permitted to use IT resources for personal activity in compliance with this policy; however, such use shall be limited in time and frequency to limit the interruptions of HRA business. The Housing Authority is not responsible for any adverse consequences resulting from the use of IT resources for personal activity. Users waive any claims with respect to the Housing Authority arising from their use of IT resources for personal activity.

COMPUTER SERVER: No employee shall have access to the server without specific authorization from the Executive Director.

The Housing Authority contracts with an IT services company to back-up the Authority’s server on a daily basis. This back-up is secured off-site by the IT services company for access by the Authority in the event that the server is no longer functional, there is a natural disaster, etc.

UNACCEPTABLE USAGE: Users are prohibited from using any IT resources that interfere with the Housing Authority's ability to conduct its business in an efficient, productive, and professional manner.

It is unacceptable for an employee to use IT resources as follows:

- a. An illegal act, including the violation of any applicable criminal or civil laws or regulations, whether State or Federal;
- b. For any personal political activity in support of particular candidates or causes;
- c. To individually or collectively operate any profit or nonprofit enterprise;
- d. To send messages that contain racial slurs or other comments that malign a person because of gender, age, sexual orientation, religious or political beliefs, national origin, disability or other status protected by federal, state or local law;
- e. To access or share sexually inappropriate, obscene or other pornographic materials;
- f. To gain, or attempt to gain, access to any other staff members computer or program without authorization from their supervisor. Users may not use another user's password or account for any purpose without authorization, including accessing files or programs, creating or retrieving email messages, or access internet sites;
- g. For any use that causes interference with, or disruption of, network users and resources, including the intentional propagation of computer viruses or other harmful programs.
- h. To intercept or knowingly retain communications addressed to other persons;
- i. To knowingly misrepresent either the Housing Authority or person's role at the Housing Authority;
- j. To distribute chain letters;
- k. To access online gambling sites;
- l. To access or take part in electronic bulletin boards, forums, chat rooms, games or other on-line service that are not HRA business;
- m. To defame any person
- n. Solicitation of HRA employees for commercial ventures, religious, social or political causes, fund raisers or outside organizations.

DOWNLOADING SOFTWARE: The Housing Authority strictly prohibits downloading of personal software on Housing Authority computers or other hardware.

SOFTWARE PROTECTION: Housing Authority employees must abide by the license agreements that govern the use of each software application. All software applications provided by the housing Authority are property of the Housing Authority.

DATA CONFIDENTIALITY: In the course of performing their jobs, Housing Authority employees often have access to confidential information, such as personal data about identifiable individuals or commercial information about business organizations. Under no circumstances is it permissible for employees to intentionally acquire access to confidential data unless such access is required by their jobs. Under no circumstances may employees knowingly disseminate any confidential information that they have rightful access to, unless such dissemination is required by their jobs and the dissemination is authorized under State or Federal law.

IT SUPPORTIVE SERVICES: All employees shall report problems with their computer hardware/software to their Manager. The Manager will determine the supportive services needed to resolve the issue and direct the employee on what steps need to be taken to correct the problem.

NETWORK: Desktop computers are connected to a wide area network that links computers throughout the Housing Authority. As such, it is critical that users take particular care to avoid compromising the security of the network. Most importantly, users must have their computer protected with a secure password and should not share their passwords with anyone else with the exception of the Finance Manager. Employees shall promptly notify their supervisor if they suspect their passwords have been compromised. In addition, users who will be leaving their PC's unattended shall lock their computer to protect it from being accessed by others.

A number of employees have a notebook. Additional care must be taken when traveling with these items. Employees shall store these items in a secure area when not personally carrying them. For example, place the notebook in the trunk of the car when the employee is away from the car. If leaving the notebook in a hotel room, lock it in the room safe if one is provided. Confidential information will not be saved on the hard drive unless it is necessary to conduct business outside of the office for the HRA.

Employees with access to the network shall save their documents on the network so Housing Authority work product is protected and backed up on a regular basis.

SMART DEVICES: The Housing Authority provides a number of employees with smart devices such as iPads to complete their work in a more efficient manner. These devices allow employees to access confidential information; therefore, additional care must be taken in protecting them from unauthorized use. Smart Devices must be password protected and employees are to have these devices available to them while working and keep them secure at all times.

COMPUTER VIRUSES: The Housing Authority provides updated anti-virus software protection through its computers and server. Users should exercise reasonable precautions in order to prevent the introduction of a computer virus into the local area or network. In addition, executable files (program files and end in "exe") should not be stored on or run from network drives. Suspicious email messages, even those from a familiar source, shall be immediately reported to a supervisor.

EMAIL: Employees are provided with an official HRA email address. Employees shall use their official HRA email address and not use their personal email to conduct HRA business. Employees shall consider the following when utilizing their HRA email:

- a. All IT resources including email messages are the property of the Housing Authority;
- b. Email messages are the equivalent of letters sent on official HRA letterhead. For this reason, users should ensure that their emails are written in a professional and courteous tone.
- c. Employee group messages should be used only for sharing information that is HRA business related.

TELEPHONES: Telephones are provided to employees for business use. Agency telephones and personal cellular phones may be utilized during working hours for personal use, however such use shall be limited in time and frequency to limit the interruptions of HRA business. Employees are prohibited from texting on cellular telephones while operating a motor vehicle.

PRIVACY AND CONFIDENTIALITY: The Housing Authority's IT resources are not private. IT resources are the property of the Housing Authority and are to be used in conformance with this policy, subject to applicable law.

All communications, including text and images generated from or to the Housing Authority's IT may be considered public information in accordance with federal, state and local laws. In addition, these communications may be subject to disclosure to law enforcement or other third parties as determined by the Housing Authority without the prior consent of the sender or recipient

The Housing Authority may use any means available including but not limited to software tools to track, review and monitor employee utilization of HRA IT resources for compliance with HRA policies.

Exhibit III

CELLULAR PHONE & SMART DEVICE POLICY

POLICY SUMMARY: This policy provides general guidelines about the use of Virginia Housing and Redevelopment (VHRA) owned cellular telephones/smart devices as well as personal cellular telephones/smart devices utilized for conducting VHRA business.

APPLICABILITY: The Executive Director with input from the Program Manager shall determine when it is necessary for an employee to have either a VHRA owned cellular phone/smart device or be reimbursed for use of a personal device. The Executive Director and Program Manager will consider the business necessity of contacting the employee for business purposes, if the employee has on-call responsibilities, the safety of the employee and the overall efficiency of the agency's programs and business activities.

USER RESPONSIBILITIES: It is the responsibility of any person using a cellular phone or smart device to conduct official VHRA business to read and follow this policy in addition to all other applicable VHRA policies. Any person with questions regarding the application or meaning of this policy may seek clarification from his/her supervisor. Failure to observe this policy may subject employees to disciplinary action, up to and including termination of employment, subject to provisions of any applicable collective bargaining agreement, and/or criminal prosecution. Employees are responsible for obtaining approval by their supervisor and the Executive Director before incurring cellular phone or smart device expenses they expect to receive a stipend for.

VHRA CELLULAR PHONES/SMART DEVICES: The VHRA will issue VHRA owned cellular telephones or smart devices, in compliance with this policy, to employees when it is determined necessary to perform their work duties. The VHRA has appointed personnel who has approved access to VHRA cellular accounts. This is the only personnel who may obtain, add or delete cellular and smart device services from the VHRA accounts.

All minutes and data are owned by the VHRA. Each user is responsible for ensuring her/his usage is of an appropriate purpose. Employees may use their cellular phone/smart device for personal use; however, such use shall be limited in time and frequency to limit the interruptions of VHRA business. The VHRA will not purchase additional minutes or data to accommodate this use. The employee will be responsible for payment should their personal use exceed the minutes and data allotted by the VHRA.

Employees shall use these devices with care and protect them from unauthorized use by others. Smart devices shall be password protected.

PERSONAL PHONE STIPENDS: The VHRA will pay employees a stipend for cellular/smart device use, when it is determined by the Executive Director, in compliance with this policy, that regular and continued use is necessary to perform their job.

Smart Devices	\$30.00 per month when the employee uses the device in accordance with this policy to receive and make business calls, texts and VHRA emails on a regular and continued basis.
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Cellular Phones	\$15.00 per month when the employee uses the cellular phone in accordance with this policy to receive and make business calls/texts on a regular and continued basis.
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Stipend amounts will be paid to employees on a monthly basis with the approval form used as documentation for the expense.

NON-ELIGIBLE EMPLOYEES: Business use of personal cellular phones/smart devices for employees not approved for a VHRA issued device or stipend is strictly voluntary on the part of the employee. If an employee is not approved for a VHRA cellular phone/smart device or stipend, but chooses to still use her/his personal cellular phone/smart device for VHRA business, s/he must still comply with this and all other VHRA policies relating to the use of the device including confidentiality. Employees who wish to send and receive emails from their personal cellular phone/smart devices shall receive approval from her/his supervisor to do so.

CONFIDENTIALITY: Any employee using a cellular phone or smart device for business use shall take reasonable measures to ensure that the use does not conflict with the confidentiality policies of VHRA. This includes, but is not limited to, password protecting their phone, not allowing access of VHRA information to unauthorized people, etc. This applies to all employees regardless of whether the employee is using a VHRA issued or personnel cellular or smart device.

DISCONTINUED USE: If it is determined by VHRA management that the employee is no longer in need of a VHRA issued cellular phone or smart device, the employee will return the device to his/her supervisor or the Executive Director immediately. If the employee does not return the device, s/he will be responsible for the cost of replacement.

If it is determined by VHRA management that an employee should not be conducting VHRA business on her/his cellular phone or smart device, management will inform the employee and the employee will refrain from conducting business on her/his cell phone or smart device immediately.

Housing & Redevelopment Authority of Virginia, MN
Cellular Phone & Smart Device Policy
Employee Request

I, _____, an employee of the Virginia Housing & Redevelopment Authority (VHRA), request the following in accordance with the VHRA cellular phone and smart device policy:

- I request a VHRA issued cellular phone.
- I request a VHRA issued smart device.
- I request a stipend in the amount of \$30.00 for the business use of my personal smart device.
- I request a stipend in the amount of \$15.00 for the business use of my personal cellular phone.

I have read and fully understand the VHRA Cellular Phone and Smart Device Policy and agree to adhere to this policy.

Employee Signature _____ Date _____

After completing the top portion of this form, please submit it to your direct supervisor.

- Approved
- Not Approved

Supervisor Signature _____ Date _____

Executive Director Signature _____ Date _____

Comments:

Office Use:
Reimbursement Month/Year _____ / _____

**Housing & Redevelopment Authority of Virginia, MN
Cellular Phone & Smart Device Policy
Employee Request**

I, _____, an employee of the Virginia Housing & Redevelopment Authority (VHRA), am not eligible for a VHRA issued cellular device or a stipend for use of my personal cellular device. In accordance with the VHRA Cellular and Smart Device Policy I am making the request to use my personal cellular device receive and send VHRA business emails. I acknowledge that this is voluntary and I will not be reimbursed for this use.

I have read and fully understand the VHRA Cellular Phone and Smart Device Policy and agree to adhere to this policy.

Employee Signature _____ Date _____

After completing the top portion of this form, please submit it to your direct supervisor.

Approved

Not Approved

Supervisor Signature _____ Date _____

Executive Director Signature _____ Date _____

Comments:

Exhibit IV

ANTI-FRAUD POLICY

The Board of Commissioners of the Housing Authority has established an anti-fraud policy to enforce controls and to aid the prevention and detection of fraud, theft, waste, or abuse against the Agency. This policy applies to any fraud, theft, waste, or abuse or suspected fraud, theft, waste, or abuse involving any employee (including management), consultant, vendor, contractor, or outside agency doing business with the Agency or in any other relationship with the Agency. This policy is supported and supplemented by a variety of existing policies and procedures including the Personnel Policy, Ethics Policy, Consolidated Annual Contributions Contract(s), Lindsey Software, EIV, Administrative Plans and various accounting and reporting procedures. These policies and procedures further communicate the culture of honesty that is demanded by the Board of Commissioners and provide a framework to support compliance with this policy.

The Board of Commissioners does not tolerate any type of fraud, waste or abuse. The Agency's policy is to promote consistent, legal and ethical organizational behavior by:

- assigning responsibility for reporting fraud, theft or abuse;
- providing guidelines to conduct investigations of suspected fraudulent behavior;
and
- requiring each employee to attend annual fraud awareness training.

Failure to comply with this policy subjects an employee (including management) to disciplinary action, including immediate termination. Failure to comply by a consultant, vendor, contractor, outside agency, or person doing business with the Agency or in any other relationship with the Agency could result in cancellation of the business or other relationship between the entity and the Agency. The Board of Commissioners will pursue prosecution if the results of an investigation indicate the possibility of criminal activity.

For purposes of this policy only the term *fraud* or *fraudulent* includes theft, waste, and abuse as defined below. The term *employee* includes employees in management positions. The term management includes, Commissioners, Executive Director, administrative personnel, supervisors and any other employee who receives compensation in the form of a salary (refer to FLSA).

Creating a Culture of Honest and High Ethics

The Housing Authority has a culture of honesty, integrity and high ethics.

Contributing to this are:

- A commitment from the Board of Commissioners to tolerate only the highest levels of honesty, integrity and ethics.
- A positive workplace environment supported by adequate compensation, benefits and protections.
- Hiring the best qualified persons and promoting existing employees based on merit.
- Making adequate training opportunities available.
- Issuing discipline in a fair and consistent manner.

The cornerstone of an effective anti-fraud environment is a culture with a strong value system founded in integrity. The value system is reflected in a code of ethics. Each employee shall be provided a copy of the Ethics Policy and each employee is required to attend at least one session of ethics awareness training each fiscal year. After attending the training, the employee must sign a form indicating that they have attended the training and understood its content.

Definitions and Examples of Fraud, Waste, and Abuse

Fraud is defined as an intentional deception designed to obtain a benefit or advantage or to cause some benefit that is due to be denied. Examples of fraud include:

- forgery or alteration of a check, bank draft, or any other financial document
- theft of a check or other diversion of a client payment
- misappropriation of funds, securities, supplies, or other assets
- impropriety in the handling or reporting of money or financial transactions
- profiteering as a result of insider knowledge of Agency operations
- an employee with access to confidential client information who sells this information or uses it in the conduct of an outside business activity.

Waste is the loss or misuse of Agency resources that results from deficient practices, system controls, or decisions. An example is purposely not taking advantage of early bird conference registration discounts.

Abuse is the intentional, wrongful, or improper use of resources or misuse of rank, position, or authority that causes the loss or misuse of resources such as tools, vehicles, computers, copy machines, etc. Examples of abuse include:

- using Agency equipment or supplies to conduct personal business
- an employee using non-confidential client information to get new customers for his/her outside business.

Theft is defined as the act of taking something from someone unlawfully. An example of theft is taking home a printer belonging to the Agency and keeping it for personal use.

Responsibility to Report Suspected Fraud

Each employee is required to report any suspected fraud, theft, waste, or abuse or other dishonest conduct to the Executive Director.

Management is required to report suspected fraud, theft, waste, or abuse or other dishonest conduct including reports from employees or other individuals to the Executive Director. Each employee is required to report any suspected fraud, theft, waste, or abuse or other dishonest conduct of the Executive Director to the Board Chairperson.

Each employee is required to report any suspected fraud, theft, waste, or abuse or other dishonest conduct of the Board Chairperson or any Commissioner to the Mayor of the City of, The Executive Director has the authority to determine the merits of a report of suspected fraud including obtaining, if necessary, the assistance of the Agency's Attorney.

The identity of an employee or complainant who reports suspected fraud will be protected to the full extent allowed by law.

Suspected improprieties and/or misconduct concerning an employee's ethical conduct should be reported in the same manner and to the same reporting entity as fraud, theft, waste, or abuse or other dishonest conduct. Note that there are many instances of prohibited actions that do not rise to the level of fraud, such as an improper relationship with a vendor.

Guidelines for Handling a Report of suspected Fraud, Theft, Waste, or Abuse

Whether the initial report is made to the Executive Director, Board Chairperson or Mayor, the reporting individual should receive the following instructions and information:

- Do not contact the suspected individual in an effort to determine facts or demand restitution.
- Allow the investigative body to conduct the investigation. Do not further investigate the allegations.
- Observe strict confidentiality. Do not discuss the case, facts, suspicions, or allegations with anyone else unless specifically asked to do so by the investigative body, police, Agency Attorney, or the Office of the Inspector General.
- Retaliation will not be tolerated. The Agency will not tolerate any form of retaliation against individuals providing information concerning fraud or suspected fraud.
- Every effort will be made to protect the rights and the reputations of everyone involved including the individual who in good faith alleges perceived misconduct as well as the alleged violator(s). (See: *Disciplinary Action* for the consequences of making a report of fraud in bad faith.)
- The identity of an employee or other individual who reports a suspected act of fraud will be protected as provided by this policy. (See: *Responsibility to Report Suspected Fraud*.)

Responsibility of the Executive Director

The Executive Director, in consultation with the Fee Accountant, HUD and Fiscal Auditor, shall evaluate the risks of fraud and implement processes, procedures and controls to mitigate those risks. Neither fraudulent financial reporting nor misappropriation of assets can occur without a perceived opportunity to commit and conceal the act. The Executive Director will be proactive in reducing fraud opportunities by:

- identifying and measuring fraud risks
- taking steps to mitigate identified risks
- implementing and monitoring appropriate preventative and detective internal controls and other deterrent measures.

The Executive Director shall serve as the primary Ethics Officer for the Agency. On receiving a report of fraud, the Executive Director shall document the contact and conduct a preliminary investigation to determine the credibility of the report. If the report is credible, the Executive Director shall follow the investigation guidelines provided in this policy. (See: *Guidelines for the Investigation of Suspected Fraud.*)

The Executive Director shall make every effort to protect the rights and the reputations of everyone involved in the report of suspected fraud, including the individual who in good faith alleges perceived misconduct as well as the alleged violators). The Executive Director also shall make every effort to protect the identity of a person who in good faith reported the suspected fraud. However, disciplinary action may be taken as provided by this policy if a report is made in bad faith. (See: *Disciplinary Action.*)

The Executive Director may find it necessary to involve outside agencies to assist the investigation and may refer questions as to whether the action constitutes fraud to the Agency's Fee Accountant, Auditor or Attorney, as appropriate.

On determining that a report is not credible or is not a report of fraud, the Executive Director shall document this determination. The Executive Director's documentation shall include support for the determination. The determination shall be filed in the office of the Agency's Attorney.

The Executive Director is responsible for the administration, interpretation, and application of this policy. The Board of Commissioners is responsible for policy adoptions and revisions

Guidelines for the Investigation of Suspected Fraud

The Executive Director is responsible for the investigation of reported wrongdoing and all suspected fraud and for coordinating investigative activities. Each employee involved in an investigation of suspected fraud shall keep the content of the investigation strictly confidential to the full extent provided by law. Investigation results shall not be disclosed or discussed with anyone other than those who have a legitimate need to know.

Any required investigative activity shall be conducted without regard to the suspected wrongdoer's length of service, position/title, relationship to the Agency, or any other perceived mitigating circumstance.

The Executive Director shall maintain appropriate documentation regarding incidents of fraud. The Executive Director shall develop and maintain guidelines for access to and security of this documentation, until a determination is filed at the office of the Attorney.

If an investigation substantiates fraudulent activities, the Executive Director will prepare an incident report to the Board of Commissioners. The Executive Director shall prepare the report as soon as possible after the fraud is confirmed and shall document the content of the investigation, the findings, and any disciplinary action taken as a result of the finding.

If an investigation substantiates fraudulent activities of a possible criminal nature, the Executive Director shall determine, in consultation with the Board of Commissioners, HUD, Agency's Attorney and/or the Office of the Attorney General, whether to refer the matter to law enforcement and/or at what level.

Any inquiries from the suspected individual, his or her attorney/representative, or any other inquirer shall be directed to the Executive Director. If necessary, the Executive Director will refer these inquiries to the Agency's Attorney.

The Board Chairperson is responsible for the investigation of any reported wrongdoing by the Executive Director. The Board Chairperson shall follow the same procedures that have been established for the Executive Director to follow when investigating and addressing possible wrongdoing. The Board Chairperson shall advise the other members of the Board of Commissioners about the allegations and provide them with periodic updates on the status of the investigation. The Board Chairperson may also choose to appoint one or more Commissioners to assist with the investigation. Each Commissioner is bound by the same requirements for strict confidentiality.

Any reported wrongdoing by a members) of the Board of Commissioners shall be investigated by the Mayor in accordance with the policies of the City.

Disciplinary Action

Failure to comply with any part of this policy is grounds for disciplinary action, including immediate termination.

An employee who:

- has engaged in any form of fraud, waste, or abuse
- suspects or discovers fraudulent activity and fails to report his or her suspicions as required by this policy (See: Responsibility to Report Suspected Fraud)
- intentionally reports false or misleading information.

Any member of management who does not pass on to the Executive Director each and every report of suspected fraud made by an employee or other person is subject to disciplinary action,

including immediate termination. Any losses from fraud will be recovered, if necessary through civil action.

Client Fraud within the Assisted Housing Programs

The Agency has developed very specific procedures and guidelines for dealing with fraud by clients of its assisted housing programs. These standards are contained in the *Admissions and Continued Occupancy Policy* for the Public Housing Program and *Section 8 Administrative Plan* for the Housing Choice Voucher Program. The Agency will take one or more of the following actions whenever it reaches a positive determination:

- enter into a repayment agreement
- terminate assistance (Housing Choice Voucher Program)
- terminate tenancy and evict (Public housing Program)
- seek recovery of any excess subsidies including through the civil courts; and/or
- refer the matter to the Office of the Inspector General.

Fraud Awareness Training

Each employee is required to attend at least one session of Fraud Awareness Training each fiscal year. After attending the training, the employee must sign a form indicating that they have attended the training and understood its content

Annual Report

Incidents of suspected fraud determined by the Executive Director to have merit shall be reported to the Board of Commissioners on an annual basis. The annual report shall include: whether the report was from an employee; the determination of merit; whether a full investigation was conducted and if so, the results of the investigation; the disciplinary action, if any resulting from the investigation; whether the report was referred to an outside entity and if so, the current status or final results of the referral.

Exhibit V

TRAVEL POLICY

The Travel Policy for the Housing and Redevelopment Authority of Virginia, MN (“HRA”) outlines all expenses that are to be reimbursed by the HRA to employees and Commissioners of the HRA. The costs which will be reimbursed must be a result of traveling on work-related business.

- I. ALLOWABLE COSTS/REQUIREMENTS FOR REIMBURSEMENT
 - A. Travel Approval
 - a) All travel involving an overnight stay or out of area travel shall be approved in writing by the Employee’s supervisor and the HRA Executive Director prior to any travel arrangements being made.
 - b) The Executive Director, with the input of the Managers, will determine the training and travel needs of HRA employees. The Board of Commissioners approves the annual operating budget which will guide the Director and Management Team in prioritizing training and travel expenses.
 - c) Attendees will be expected to share information from such events with colleagues to maximize the value of participation.
 - B. In Area/Out of Area Travel
 - a) In Area travel is defined as travel within St. Louis County or the bordering counties of Cook, Lake, Carlton, Itasca and Koochiching.
 - b) Out of Area travel is defined as travel outside of any area defined as “In Area” travel.
 - C. Registration Fees
 - a) Fees for conferences and seminars shall, when possible, be billed directly to the HRA or paid for with an HRA issued credit card.
 - D. Transportation
 - a) Travelers shall choose the most direct, economical means of travel.
 - b) Travelers shall utilize HRA owned vehicles, when available.
 - c) When an HRA vehicle is not available, HRA employees shall be reimbursed at the federal mileage rate published by the IRS for business use that is in effect at the time of travel when using their personal vehicles. Mileage will be paid from the employee’s assigned office location.
 - d) If an HRA vehicle is available and the traveler chooses to drive a private vehicle, the traveler will be reimbursed at 50% of the current rate. If a traveler is driving local miles which will not exceed (20) miles for a daily aggregate and it is pre-approved by his/her supervisor, the reduced rate will not apply.
 - e) Travelers shall make every effort possible to carpool. Travelers shall not be reimbursed for mileage costs, if the traveler chooses to ride separately from another HRA traveler for any reason other than a work related reason.
 - f) Travelers will be reimbursed in full for the cost of public transportation.

- g) Taxi fares, parking fees, tolls and similar expenses for transportation between the airport and hotel and between the hotel and business meeting location will be reimbursed for actual expense only if there is a receipt that is dated and indicates the amount of the expense.
 - h) Car rentals will be reimbursed provided that such use serves a public purpose if it is explained in writing and approved in advance by the Executive Director. Reimbursement must be supported by a detailed invoice or receipt.
 - i) Tickets for parking or moving violations are not reimbursable expenses.
 - j) Any extension of travel time must be explained in writing and any additional costs incurred should be less than the lowest documented economy/coach air fare available. Examples would be traveling on a Saturday to take advantage of lower air fares, or choosing to travel by personal vehicle rather than flying.
- E. Insurance
- a) Travelers who drive their own vehicles while conducting HRA business shall maintain a driver's license and auto liability insurance as required by state law. A copy of the traveler's driver's license and auto insurance coverage must be on file with the HRA.
 - b) Travelers shall notify their supervisor if their driver's license is expired, suspended or revoked. Failure to report this can be cause for disciplinary action up to and including discharge.
- F. Lodging
- a) Lodging shall be chosen on the basis of convenience, reasonableness of cost and proximity to the meeting site.
 - b) Lodging will be reimbursed at the actual cost. An itemized hotel bill, showing both charges and payments, is required for reimbursement and/or to substantiate any credit card charges.
 - c) Lodging costs will be reimbursed at the single room rate only. If the employee shares a room with a non-HRA employee, it is the employee's responsibility to document the single room rate.
 - d) Charges for lodging will be reimbursed for only the night prior to the formal start of a conference, seminar, meeting, etc. and for those nights when the event is actually in session unless previously approved detailing the cost effectiveness.
 - e) Business phone calls included on the hotel bill should be identified as such in order to be reimbursed as part of the lodging costs.
 - f) Brief personal phone calls will be reimbursed when traveling overnight. The purpose of which is to check with family, assure of arrival, etc.

- G. Meals/Per Diem
 - a) For in area overnight and out of area travel, a per diem allowance will be paid to the traveler for reasonable costs of meals including beverages, tax and gratuity while traveling on HRA business. The per diem allowance will be the rate established by the U.S. General Services Administration.
 - b) There will be no reimbursement for meals already paid for as part of a registration fee, even is the employee chooses not to take advantage of them.
 - c) Breakfast and dinner will not be reimbursed unless the traveler is required to leave before 7am or return after 6pm.
 - d) When staying overnight, the per diem rate for the traveler will include an incidental expense rate as published by the U.S. General Services Administration. Incidentals will only be included in the per diem rate for the days that involve an overnight stay.

- II. APPROVAL/ADVANCES/RECONCILIATION OF TRAVEL
 - A. Approval
 - a) When traveling overnight or out of area, the traveler must complete the HRA travel form and have it approved in writing by his/her supervisor and the Executive Director prior to making any travel arrangements or traveling.

 - B. Travel Advances
 - a) When traveling overnight or out of area, the traveler may request an advance of the estimated per diem expenses. A travel form must be completed and approved by the traveler's supervisor and the Executive Director. The travel form shall be submitted to the Finance Manager a minimum of one week before the advance is needed.
 - b) Travelers shall not use the HRA issued credit card for meals and incidentals covered by the per diem rates.

 - C. Reconciliation of Travel
 - a) In area mileage reimbursement not involving an overnight stay and no other travel expenses shall be documented on the HRA in area mileage reimbursement form. The mileage form shall be submitted to the traveler's supervisor no less than (15) days into the following month for which the mileage expense was incurred. For example, mileage expenses for the month of January, shall be submitted for approval by February 15th.
 - b) Regardless if the HRA owes money to the traveler or if the traveler owes the HRA money all travel expenditures will be documented and reconciled within (7) days of returning from in area overnight or out of area travel.
 - c) The traveler shall complete the reconciliation portion of their pre-approved travel form by itemizing all expenses relating to the reason for traveling. The traveler shall provide documentation, such as itemized receipts for all travel expenses incurred, excluding costs covered by the per diem.

- d) If the traveler owes the HRA, s/he shall submit a check in the amount owed to the HRA with the travel form. If the HRA owes the traveler for expenses not advanced, the traveler shall submit the completed travel form for reimbursement. In either event, the completed form shall be submitted to the traveler's supervisor for approval and then final approval by the Executive Director.
- e) If the traveler refuses to submit the required travel form and reconciliation information, the HRA will then withhold any outstanding travel advance from the traveler's payroll.

Exhibit VI

Management Retirement Benefit

Program:	All Agency Programs
Purpose:	Provide incentives for retirement from the HRA to expand restructuring options and reward long term employees.
Policy:	<p>The Virginia HRA will offer a retirement incentive to long term management employees who are at least 62 years of age and have worked for the Virginia HRA a minimum of 25 years. Management employees are defined as positions on the Management Team, e.g. Manager, Supervisor, Assistant Executive Director, Finance Manager, etc.</p> <p>The incentive for Management Employees will be as follows:</p> <ol style="list-style-type: none">1. Payment of sick leave and vacation in accordance with the Employee Handbook2. Payment of a one-time lump sum payment of \$150.00 per year of full-time employment. For example, an employee who has been employed by the VHRA for 27 years at the time of retirement shall receive \$4,050.00. This payment shall be made to the Employee in one lump sum within 30 days of the Employee's retirement date.
Approved By:	Board of Directors, Housing & Redevelopment Authority of Virginia, MN
Effective Date:	December 20, 2018 – Resolution 2405

Earned sick and safe time employee notice

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave.

Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. A year for purposes of the employee's earned sick and safe time accrual is our fiscal year, which runs from April 1 to March 31.

The earned sick and safe time hours the employee has available, as well as those that have been used in the most recent pay period, must be indicated on the employee's earnings statement that they receive at the end of each pay period. Earned sick and safe time must be paid at the same hourly rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

Notifying employer, documentation

An employer can require their employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than three consecutive days.

If an employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason they know of in advance, submit your request through Bamboo as far in advance as possible, but at least 7 days in advance. In situations where an employee cannot provide advance notice, the employee should contact their supervisor prior to the start of their scheduled shift or in an emergency situation, as soon as practicable.

Retaliation, right to file complaint

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned sick and safe time or otherwise exercising their earned sick and safe time rights under the law. If an employee believes they have been retaliated against or improperly denied earned sick and safe time, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for earned sick and safe time violations.

For more information

Contact the Minnesota Department of Labor and Industry's Labor Standards Division at 651-284-5075 or dli.laborstandards@state.mn.us or visit the department's earned sick and safe time webpage at dli.mn.gov/sick-leave.

This document contains important information about your employment. Check the box at the left to receive this information in this language.

Spanish/Español	Este documento contiene información importante sobre su empleo. Marque la casilla a la izquierda para recibir esta información en este idioma.
Hmong/Hmoob	Daim ntawv no muaj cov xov tseem ceeb hais txog thaum koj ua hauj lwj. Khij lub npau ntawm sab laug yog koj xav tau cov xov tseem ceeb no txhais ua lus Hmoob.
Vietnamese/Việt ngữ	Tài liệu này chứa thông tin quan trọng về việc làm của quý vị. Đánh dấu vào ô bên trái để nhận thông tin này bằng Việt ngữ.
Simp. Chinese/简体中文	本文件包含与您的雇用相关的重要信息。勾选左边的方框将接收以这种语言提供的信息。
Russian/русский	Данный документ содержит важную информацию о вашем трудоустройстве. Отметьте галочкой квадрат слева для получения этой информации на данном языке.
Somali/Soomaali	Dokumentigan waxaa ku qoran macluumaad muhiim ah oo ku saabsan shaqadaada. Calaamadi sanduuqan haddii aad rabto inaad macluumaadkan ku hesho luqaddan.
Laotian/ລາວ	ອອກຂໍສອບຖາມທີ່ສໍາຄັນກ່ຽວກັບການຈ້າງງານຂອງທ່ານ. ກວດເບິ່ງກ່ອງທີ່ຢູ່ເບື້ອງຊ້າຍເພື່ອຮັບຂໍ້ມູນນີ້ໃນພາສາລາວ.
Korean/한국어	이 문서에는 귀하의 고용 형태에 관련된 중요한 정보가 담겨있습니다. 이 언어로 이 정보를 받기를 원하시면 왼쪽 상자에 체크하여 주세요.
Tagalog/Tagalog	Ang dokumentong ito ay nagtataglay ng mahalagang impormasyon tungkol sa iyong pagtatrabaho. Lagyan ng tsek ang kahon sa kaliwa upang matanggap ang impormasyong ito sa wikang ito.
Oromo/Oromoo	Waraqaan kun waayee hojii keetii odeeffannoo barbaachisoo ta’an qabatee jira. Saaxinnii karaa bitaatti argamu kana irratti mallattoo godhi yoo afaan Kanaan barreeffama argachuu barbaadde.
Amharic/አማርኛ	ይህ ደብዳቤ ለአብዛኛዎቹ ሰራተኞች ለሰፊ ስራ ለማድረግ የያዘ ነው። ይህንን ደብዳቤ በስተግራ በኩል ባለው ቋንቋ ተተርጉሞ ለንዲሰጡት ከፈለጉ በዛው በስተግራ በኩል ባለው ሳጥን ውስጥ ምልክት ያድርጉ።
Karen / ကညီကျိာ်	လၢ်တီလၢ်မိတခါအံၤလၢ်ယုၢ်တၢ်ဂ့ၢ်အကါဒိၣ်လၢ်အတၢ်ယးဒီးန့ၣ်တၢ်မးန့ၣ်လၢ်. တၢ်ဒိၣ်တၢ်ခါလၢ်အတၢ်တကၤလၢ်တၢ်ကးဒီးန့ၣ်တၢ်ဂ့ၢ်အကါဒိၣ်လၢ်အတၢ်ယးဒီးန့ၣ်တၢ်မးန့ၣ်လၢ်.
Arabic/العربية	يحتوي هذا المستند على معلومات مهمة حول عملك. ضع علامة في المربع على اليمين للحصول على هذه المعلومات في هذه اللغة.

Employee Handbook Acknowledgement and Receipt

The Virginia HRA Employee Handbook, was provided to me in an electronic form. This manual and the policies and procedures contained herein supersede all prior policies and practices. I understand that it is my responsibility to read and comply with the policies contained in this handbook.

Employee's Name (Print)

Signature of Employee

Date