

RESOLUTION #16-50

**RESOLUTION FOR OPEN PUBLIC MEETINGS
AND NEWSPAPER DESIGNATIONS**

BE IT RESOLVED by the Housing Authority of Gloucester County that in conformance with the Open Public Meetings Act of 1975, this Authority designates the following two (2) newspapers of general circulation in the County of Gloucester as the two newspapers for notification purposes of regular and special meetings of the Housing Authority of Gloucester County:

1. The South Jersey Times, 161 Bridgeton Pike, Mullica Hill, NJ
2. The Courier Post, 301 Cuthbert Boulevard, Cherry Hill, NJ 08002.

A copy of this Resolution shall be published in the South Jersey Times as required by law within ten days of its passage.

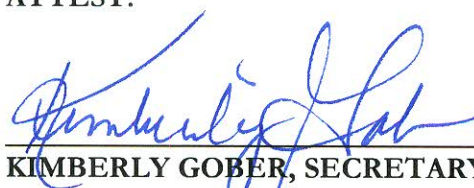
ADOPTED at the Annual Meeting of the Housing Authority of Gloucester County, held on the 27th day of July, 2016

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: July 27, 2016

RESOLUTION #16-51

RESOLUTION OF THE

ANNUAL SCHEDULE OF MEETINGS

WHEREAS, it is the intention of the Housing Authority of Gloucester County to comply with the Open Public Meetings Act of 1975; and

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of Gloucester County that the attached schedule is declared to be the annual schedule of regular meetings of the Housing Authority of Gloucester County for the year commencing July 27th, 2016. Said schedule is declared in compliance with N.J.S.A. 10:4-18 and shall be posted and distributed in accordance with the requirements of N.J.S.A. 10:4-18.


ADOPTED at the Annual Meeting of the Housing Authority of Gloucester County, held on the 27th of July, 2016.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: _____

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:

_____

KIMBERLY GOBER, SECRETARY

DATED: July 27TH, 2016

The Housing Authority of Gloucester County

SCHEDULE OF MONTHLY AND ANNUAL MEETINGS

2016-2017

Wednesday	August 24, 2016	4:30 P.M.
Wednesday	September 28, 2016	4:30 P.M.
Wednesday	October 26, 2016	4:30 P.M.
Monday	November 21, 2016	4:30 P.M.
Wednesday	December 28, 2015	4:30 P.M.
Wednesday	January 25, 2017	4:30 P.M.
Wednesday	February 22, 2017	4:30 P.M.
Wednesday	March 22, 2017	4:30 P.M.
Wednesday	April 26, 2017	4:30 P.M.
Wednesday	May 24, 2017	4:30 P.M.
Wednesday	June 28, 2017	4:30 P.M.
Wednesday	July 26, 2017	4:30 P.M.

RESOLUTION #16-52

RESOLUTION NAMING OFFICIAL DEPOSITORY

INVESTORS BANK

WHEREAS, it is necessary for the proper conduct of business that an official depository for the Housing Authority of Gloucester County be designated and named; and

WHEREAS, Investor's Bank, located at 600 Delsea Drive, Glassboro, New Jersey, 08028 is an approved banking corporation;

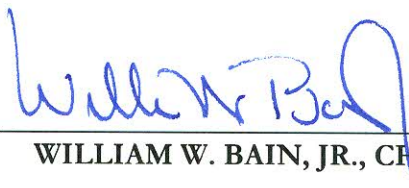
NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of Gloucester County that the Investor's Bank, be and the same is hereby designated as an official depository of the Housing Authority of Gloucester County and that sums so deposited may be withdrawn upon a check, draft, or order of the Housing Authority of Gloucester County for the treasurer's account, to include capital account, trust account and other accounts;

BE IT FURTHER RESOLVED, that a certified copy of this Resolution be duly delivered to the proper officers of the Investor's Bank, as evidence of the Bank's authority to act in accordance herewith.

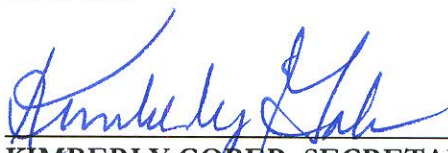
ADOPTED at the Annual Meeting of the Housing Authority of Gloucester County, held on the 27TH day of July 2016.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:


WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: July 27TH, 2016

RESOLUTION #16-53

RESOLUTION NAMING OFFICIAL DEPOSITORY

FULTON BANK

WHEREAS, it is necessary for the proper conduct of business that an official depository for the Housing Authority of Gloucester County be designated and named; and

WHEREAS, Fulton Bank, located at 100 Park Ave, Woodbury, New Jersey, 08096 is an approved banking corporation;


NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of Gloucester County that the Fulton Bank, 100 Park Ave, Woodbury, New Jersey, 08096, be and the same is hereby designated as an official depository of the Housing Authority of Gloucester County and that sums so deposited may be withdrawn upon a check, draft, or order of the Housing Authority of Gloucester County for the treasurer's account, to include capital account, trust account and other accounts;

BE IT FURTHER RESOLVED, that a certified copy of this Resolution be duly delivered to the proper officers of the Fulton Bank, as evidence of the Bank's authority to act in accordance herewith.

ADOPTED at the Annual Meeting of the Housing Authority of Gloucester County, held on the 27TH day of July 2016.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:



WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:



KIMBERLY GOBER, SECRETARY

DATED: JULY 27TH, 2016

RESOLUTION #16-54

RESOLUTION NAMING OFFICIAL DEPOSITORY

PARKE BANK

WHEREAS, it is necessary for the proper conduct of business that an official depository for the Housing Authority of Gloucester County be designated and named; and

WHEREAS, Parke Bank, located at located at 601 Delsea Drive, Sewell, New Jersey, is an approved banking corporation;

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of Gloucester County that the Parke Bank, 601 Delsea Drive, Sewell, New Jersey, be and the same is hereby designated as an official depository of the Housing Authority of Gloucester County and that sums so deposited may be withdrawn upon a check, draft, or order of the Housing Authority of Gloucester County for the treasurer's account, to include capital account, trust account and other accounts;

BE IT FURTHER RESOLVED that a certified copy of this Resolution be duly delivered to the proper officers of the Parke Bank, as evidence of the Bank's authority to act in accordance herewith.

ADOPTED at the Annual Meeting of the Housing Authority of Gloucester County, held on the 27th day of July 2016.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

:


WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: July 27TH, 2016

RESOLUTION #16-55

**RESOLUTION AMENDING THE
EXPANDED HOUSING OPPORTUNITIES (EHO) PROGRAM POLICY AND
AUTHORIZING INCREASE IN MONTHLY RENTS
FAMILY ELIGIBILITY AND OPERATIONAL POLICIES**

WHEREAS, the Housing Authority of Gloucester County developed and implemented an Expanded Housing Opportunities (EHO) Program in 1991; and the Housing Authority of Gloucester County subsequently purchased 12 single family dwellings in West Deptford Township; and

WHEREAS, the Housing Authority of Gloucester County wishes to amend the EHO Program Policy and

WHEREAS, it is necessary to increase revenue on the properties in order to perform necessary maintenance and repairs;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that an amendment to EHO Program Policy regarding Family Eligibility and Operational Policies be and hereby is adopted; and

NOW, THEREFORE, LET IT ALSO RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the Executive Director be and is hereby authorized to increase the monthly rent on each Expanded Housing Opportunities (EHO) dwelling from \$ 745 per month for a 3 bedroom to \$780.00 for a 3 bedroom home and \$760.00 for a 4 bedroom home to \$795.00 for a 4 bedroom home beginning January 1, 2017; and

BE IT FURTHER RESOLVED that the Executive is hereby authorized to execute and file all necessary documentation for the attached amendment for EHO Program Policy

ADOPTED at a Meeting of the Housing Authority of Gloucester County, held on the 27th day of JULY, 2016.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: _____
WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:

KIMBERLY GOBER, SECRETARY

DATED: JULY 27TH, 2014

RESOLUTION #16-56

**RESOLUTION AUTHORIZING AND APPROVING,
THE PUBLIC HOUSING DESIGNATION PLAN FY 2016-2021,
FOR SUBMISSION TO HUD**

HOUSING AUTHORITY OF GLOUCESTER COUNTY

WHEREAS, the Housing Authority of Gloucester County (HAGC) wishes to submit a Designated Plan, for the United States Department of Housing and Urban Development (HUD) approval, in accordance with Section 7 of the U.S. Housing Act of 1937(Section 7), which was amended by Section 10 (a) of the Housing Opportunity Program Extension Action of 1996 (Section 10). ; and

WHEREAS, a Designation Plan is for designating Deptford Park Apartments and Carino Park Apartments for Occupancy by Elderly Households and Near- Elderly Disabled Households Exclusively; and

WHEREAS, HUD approved the original Designated Plan for Deptford Park Apartments and Carino Park Apartments to be effective March 1997 through 2003 and two subsequent renewals of the plan in 2003 and 2005. The Designated Housing Plan is incorporated into the HAGC's Public Housing Admissions and Continued Occupancy Policy; and

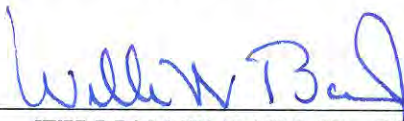
WHEREAS, the proposed Designated Housing Plan is seeking a re-designation of the previously HUD approved Plan; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the Housing Authority of Gloucester County Designation Plan FY 2016-2021, attached hereto and made a part hereof, be and hereby is approved; and

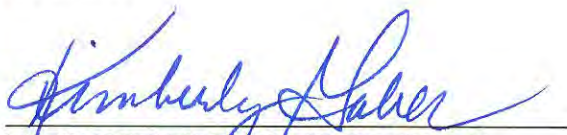
IT IS FURTHER RESOLVED that the Executive Director is hereby directed to submit a copy of the Designation Plan FY 2016-2021, and to review and update a copy every 2 years, to the Dept. of Housing and Urban Development as required for their review and approval.

ADOPTED at a Meeting of the Housing Authority of Gloucester County, held on the 27th day of July, 2016.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 
WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY
DATE: JULY 27TH, 2016

**PLAN FOR DESIGNATING DEPTFORD PARK APARTMENTS (NJ 204-4)
AND CARINO PARK APARTMENTS (NJ 204-3) FOR OCCUPANCY BY
ELDERLY HOUSEHOLDS & NEAR-ELDERLY DISABLED HOUSEHOLDS
EXCLUSIVELY
HUD NOTICES PIH 97-12, 2002-12 AND 2005-2**

2016 THROUGH 2021

JUSTIFICATION FOR THE DESIGNATION:

Gloucester County is located within the Philadelphia Metropolitan Statistical Area. Although it is part of a highly urbanized MSA, many parts of the County remain rural and small-town in character. Residents feel strong ties to particular geographic communities within the County.

Gloucester County is approximately 328 square miles in area. Most of the population resides in communities in the Northern and Eastern parts of the County. There are approximately 17 miles between the Housing Authority administrative offices in Deptford, located in the Northern part of the County, and Carino Park Apartments in Williamstown, located in the Southern part of the County.

The original Designated Housing Plan ("Plan") was in effect March 1997 through 2003. Thereafter, HUD approved several subsequent renewals of the plan. HAGC is requesting a re-designation of Carino Park Apartments and Deptford Park Apartments for occupancy by elderly and near-elderly disabled households exclusively. The decision to submit the new Plan is justified to serve the growing need for affordable housing among Gloucester County's elderly and nearly-elderly disabled population.

The Plan meets the needs of the low-income population of Gloucester County's by providing adequately for both the elderly and near-elderly disabled based on population trends, emerging demand, and available resources. The Plan is consistent with Gloucester County's Consolidated Plan published in June 2015.

According to the 2015-2019 Gloucester County New Jersey Consolidated Plan:

American Community Survey (ACS) data shows that Gloucester County had a total of 104,100 households. Families made up 73% of the households. 37% of all households have one or more people under the age of 18; 25% of all households have one or more people 65 years and over. In Gloucester County, among the civilian non institutionalized population in 2008-2012, 12% reported a disability. 7 % of people 65 years old and over were considered living in poverty

Affordable Rental housing for low-income and extremely low-income households continues to be in high demand due to the existing condition of the market rate units and the fact that market rents often translate into high housing costs burden for low-income families. Special Needs handicapped accessible housing assistance continues to be needed, especially for the frail elderly and physically disabled population. The frail elderly, defined as those persons 75 and over and requiring assistance to perform two of three basic functions (housekeeping, preparing meals, assistance with dressing) number an estimated 6,588 of the County's 16,470 residents in this age bracket. This is based on the National Institute on Aging, which predicts

that 40 percent of those over 75 require such assistance. The number and percentage of frail elderly is expected to grow as the 65 to 74 age cohort is now 19,229 or 9.4 percent of the population.

With respect to renter occupied households, 2,066 elderly households were cost burdened by paying greater than 30% of income for shelter and 1,201 were cost burdened by paying greater than 50% of income for shelter. With respect to owner occupied households, 6,772 elderly households were cost burdened by paying greater than 30% of income and 3,590 were cost burdened by paying 50% of income for shelter.

The above figures support a clear segment of the County's population needing targeted housing assistance.

PROJECT DESCRIPTION:

Carino Park Apartments ("Carino") NJ 204-3 - 100 units of 1 bedroom apartments located in the Southern part of the County, at 100 Chestnut St., Williamstown, NJ 08094. The Housing Authority of Gloucester County ("HAGC") seeks designation of this project for occupancy by elderly, and near-elderly disabled households.

Deptford Park Apartments ("Deptford") NJ 204-4 - 100 units of 1 bedroom apartments located in the Northern part of the County, at 120 Pop Moylan Blvd, Deptford Township, NJ 08096. HAGC seeks designation of this project for occupancy by elderly and near-elderly disabled households.

An elderly household is one whose head or spouse is 62 years of age or older. A near-elderly disabled household is one whose head or spouse is between the ages of 50 and 62 years and the head or spouse is disabled. Elderly and near-elderly disabled households occupying both Carino and Deptford are supported by a Resident Relations Coordinator employed full time by HAGC. The Resident Relations Coordinator addresses health, safety, and disability concerns of the residents and plans age appropriate social activities to enhance quality of life and promote independence and aging in place.

ALTERNATIVE RESOURCES:

HAGC operates the following subsidized or affordable housing programs which provide additional resources and housing assistance to families who may have been housed if occupancy in the projects were not restricted.

1. Public Housing

- A. Scattered sites NJ 204-1 - 62 units of 2, 3, and 4 bedroom single family units scattered throughout the County that are open to occupancy by all very low income households, including elderly and disabled.

2. Colonial Park Apartments, Section 8 New Construction Program - 200 units of 1 bedroom apartments located in the Northern part of the County that are available for occupancy by elderly households.

3. **Expanded Housing Opportunity Program** - 12 units of 3 and 4 bedroom single family units located primarily in the Northern part of the County available for occupancy by low income households, including the elderly and disabled, at affordable rents.
4. **Section 8 Housing Choice Voucher Program** - 1676 vouchers available to extremely-low and very-low income households, including the elderly and disabled. Participants are selected from the waiting list without regard to bedroom size required. Units scattered throughout the County.
5. **Section 8 Moderate Rehabilitation Housing Program** - 23 certificates of participation for a particular dwelling unit. The Landlord and Authority have entered into Housing Assistance Payments contracts for specific units in particular buildings. The Moderate Rehabilitation units are available to extremely-low and very-low income households, including the elderly and disabled. Most Landlord contracts with the Authority have expired (approximately 200) and tenants have been issued Housing Choice Vouchers. The Authority is providing Landlords with the opportunity to extend their expired contracts in accordance with Federal Regulations and HUD guidance. The remaining Moderate Rehabilitation units are located in the Northern part of the County.
6. **Nancy J. Elkins Seniors Housing** - 80 one bedroom units in the Northern part of the County available for occupancy at affordable rents by elderly households whose incomes do not exceed 60% of the median for the County.
7. **Section 8 Housing Choice Voucher Program Designated for Housing Preferences** - A total of 145 Vouchers for non-elderly disabled households for which funding was announced by HUD on September 24, 1997. 125 of these Vouchers were awarded as part of HUD NOFA FR-4207-01, Establishment of Preferences at Certain Section 8 Developments. 20 additional Vouchers have been designated for non-elderly disabled households through Fair Share Voucher allocations in 2000 and 2001. These 145 Vouchers are available to non-elderly disabled, extremely-low and very-low income households. Participants are selected from the waiting list without regard to bedroom size. The Voucher units are scattered throughout the County.
8. **HUD-Veterans Affairs Supportive Housing (HUD-VASH) Vouchers**- A total of 19 Housing Choice Vouchers for homeless Veterans with case management and clinical services provided by the Department of Veterans Affairs. These Vouchers are tenant based.
9. **97 NED Vouchers**- In connection with the 2009 Designated Housing Plan, 97 vouchers were Reserved for Non-elderly families having a person with disabilities that would have been housed by a Public Housing Authority if occupancy in the designated public housing project/building (or portion thereof) were not restricted to elderly households

Further, HAGC provides assistance to its non-elderly disabled voucher holder and in locating accessible units. The Gloucester County Offices of the Disabled and Community Development is also committed to aiding in this effort by locating funding for landlords willing to modify their units to make them accessible. HAGC has employed a staff person who is designated to provide this assistance to the non-elderly disabled and to the landlords.

HAGC does not anticipate that the requested occupancy designation will have any impact on vacancies in Carino and Deptford.

TREATMENT OF CURRENT RESIDENTS BECAUSE OF THE DESIGNATION:

Otherwise lease compliant residents of Carino and Deptford affected by the designation will not be evicted or otherwise required to vacate. All residents are required to comply with criteria imposed by the Admissions and Continued Occupancy Policy. Carino and Deptford are largely occupied by elderly or near-elderly and disabled residents who would not face eviction or termination of lease because of the requested designation. Some residents at Deptford and Carino are under 50 years and disabled due to being grandfathered in before the original designation plan. Current building residents will not be considered displaced for the purposes of the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970. Current residents of Carino and Deptford may opt to move voluntarily. In the event a non-elderly disabled tenants residing in Deptford and Carino wishes to apply for the 145 Vouchers set aside for the non-elderly disabled, they may do so. Further, in connection with the 2009 Designated Housing Plan, 97 vouchers were Reserved for Non-elderly families having a person with disabilities that would have been housed by a Public Housing Authority if occupancy in the designated public housing project/building (or portion thereof) were not restricted to elderly households. This funding will enable these non-elderly households of families with disabilities that are under 62 years of age that qualify for a one bedroom or studio apartment affordable housing.

ELIGIBILITY OF NEAR-ELDERLY FAMILIES:

HAGC intends to admit near-elderly disabled families in the designated buildings.

FAIR HOUSING:

About 16% of Gloucester County's population is made up of ethnic and racial minorities.

There are no facts to support the conclusion that the requested designation would increase minority concentrations. Deptford and Carino were first occupied in the mid-1980s. They have always been open to and occupied by all racial/ethnic groups residing in the County. Deptford Park residents are 23% minority and Carino Park residents are 30% minority. The Housing Authority waiting lists for all programs for 1-bedroom units contains 57% non-minority and 43% minority applicants.

It appears that continuing the designation of Deptford Park and Carino Park for elderly and disabled near-elderly exclusively will not change the racial demographics of the buildings.

CERTIFICATION:

The Housing Authority of Gloucester County certifies there are no unanticipated adverse impacts on the Housing Resources for the groups not being served due to the designation. The Housing Authority of Gloucester County does not have any outstanding court orders, Voluntary Compliance Agreements, or Section 504 Letters of Findings at this time. This Plan has been reviewed and approved of by the Resident Advisory Board of 2016.

RESOLUTION # 16-57

RESOLUTION APPROVING REVISED

PERSONNEL POLICY

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

WHEREAS, the Housing Authority Gloucester County (HAGC) has consistently administered its Personnel Policy in an efficient manner; and

WHEREAS, the Housing Authority of Gloucester County wishes to revise said documents in order to incorporate up to date policies and regulations according to the HUD handbook ; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of HAGC that the **Revised Personnel Policy** for the Housing Authority of Gloucester County be and is hereby approved as attached hereto.

IT IS FURTHER RESOLVED that the Executive Director is hereby directed to file a copy of the Personnel Policy with the Department of Housing and Urban Development as part of the submission of an Agency/Annual Plan.

ADOPTED at the Annual Meeting of the Housing Authority of Gloucester County, held on July 27th, 2016.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR. , CHAIRMAN

ATTEST:



KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATE: JULY 28TH, 2016



Housing Authority of Gloucester County Personnel and Travel Policy

Prepared By

Document Owner(s)	Project/Organization Role
HAGC	Personnel and Travel

Employment Manual Version Control

Version	Date	Author	Change Description
3.0	10/1999	S. Hudman, ED	Original
3.1	03/2011	D. Carter, HR	Revision – Update Policies
3.2	7/2016	E. Ortiz, HR J. Laine, Admin.	Revision – Update Policies

Note The content of a manual does not constitute nor should it be construed as a promise of employment or as a contract between the Housing Authority of Gloucester County and any of its employees.

TABLE OF CONTENTS

EMPLOYMENT AT WILL.....	6
1 INTRODUCTION	6
1.1 Welcome.....	6
1.2 Changes in Policy	6
2 DEFINITIONS	7
2.1 Employment Classification	7
2.2 Benefit Eligibility	8
3 ANTI DISCRIMINATION & HARASSMENT	8
3.1 Equal Employment Opportunity Policy	8
3.2 Americans with Disabilities Act Policy	8
3.3 Harassment and Discrimination Policy	Error! Bookmark not defined.
3.4 New Jersey Conscientious Employee Protection Act	9
4. EMPLOYEE SAFETY	12
4.1 Safety Policy	12
4.2 Workplace Violence	12
4.3 Emergency Measures	13
4.4 Drugs and Alcohol Policy	13
4.5 Searches.....	13
4.6 Smoking Policy	14
5 ETHICAL AND LEGAL BUSINESS PRACTICES.....	ERROR! BOOKMARK NOT DEFINED.
5.1 Ethical Standard	27
5.2 Conflicts of Interest Policy	27
5.3 Gifts Policy.....	27
5.4 Confidentiality Policy.....	28

5.5	Accounting and Financial Reports	29
5.6	Political Activity Policy	29
5.7	Employee Records.....	30
5.8	Nepotism Policy	30
6	EMPLOYEE CONDUCT.....	17
6.1	Conduct Standards.....	17
6.2	Travel	17
6.3	Company-Sponsored Social Events	18
6.4	Legal Representation	19
6.5	Dating in the Workplace.....	19
6.6	Dress Policy.....	19
6.7	Dress Down Policy	19
7.	USE OF COMPANY EQUIPMENT.....	21
7.1	Guidelines for Use.....	21
7.2	Company Vehicles	22
7.3	Use of Company Cell Phones While Driving.....	22
7.4	Recording Devices/Camera Phones	22
7.5	Software Policy	23
7.6	Use of Company Communication Systems	23
7.7	Return of Company Property Upon Separation	24
8	GENERAL PERSONNEL MATTERS	25
8.1	Authority to Effect Personnel Action.....	25
8.2	Selection of Applicants	25
8.3	Job Postings.....	25
8.4	Identity Theft Protection	26
8.5	Reference/Background Checks	26

8.6	Employment Separation	26
8.7	Employee Reviews	27
8.8	Unions	27
8.9	Bulletin Boards.....	27
9	WORK SCHEDULES	27
9.1	Attendance and Punctuality	27
9.2	Absence Without Authorization	27
9.3	Breaks.....	27
9.4	Work Hours	28
10	COMPENSATION	29
10.1	General Pay Information	29
10.2	Overtime.....	29
10.3	Holiday Premium Pay	30
10.4	Call-In Time	30
10.5	Longevity	30
10.6	Pay Schedule	31
10.7	Credit Union.....	31
10.8	Salary Deduction Policy for Exempt Employees	32
10.9	Time Keeping Rules for Non-Exempt Employees.....	32
10.10	Special Circumstances for State and Local Employees.....	33
10.11	Work Eligibility Records.....	33
10.12	Child Support Reporting Requirements	33
11	LEAVE	34
11.1	Bereavement Leave	34
11.2	Impact of Unpaid Leave on Health and Retirement	34
11.3	Procedure for Requesting Unpaid Leave.....	34

11.4	Family and Medical Leave Rights.....	34
11.5	New Jersey Paid Leave Law	37
11.6	Jury Duty	37
11.7	Time Off From Work in Connection With Court Cases	38
11.8	Military Leave	38
11.9	NJ SAFE Act.....	39
12	HIPPA.....	40
12.1	HIPPA Privacy and Security Compliance	40
12.2	HIPPA Portability Rights	41
13	EMPLOYEE BENEFITS	42
13.1	Employee Benefits Policy	42
13.2	COBRA	42
13.3	Medical Insurance	45
13.4	Life Insurance.....	45
13.5	Workers Compensation	46
13.6	Unemployment Compensation	46
14	VACATION & HOLIDAYS	46
14.1	Holidays	46
14.2	Personal Days.....	46
14.3	Sick Days.....	47
14.4	Vacations.....	48
	ACKNOWLEDGEMENT.....	49

EMPLOYMENT AT WILL

This policy is not intended to constitute an expressed or implied contract between HAGC and the employee or a guarantee of the benefits or policies stated in it.

All HAGC employees are at-will. This means that all employees may be terminated at any time and for any reason, with or without advance notice. Employees are also free to quit at any time. Any employment relationship other than at-will must be expressly set out in writing and signed by HAGC's Executive Director. No one other than the Executive Director has the authority to issue an agreement for employment, and oral or written statements to the contrary are expressly disavowed.

1. INTRODUCTION

This Personnel and Travel Policy shall become effective immediately upon adoption by the governing body of the Housing Authority of Gloucester County ("HAGC"), in the County of Gloucester, State of New Jersey. The provisions of this Personnel and Travel Policy ("Policy") as hereinafter set forth shall remain in effect until such time as it may be rescinded, modified, or altered, in whole or in part, by resolution of the governing body of HAGC. In the event that any of the provisions hereinafter contained shall contravene or in any way conflict with Federal or State of New Jersey laws, statutes, or regulations as they may pertain to housing authorities in the State of New Jersey, such provisions only shall be considered null and void. The appropriate laws, statutes, or regulations shall supersede and control.

This Policy is intended to apply to the Union and non-Union employees of HAGC. HAGC acknowledges that its relationship with its Union employees is also governed by the terms of the negotiated contract between HAGC and the employees' Union ("Union Contract"). This Policy and the Union Contract remain separate and distinct documents. As to Union employees, in the event of any conflict between this Policy and the Union Contract, the Union Contract shall control. In circumstances that are not covered or addressed by the Union Contract, this Policy shall control as to Union employees.

1.1 Welcome

You and HAGC have made an important decision: HAGC has decided you can contribute to our success, and you have decided that HAGC is the organization where you can pursue your career productively and enjoyably.

As you will quickly discover, our success is based on delivering high-quality services and providing unsurpassed customer service. How do we do it? By working very hard, thinking about our clients' needs, and doing whatever it takes. We do it by treating each other and clients/tenants with respect. We do it by acting as a team.

The mission of HAGC is to provide quality affordable housing opportunities to those not served adequately by private/unsubsidized organizations in Gloucester County.

Should you have any questions concerning this Policy, your employment or benefits, please discuss them with the Human Resource Administrator. The Executive Director shall have primary responsibility of enforcement of the provisions of this Policy.

1.2 Changes in Policy

This Policy replaces all previous personnel policies and supersedes all earlier oral and written materials about HAGC policies and procedures. HAGC reserves the right to change, add, or delete benefits and policies as necessary and without prior notice to the employees. The policies and procedures described are periodically reviewed. It is necessary that you read this Policy and refer to it often.

2 DEFINITIONS

The following terms shall be defined as indicated for the purpose of this Policy:

HAGC	The Housing Authority of Gloucester County
Chairman	Chairman of the Board of Commissioners of the Housing Authority of Gloucester County
Commissioner	Commissioner of the Housing Authority of Gloucester County
Secretary or Executive Director	Secretary or Executive Director of the Housing Authority of Gloucester County
Year	The 12-month period of employment commencing with the inception of employment or anniversary of that inception.

2.1 Employment Classification

Regular Full Time (*This applies to hours worked by an employee enrolled after May 21, 2010. Employees hired prior to May 21, 2010 must work 20 hours per week or more.)	<p>Shall be an employee who:</p> <ul style="list-style-type: none"> a) Has performed regularly assigned duties satisfactorily for 90 calendar days and satisfied the requirements of the employment probationary period; b) Has been employed to fill a position which has been created as a regular position; and c) Has been employed to fill a position with regularly scheduled duties of *32 hours per week or more.
Regular Part Time (*This applies to hours worked by an employee enrolled after May 21, 2010. Employees hired prior to May 21, 2010 must work fewer than 20 hours per week.)	<p>Shall be an employee who:</p> <ul style="list-style-type: none"> a) Has performed regularly assigned duties satisfactorily for 90 calendar days and satisfied the requirements of the employment probationary period; b) Works fewer than *32 hours per week in regularly scheduled duties; and c) Is working in a position that has been created as a regular position subject to budgetary limitations.
Temporary Employee	<p>Shall be an employee who:</p> <ul style="list-style-type: none"> a) Has been employed by HAGC for fewer than 90 calendar days; or

- b) Has been employed to fill a position which has been created for a limited time only; or
- c) Has been employed to fill a position with regularly scheduled duties of up to 40 hours per week; or
- d) May be working in a seasonal position for a period not to exceed six months; or
- e) Has been employed to work an irregular schedule to fill in during the temporary absence of another employee.

2.2 Benefit Eligibility

Eligibility for Benefits	Employees who are classified as having been employed by HAGC for 60 calendar days in a position classified as regular full time, or regular part time shall be eligible for all applicable benefit programs offered by HAGC. Medical, dental and vision benefits become available on the 1 st day of the month following the completion of the 60 calendar days. Those temporary employees who perform duties in positions classified as seasonal in nature or temporary with a pre-determined sunset date shall not be eligible for benefits.
Benefits	Benefits are those insurances and programs mandated by statute and those benefits comparable to benefits offered to regular full time Union employees of the Authority, subject to Authority budgetary restrictions.
Apportionment for Leave Benefits	Regular Full Time and Regular Part Time employees shall be eligible for leave benefits on an accrual basis commensurate with hours worked per week as compared to a full work week of forty (40) hours, as applicable.

3 Anti Discrimination & Harassment

3.1 Equal Employment Opportunity Policy

HAGC is committed to the principles of equal employment opportunity and antidiscrimination pursuant to Title VII of the 1964 Civil Rights Act as amended by the Equal Opportunity Act of 1972 and the New Jersey Law Against Discrimination as amended by the New Jersey Pregnant Worker's Fairness Act. Under no circumstances will HAGC discriminate on the basis of sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affection or sexual orientation, domestic partnership status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), liability for service in the United States armed forces, gender identity or expression, pregnancy, pregnancy related medical conditions, childbirth and/or any other characteristic protected by law.

Decisions regarding the hiring, promotion, transfer, demotion or termination are based on the qualifications and performance of the employee or prospective employee and will be made without unlawfully discriminating on any prohibited basis.

3.2 Americans with Disabilities Act Policy/New Jersey Pregnant Workers Fairness Act

HAGC will not discriminate against any employee or job applicant with respect to any terms, conditions, or privileges of employment on the basis of a known or perceived disability, pregnancy, childbirth or pregnancy related medical condition. HAGC is committed to complying with the ADA Amendments Act of 2008, the Americans with Disabilities Act of 1990 and its related Section 504 of the Rehabilitation Act of 1973, the New Jersey Law Against Discrimination, as amended by the New Jersey Pregnant Worker's Fairness Act, as applicable. HAGC recognizes that some individuals with disabilities may require accommodations at work. If you are currently disabled or become disabled during your employment, you should contact your immediate supervisor or the Human Resource Administrator to discuss reasonable accommodations that may enable you to perform the essential functions of your job. Once on notice of an employee's disability and a reasonable accommodation is requested, Human Resources shall engage in an interactive dialogue with disabled or pregnant employee/prospective employee to identify reasonable accommodations. HAGC is not required to provide an accommodation that could cause HAGC an undue hardship as defined by law. Undue hardship refers not only to financial difficulty, but to reasonable accommodations that are unduly extensive, substantial, or disruptive, or those that would fundamentally alter the nature or operation of the business. HAGC will assess on a case-by-case basis whether a particular reasonable accommodation would cause undue hardship.

The Americans with Disabilities Act defines "disability" as: (1) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; (2) a record of such an impairment; or (3) being regarded as having such an impairment. "Major life activities" include, but may not be limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

HAGC encourages employees with contagious diseases or life threatening illness to continue their normal pursuits, including work, to the fullest extent allowed by their condition. HAGC will provide reasonable accommodations to known physical and mental limitations provided that the individual is otherwise qualified to safely perform the essential functions of the job and the accommodation is not an undue hardship as defined above.

3.3 Policy Prohibiting Harassment and Discrimination

HAGC is committed to maintaining an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy.

A. Prohibited Behavior

HAGC does not and will not tolerate any type of discrimination or harassment of our employees, applicants for employment, vendors, clients or residents. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender (including pregnancy), race, color, religion, national origin,

age, disability, military status, domestic partnership status, creed, ancestry, marital status, affectional or sexual orientation, genetic information, nationality, atypical hereditary cellular or blood trait, refusal to submit to a genetic test or make available the results of a genetic test, civil union status, gender identity or expression, or any other protected category under federal, state or local law, that unreasonably interferes with a person's work performance or creates an intimidating, hostile work environment.

Sexually harassing behavior in particular includes unwelcome conduct such as: sexual advances, requests for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when:

- Submission to such conduct is made an explicit or implicit condition of employment;
- Submission or rejection of such conduct is used as the basis for employment decisions;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; or
- Such conduct creates an intimidating, hostile or offensive working environment.

The types of conduct covered by this policy include: demands or subtle pressure for sexual favors accompanied by a promise of favorable job treatment or a threat concerning employment.

Specifically, it includes, but is not limited to, sexual behavior such as:

- repeated sexual flirtations, advances or propositions;
- continued and repeated verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about an employee's appearance or displaying sexually suggestive objects or pictures including cartoons and vulgar e-mail messages; and
- any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body.

Such conduct may constitute sexual harassment regardless of whether the conduct is between members of management, between management and staff employees, between staff employees, or directed at employees by nonemployees conducting business with HAGC, regardless of gender.

B. Harassment by Nonemployees

HAGC shall also endeavor to protect employees, to the extent possible, from reported harassment by nonemployees in the workplace, including customers, clients, vendors and contractors.

C. Complaint Procedure and Investigation

All employees are obligated to report acts of harassment to their immediate supervisor or Human Resources. HAGC cannot promise complete confidentiality. Immediate and corrective action shall be taken when cases of sexual harassment are identified in the work place. All employees shall be made aware of this policy against sexual harassment and the procedure for filing complaints.

HAGC:

- (1) Shall investigate promptly and thoroughly all claims filed;

- (2) Shall take immediate and appropriate corrective action by doing whatever is necessary to end the harassment, which may include making the victim whole by restoring lost employment benefits or opportunities;
- (3) Shall take such reasonable steps as may prevent the misconduct from recurring;
- (4) Shall make follow-up inquiries to ensure that the harassment does not recur;
- (5) Shall take action to ensure that the victim has not suffered retaliation; and
- (6) May, from time to time, utilize training programs as appropriate.

Reports shall be made to Human Resources to review such claims. A preliminary report shall be filed after investigation by Human Resources and shall be submitted to the Executive Director. The report of claims of harassment shall include all facts surrounding the incident, including the name of the accused, specific acts, when they occurred, where they occurred and how they occurred.

When a claim is filed per the policy, the following steps are taken:

- (1) Initially, the accused has an informal meeting with his/her immediate supervisor to discuss the problem, reason for the problem and possible solution. The cooperation of the accused is solicited.
- (2) Upon resolution of problem, a written memorandum shall be placed in the accused's personnel file to confirm that resolution.
- (3) If a resolution is not reached, the Executive Director may take additional action as appropriate.

D. Retaliation

Any employee who files a harassment complaint or other discrimination in good faith shall not be adversely affected in terms and conditions of employment and shall not be retaliated against or discharged because of such complaint.

In addition, HAGC will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of a harassment complaint.

3.4 New Jersey Conscientious Employee Protection Act

Employees have the right under the Conscientious Employee Protection Act (CEPA) to complain about any activity, policy or practice that the employees reasonably believe is in violation of a law, rule, or regulation promulgated pursuant to law without fear of retaliation or reprisal.

HAGC shall not take any retaliatory action or tolerate any reprisal against an employee for any of the following:

- Disclosing or threatening to disclose to a supervisor, Executive Director, other official or to a public body, as defined CEPA, an activity, policy or practice that the employee reasonably believes is in violation of a law, a rule or regulation promulgated pursuant to law;

- Providing information to, or testifying before any public body conducting an investigation, hearing, an inquiry into any violation of law, or a rule or regulation promulgated pursuant to law; or
- Objecting to, or refusing to participate in any activity, policy, or practice that the employee reasonably believes is a violation of a law, rule or regulation promulgated pursuant to law; is fraudulent or criminal; or is incompatible with a clear public policy mandate concerning the public health, safety, or welfare.

In accordance with the above statute, the employee shall bring the violation to the attention of HAGC. However, disclosure is not required where (1) the employee is reasonably certain that the violation is known to one or more officials; (2) where the employee reasonably fears physical harm; or (3) the situation is emergency in nature. Under the law, the employee must give HAGC a reasonable opportunity to correct the activity, policy or practice.

4 Employee Safety

4.1 Safety Policy

HAGC is committed to maintaining a safe and healthy environment for all employees. Employees shall report all accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues immediately.

Employees who experience a work-related injury should notify their immediate supervisor immediately. HAGC shall act promptly and seek medical attention as necessary under the circumstances.

Employees must complete an Incident Report if they have an injury that requires medical attention. If the injury does not require medical attention, the employee shall still complete an Incident Report in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. Employees can obtain the required forms from Human Resources or an immediate supervisor.

The federal Occupational Safety and Health Act ("OSHA"), requires that HAGC keep records of all illnesses and accidents that occur on the job. OSHA also provides for your right to know about any health hazards that might be present on the job.

4.2 Zero Tolerance for Workplace Violence

Violence or the threat of violence is prohibited. To ensure a workplace safe and free of violence for all employees, HAGC prohibits the possession or use of weapons anywhere on HAGC property, including HAGC owned or leased buildings and surrounding areas such as walkways, driveways and parking lots. Unless otherwise permitted by federal, state or local law, employees are prohibited from bringing or otherwise carrying firearms inside HAGC buildings, structures, or other areas or structures where employees, staff, management, customers or other members of the public gather as a result of HAGC business, events or activities. This policy also applies to all HAGC owned or leased vehicles and all vehicles that come onto HAGC property. To enforce this policy and protect our employees' safety, HAGC reserves the right to search all HAGC owned or leased vehicles and all vehicles, packages, containers, purses, briefcases, backpacks, lockers, desks or persons entering or located on HAGC property. Prohibited conduct also includes: Causing physical injury to another person, making threatening remarks, aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress, intentionally damaging HAGC property or property

of another employee, and committing acts motivated by, or related to, sexual harassment or domestic violence. No employee, acting in good faith, who reports real or implied violent behavior shall be subject to retaliation or harassment.

4.3 Emergency Measures

HAGC recognizes that bad weather or hazardous commuting conditions may occasionally make it impossible for employees to report to work on time. Employees are expected to make a diligent effort to report to work when conditions have improved. Employees shall notify their immediate supervisor as soon as possible if they are unable to report to work due to weather conditions. An employee's absence may be charged to personal or vacation time.

If it becomes necessary to shut down HAGC offices due to weather or other emergency, every effort shall be made to notify employees. If it is deemed necessary to close HAGC offices because of adverse weather, employees shall not be docked for the day.

4.4 Drug and Alcohol Policy

HAGC is committed to maintaining a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Misuse of alcohol or drugs by employees can impair the ability of employees to perform their duties, as well as adversely affect our client's and communities' confidence in HAGC. Employees must notify the Human Resource Administrator within five (5) days of a conviction for a drug or alcohol related violation, whether or not the violation occurred in the workplace.

Alcohol

Employees are prohibited from using or being under the influence of alcohol while performing HAGC business, while operating a motor vehicle in the course of business or for any job-related purpose, or while on HAGC premises or a worksite.

Illegal Drugs

HAGC employees are prohibited from using or being under the influence of illegal drugs while performing HAGC business or while on HAGC premises or worksite. Employees may not use, manufacture, distribute, purchase, transfer or possess an illegal drug while in HAGC facilities, while on HAGC premises, while operating a motor vehicle for any job-related purpose, while on the job, or while performing any HAGC business. This policy does not prohibit the proper use of medication under the direction of a physician. However, misuse of such medications is prohibited.

Drug Testing

Each employee, as a condition of employment, shall be required to participate in pre-employment, random, post-accident, reasonable suspicion, return-to-duty and follow-up drug and alcohol testing upon selection or request of management. Further, all employees who regularly operate a vehicle in the course and scope of their employment shall be required to submit to drug and alcohol testing.

All drug and alcohol testing information shall be maintained in a separate confidential record. Testing shall be conducted in compliance with current medical practices and in accordance with all applicable federal and state guidelines.

4.5 Searches

HAGC may conduct searches of HAGC property and HACG issued equipment at anytime without prior

or advance notice. Employees are expected to cooperate fully and employees should have no reasonable expectation of privacy with respect to HAGC owned property, offices, desks and files. HAGC may periodically audit, inspect and or monitor employee's internet access as deemed appropriate.

Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this Policy or when circumstances or workplace conditions justify such a search. Prior or advance notice of such search is not required. Personal property may include, but is not limited to, purses, boxes or briefcases.

An employee's consent to a search is required as a condition of employment.

4.6 Smoking Policy

In accordance with the New Jersey Smokefree Air Act, employees are prohibited from the smoking of tobacco products, including the use of electronic smoking devices, in all enclosed indoor places and workplaces of HAGC. Employees are also prohibited from the smoking of tobacco products, including the use of electronic smoking devices in HAGC owned vehicles.

5 Ethical and Legal Business Practices

5.1 HAGC Ethical Standard

Employees shall conduct business according to the highest ethical standards of public service. Employees are expected to devote their best efforts to the interests of HAGC. Employees should also be guided by basic honesty and good judgment, and be sensitive to others' perceptions and interpretations.

HAGC recognizes the right of employees to engage in outside activities that are private in nature and unrelated to HAGC business. However, business dealings that appear to create a conflict between the employee and HAGC's interests are unlawful and prohibited.

5.2 Conflicts of Interest Policy

Employees must avoid any interest, influence or relationship which might conflict or appear to conflict with the best interests of HAGC. Employees must avoid any situation in which their loyalty may be divided and promptly disclose to their immediate supervisor any situation where an actual or potential conflict may exist. Business dealings that appear to create a conflict between the employee and HAGC's interests are unlawful under the New Jersey Local Government Ethics Acts. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate relative.

No HAGC employee shall participate in the selection, award or administration of a contract supported by federal funds if a conflict of interest, financial or otherwise, real or apparent would be involved.

No HAGC employee shall engage in selling or attempting to sell supplies, service or construction to HAGC for one year following the date such employment ceased.

Additional examples of potential conflict situations include:

- Having a financial interest in any business transaction with HAGC;
- Owning or having a significant financial interest in, or other relationship with, an HAGC competitor, customer or supplier; and

- Accepting gifts, entertainment or other benefit of more than a nominal value from an HAGC competitor, customer or supplier.

Anyone with a conflict of interest must disclose it to management and remove themselves from negotiations, deliberations or votes involving the conflict.

Employees are permitted to hold outside employment as long as it does not interfere with their responsibility to HAGC or create a conflict of interest.

5.3 Gifts Policy

Employees, shall neither, directly or indirectly, solicit, accept, or agree to accept gratuities, favors, or anything of monetary value from clients/residents, contractors, suppliers, government officials or other organizations. Employees shall not accept any gift, favor, service, employment or offer of employment or anything of value which the employee knows or has reason to believe is offered to the employee with the intent to influence the employee in the performance of duties and responsibilities.

Exceptions may be made for gifts that are customary and lawful, are of nominal value and are authorized in advance. You may accept meals and refreshments if they are infrequent, are of nominal value and are in connection with business discussions.

If you do receive a gift or other benefit of more than nominal value, report it promptly to Human Resources. Such gift shall be returned or donated to a suitable charity.

5.4 Confidentiality Policy

Information that pertains to HAGC's business, including all nonpublic information concerning HAGC, its participants and applicants, is strictly confidential and shall not be given to people who are not employed by HAGC.

Please help protect confidential information -- which may include, for example, client/participant lists and financial information -- by taking the following precautionary measures:

- Discuss work matters only with other HAGC employees who have a specific business reason to know or have access to such information.
- Do not discuss work matters in public places.
- Monitor and supervise visitors to HAGC to ensure that they do not have access to confidential information.
- Destroy hard copies of documents containing confidential information that are not filed or archived.
- Secure confidential information in desk drawers and cabinets at the end of every business day.

HAGC collects personal information about employees that relates to their employment. Only people with a business-related need to know are given access to this information, and the Executive Director or the Chair of the Board of Commissioners shall authorize any release of such information to others. Personal information, other than that required to verify employment or to satisfy legitimate investigatory or legal requirements, shall be released outside HAGC only with employee approval.

If you have access to any confidential information, including private employee information, you are responsible for acting with integrity. Unauthorized disclosure or inappropriate use of confidential information shall not be tolerated.

5.5 Accounting and Financial Reports

HAGC's financial statements and all books and records on which they are based must accurately reflect HAGC's transactions. All disbursements and receipts must be properly authorized and recorded.

Employees must record and report financial information accurately. Reimbursable business expenses must be reasonable, accurately reported and supported by receipts.

Those responsible for handling or disbursing funds shall assure that all transactions are executed as authorized and recorded to permit financial statements in accord with Generally Accepted Accounting Principles.

5.6 Political Activity Policy

The Hatch Act, 5 U.S.C. §1501-1508, restricts the political activity of persons principally employed by a state or local agency who work in connection with programs financed in whole or in part by loans or grants made by the United States or a Federal agency. A state or local employee covered by the Hatch Act may not run for partisan office. However, employees may join political organizations, as long as they maintain a clear separation between their official responsibilities and their political affiliations.

5.7 Employee Records

An employee's personnel file consists of the employee's employment application, withholding forms, reference checks, emergency information and any performance appraisals, or other appropriate employment-related documents.

It is the employee's responsibility to notify the Payroll or the Human Resource Administrator of any changes in name, address, telephone number, marital status, number of dependents, military service status, beneficiaries or person to notify in case of an emergency.

Personnel records are considered HAGC property and are not available for review by employees unless specifically authorized by management. Personnel files are confidential records that shall be secured in a locked cabinet. Upon request, employees may inspect their own personnel files at a mutually agreeable time on HAGC premises and in the presence of the Human Resource Administrator.

5.8 Nepotism Policy

The employment of more than one member of the same family shall be avoided insofar as possible. No person should be hired as a regular or temporary employee if that appointment would violate any provision of this nepotism policy, or unless the appointment is otherwise permitted by the New Jersey Department of Personnel Rules and Regulations. No member of the immediate family of a Commissioner shall be hired or be in a position of supervision over another member of the same family.

For purposes of this policy, the term "immediate family" shall mean spouse, child, parent, sister, brother, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew and grandchildren.

This nepotism policy shall not deprive any employee of any promotional right in normal career development, nor change the existing status of an employee.

6 Employee Conduct

6.1 Conduct Standards

All employees are obligated to comply conscientiously with all rules and regulations promulgated by HAGC. Employees shall be diligent and thoroughly professional in the execution of their job duties. Employees are prohibited from engaging in acts of fraud, deceit, misrepresentation, and gross negligence.

All employees are expected to abide by the behavioral rules and standards set forth in Behavioral Standards (RULES) of the Housing Authority of Gloucester County in Appendix A. Said rules are incorporated and made part of this Policy and by acknowledging acceptance of this Policy, employees are furthermore acknowledging acceptance of the Rules.

6.2 Travel

- A. HAGC employees, consultants and Commissioners may perform official travel upon authorization by the Board or the Executive Director. Each trip to a destination outside of the jurisdiction of HAGC (except to the HUD Central Office, Regional Office, State Office, area-wide planning agency offices, state capital, recognized program training seminars, and places in which meetings are held which are sponsored by professional associations in which HAGC or its Executive Director is a member, and to nearby communities to carry out normal operating functions) shall specifically have prior authorization by adopted motion of the Board approving the trip as essential to the conduct of its programs. HAGC attendance at conferences, conventions and meetings shall be limited to the number of persons necessary to cover the meeting adequately.
- B. Transportation costs for those authorized to travel on official business of HAGC shall be paid by HAGC. Airline (tourist or coach), first class rail, Pullman accommodations (lower berth, roomette, or parlor car seat), or automobile travel, as advantageous, shall be the standard means of transportation.
- C. Costs of taxi fares, telephone calls, telegrams, secretarial services, reasonable hotel accommodations, and similar items necessarily incident to the performance of official business shall be considered reimbursable costs.

In addition to reimbursable costs as outlined above, an allowance for subsistence in lieu of actual expenses shall be paid at a rate not to exceed \$100.00 per day for HAGC employees, consultants and Commissioners. In high cost areas as determined by U.S. HUD and as approved by the Executive Director, travelers shall be reimbursed on a per-dollar basis. All such expenses shall be recorded, signed by the traveler, and approved by the Executive Director prior to reimbursement.

In computing the subsistence allowance, the rate of one-fourth the established daily amount for each of the periods listed below, or fraction thereof, shall be utilized:

12:00 midnight to
6:00 a.m. to
12:00 noon to
6:00 p.m. to

6:00 a.m.
12:00 noon
6:00 p.m.
12:00 midnight

No allowance shall be paid for travel of less than 24 hours, except if such travel required departure prior to 6:00 a.m. or return after 6:00 p.m., and exceeded 12 hours, in which case an allowance shall be paid for the actual expense of meals. (If actual expense method is used, revise accordingly.

- D. Reimbursement for use of a privately owned automobile for authorized out-of-town travel shall be limited to the cost of common carrier service permitted herein.
- E. Travel of considerable distance shall be analyzed in terms of costs by alternate methods of transportation and reimbursement shall be provided for the least expensive method of travel.
- F. Reimbursement shall be made for travel by private automobile at the rate allowable by the Internal Revenue Service (as amended from time to time). In no event shall such mileage allowance exceed the aggregate costs of common carrier transportation. This determination is not required in connection with reimbursement for trips to nearby communities to carry out normal operating functions, trips to area-wide planning agencies, trips to the State, Regional and Central Offices of HUD, trips to the state capital, and trips of an emergency nature made in the interest of maintaining safe housing in HAGC owned and managed projects. Whenever automobile travel is involved, signed records of car expenses and mileage, or of mileage only in the case of privately owned automobiles, shall be submitted and approved before payment. If two or more persons travel in the same automobile, only one of those persons shall be reimbursed for mileage or for car expenses.
- G. All travel expenses shall be recorded, signed by the traveler, and approved by the Executive Director prior to reimbursement.
- H. When feasible, automobile travel shall be conducted in vehicles owned or leased by HAGC. Direct expenses for fuel and oil and emergency repairs, if any, shall be the only reimbursement made in lieu of a per-mile allowance when travel occurs in a vehicle that is owned or leased by HAGC.

6.3 Company-Sponsored Social Events

Employees are not permitted to consume or possess alcohol on any HAGC owned or managed property. However, when authorized by HAGC, alcoholic beverages may be served at HAGC-sponsored social events. Only those individuals legally permitted to consume alcoholic beverages may be served at such functions. However, no employee is obligated to consume alcohol at such events and no employee should feel pressured to consume alcoholic beverages. If an employee chooses to drink alcohol during HAGC events, the employee does so at the employee's own risk. All employees are expected to maintain a high standard of professional and personal conduct at any HAGC event.

HAGC reserves the right to arrange transportation for any employee suspected of being intoxicated at an HAGC social event. HAGC reserves the right to cease allowing alcoholic beverages to be served to any

employee whom it suspects is intoxicated or who behaves inappropriately at such events. Managers and supervisors should remember that even at HAGC social events, managers and supervisors should set the standard for acceptable, responsible behavior.

6.4 Legal Representation

Whenever an employee is a defendant in any action or legal proceeding arising out of and directly related to and in the furtherance of his/her official duties, the Executive Director, in his/her discretion, may provide said employee with the necessary means for the defense of such actions or proceeding. However, no assistance shall be provided for defense in a disciplinary proceeding instituted against the employee by HAGC or in a criminal proceeding instituted as a result of a complaint on behalf of HAGC or any other official body including, but not limited to the State of New Jersey and/or a municipality. In no event shall HAGC be responsible for any fines, penalties, and/or costs related to a conviction for said offenses.

6.5 Dating In The Workplace

Supervisors and employees under their supervision are strongly discouraged from forming romantic or sexual relationships. Such relationships can create the impression of impropriety in terms and conditions of employment and can interfere with productivity and the overall work environment.

If you are unsure of the appropriateness of an interaction with another employee of HAGC, contact the Human Resource Administrator for guidance. If you are encouraged or pressured to become involved with a vendor, client, program participant and/or a co-worker and/or a supervisor in a way that makes you feel uncomfortable and is unwelcome, you should also notify your immediate supervisor or Human Resources immediately.

If the employees involved in the relationship are in a supervisor/subordinate status, the Executive Director may take any action which he/she deems appropriate, up to and including transferring one of the parties so there is no longer a supervisor/subordinate relationship between them.

6.6 Dress Policy

It is important that all employees give a positive impression of themselves and have pride in representing HAGC. Employees should be properly attired for the office environment, meeting and other interactions with the public by maintaining a neat, well-groomed and professional appearance. It is anticipated that employees will be able to utilize their discretion in determining suitable clothing for the workplace. In situations where guidance is required, the immediate supervisor is responsible for communicating proper standards and to notify employees if their appearance is not appropriate for the office environment.

The following Dress Standards have been established to protect the safety of the employees and to project a business atmosphere.

Employees must maintain, at all times, acceptable dress standards:

- (1) Long pants and full covered rubber soled shoes shall be worn by Maintenance Workers, Security Staff, Congregate Cook/Aides and those carrying out the duties of an Inspector.

- (2) Denim material in the form of pants, skirts, dresses or shirts shall not be worn by Administration and Office Personnel.
- (3) Sweat suits, sweatshirts, sweatpants and leggings/stirrup pants shall not be worn by any employee.
- (4) Sneakers and flip flops are not to be used by Office Personnel. Heeled shoes shall not be more than 3 inches in height.
- (5) Skirts and dresses shall be worn no more than 3 inches above the top of the kneecap for Administration and Office Personnel. Clothing shall always be worn loose fitting.
- (6) Maintenance Workers and Congregate Cook/Aides shall refrain from clothing bearing slogans or logos. Except clothing bearing designers' names no more than 1/2 inch in height.
- (7) T-shirts shall only be worn by Maintenance Workers and Congregate Cook/Aides.
- (8) Shorts, Bermuda shorts, capris that are above the knee and skorts shall not be worn by any HAGC employee.
- (9) Midriff shall be covered on all employees.
- (10) Pants, dresses and shirts shall not have patches, rips, cut-offs or open holed designs.

6.7 Dress Down Day

Fridays have been formally designated by HAGC as a dress down day. On Fridays, jeans, sneakers and a more casual approach to dressing, although never potentially offensive to others, are allowed. All rules about the acceptability of clothing listed below apply on dress down day.

Although you are allowed to dress down on Fridays you must consider your schedule. It may not be appropriate for you to dress down if you have a scheduled meeting, interview or guests coming to the office. You must consider this and act accordingly.

Slacks, Pants and Suit Pants

- Slacks or pants that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, jeans and nice looking athletic pants are acceptable. Gauchos and capris are acceptable. Pants that are below the knee with finished edges are acceptable.
- Unacceptable slacks or pants in any HAGC buildings include sweatpants, exercise pants, Bermuda shorts, short shorts, skorts, leggings, and any spandex or other form-fitting pants such as people wear for biking. **As a general rule, shorts or pants that are above knee length are unacceptable.**

Skirts, Dresses, and Skirted Suits

- **As a general rule, dresses and skirts that are above knee length (3 inches above or more) and that do not allow bending are unacceptable.** Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, skorts, sun dresses, beach dresses, bathing suit cover-ups, and spaghetti-strap dresses are unacceptable.

Shirts, Tops, Blouses and Jackets

- Casual shirts, dress shirts, sweaters, tops, golf-type shirts, t-shirts, sweatshirts, nice looking athletic tops, and turtlenecks are acceptable attire for work.
- Unacceptable attire for work includes tank tops; midriff baring tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; and tops with bare shoulders.

Shoes and Footwear

- Employees shall adhere to the same guidelines for footwear as our Dress Standards policy states, with the following exception: sneakers are acceptable on dress down days. However, sneakers must be clean, not torn or frayed; they must be presentable for an office environment. (Exception to the sneaker policy applies to Maintenance Personnel and Congregate). **Flip flops with rubber soles or shower shoes are unacceptable.**

Hats and Head Coverings

- Hats are not appropriate at work. Head Covers that are required for religious purposes or to honor cultural tradition are acceptable.

Exception: Congregate, Security Guards and Maintenance Repairers

- Employees that are supplied uniforms by HAGC must wear those uniforms at all times and are not eligible to participate in dress down days. Steel toe boots shall be worn by Maintenance Repairers at all times. This is for your safety.
- Congregate workers shall be given the option, on dress down days, whether they want to wear scrubs or dress down.

Please wear clothing and accessories that will project a professional image of you and HAGC for both visitors and coworkers. Wear:

- Attire that is clean, safe, and in good repair.
- Clothes that are not sexually provocative.
- Clothing that does not draw undue attention to one's self or create a distraction for other employees.
- Clothing that will not be offensive to other employees.

If clothing fails to meet these Dress Standards, as determined by the employee's immediate supervisor and Human Resource Administrator, the employee shall be asked not to wear the inappropriate item to work again. If the problem persists, or is especially inappropriate, unprofessional, and/or offensive, the employee may be sent home to change clothes and all policies pertaining to paid time off use shall apply.

7 Use of Company Equipment

7.1 Guidelines for Use

When using HAGC property, including computer equipment or hardware, employees should exercise care, perform required maintenance, follow all operating instructions, safety standards, and guidelines. Employees may not use HAGC property for more than incidental personal purposes or remove any HAGC property from HAGC premises without prior written permission from the Executive Director or his/her designee.

Notify your immediate supervisor if any equipment or machines appear to be damaged, defective, or in need of repair. This prompt reporting could prevent the equipment's deterioration and could also help prevent injury to you or others. Employees are prohibited from using or operating equipment improperly, carelessly, negligently or unsafely. Employees may be held financially responsible for mistreatment of HAGC equipment.

7.2 Company Vehicles

All vehicles owned by HAGC shall be used only for official business and all passengers must be on official business. Vehicles may be taken home only with advance approval of the Executive Director. Any employee whose work requires the operation of HAGC vehicles must hold a valid New Jersey State Driver's License. All new employees who will be assigned work entailing the operating of a HAGC vehicle shall be required to submit to a Department of Motor Vehicles driving records check as a condition of employment.

7.3 Use of Company Cell Phones While Driving

This policy applies to: (1) the operation of HAGC provided vehicles at any time; and (2) the operation of private vehicles while an employee is on work time or conducting business for HAGC.

Employees must adhere to all federal, state or local rules and regulations regarding the use of cell phones while driving. Accordingly, employees must not use cell phones while driving if such conduct is prohibited by law, regulation or other ordinance. If you are not sure whether the use of a cell phone while driving is prohibited in a particular area, please check with the Human Resource Administrator.

Employees should not use hand held cell phones for business purposes while driving. Should an employee need to make a business call while driving, he/she should locate a lawfully designated area to park and make the call. Employees may use hands-free cell phones only in emergency situations. Such calls should be kept short and should the circumstances warrant (e.g., heavy traffic, bad weather), the employee should locate a lawfully designated area to park to continue the call. HAGC is not responsible for an employee's failure to comply with applicable laws or regulations while operating an HAGC vehicle.

7.4 Recording Devices/Camera Phones

In an effort to secure employee and client privacy and other business information, HAGC prohibits employee's use of recording devices such as cameras, camera phones, tape recorders or any other recording device in a manner which would pose a threat to employee and HAGC privacy.

This policy is applicable to all employees and their visitors while on HAGC premises. Employees are responsible for making their visitors aware of this policy and that all recording devices should be left either at the reception area or in their vehicles.

7.5 Software Policy

HAGC regulates employees' use of its computer software. Employees may not duplicate any licensed software or related documentation for use, either on HAGC's premises or elsewhere, unless expressly authorized to do so by written agreement with the licensor. Employees may not provide licensed software to anyone outside HAGC. Employees should be aware that the illegal duplication of software may result in the filing of criminal copyright charges by the owners of the copyrights and can subject both the employee and HAGC to liability.

All software that HAGC acquires must be purchased by the MIS Director with approval from the Executive Director. Upon delivery, all software must be registered properly by the MIS Director and installed by the MIS Director. Employees may not load personal software on HAGC computers.

7.6 Use of Company Communication Systems

The communication and information systems, including internet/intranet and email usage, at HAGC should be used only for conducting HAGC business. Incidental, occasional and infrequent use of HAGC's communication and information systems for personal use is permitted as long as such use does not interfere with your work or the work of any other employee or with the computer's operations.

The communication and information systems of HAGC may not be used for any illegal, unethical, destructive or wasteful purpose. Employees should exercise care in personal use of any communication and information systems device and should not expect their use of personal information stored in these systems to be kept private.

All Data stored on and/or transmitted through Communication Media is the property of HAGC. For purposes of this policy, "Data" includes "electronically-stored files, programs, tables, data bases, audio and video objects, spreadsheets, reports and printed or microfiche materials which serve a HAGC business purpose, regardless of who creates, processes or maintains the data, or whether the data is processed manually or through any of HAGC's mainframe, midrange or workstations, servers, routers, gateways, bridges, hubs, switches and other hardware components of the HAGC local or wide-area networks."

The use of private email accounts for ANY HAGC business is prohibited.

All employees may access only data for which HAGC has given permission. All employees must take appropriate actions to ensure that (local unit type) data is protected from unauthorized access, use or distribution consistent with these policies. Employees may not access or retrieve any information technology resource and store information other than where authorized.

Employees must not reveal or publicize confidential information on social media. Confidential proprietary or sensitive information may be disseminated only to individuals with a need and a right to know, and where there is sufficient assurance that appropriate security of such information will be maintained. Such information includes, but is not limited to the transmittal of personnel information such as medical records or related information. Employees shall not post internal working documents to social media sites.

Any use of HAGC's name, logos, service marks or trademarks outside the course of the employee's employment, without the express consent of HAGC, is strictly prohibited.

Telephone Usage

The telephone system (including voicemail) at HAGC is the property of HAGC and is provided for business purposes. To the extent permitted by law, HAGC may periodically monitor the use of the telephone systems to ensure compliance with this policy. Therefore, employees should not consider their conversations on the HAGC telephone system to be private. Any personal calls received during business hours must not interfere with the employee's work. Employees should spend as little time as possible on any personal calls made during business hours.

Social Media

HAGC recognizes the right of employees to use blogs/social networking sites as a medium of self expression during non-working hours. Should an employee identify themselves as an employee of HAGC to discuss business related matters on such websites, some readers may view the employee as an HAGC representative or spokesperson. Accordingly, employees must:

1. Ensure that readers understand that the views expressed are entirely their own, and that these views do not necessarily reflect the views of HAGC. Please include a disclaimer that is easily visible to all visitors to the site.
2. All bloggers should reveal their identity on the blog and should not use a pseudonym to post their views.
3. Do not disclose any sensitive, financial, proprietary or confidential HAGC information. This may include, but is not limited to financial data. Protected health information or any other participant identifiable information shall not be disclosed under any circumstances.
4. HAGC expects that employees will be respectful to HAGC, fellow employees, our customers, partners and competitors. Employees must not post materials that violate the privacy or publicity rights of another individual or entity.
5. Blogging activity should not interfere with work requirements at any given time.
6. Copyrights and laws regulating what can be written shall be respected at all times. Blogs and social networking sites shall not be used to make statements that are libelous, defamatory, profane, harassing or obscene.
7. HAGC reserves the right to suspend blogging activities temporarily if it has any concerns about compliance with securities regulations or other laws.

Unsolicited Messages

HAGC strictly prohibits the transmission of unsolicited e-mails or mass-messages of any kind. Spam (i.e., unsolicited commercial or bulk e-mails, mass and junk e-mails) shall not be tolerated.

7.7 Return of Company Property Upon Separation

When an employee's employment with HAGC concludes, for whatever reason, the employee is required to immediately return all HAGC owned property used during his/her employment, and all documents and other materials containing proprietary or confidential information belonging to HAGC. This includes

without limitation, keys, credit cards, computers, vehicles, communication devices, uniforms, identification cards or badges, and any other equipment, materials, or items purchased, leased, owned, or otherwise belonging to HAGC.

Upon separation, employees must return any originals or duplicates of any written or other tangible items, whether maintained in hard copy, film, microfiche or electronic medium, belonging to HAGC.

8 General Personnel Matters

8.1 Authority to Effect Personnel Action

The Authority to hire, promote, transfer, demote, suspend, and separate personnel shall be vested in the Executive Director. However, personnel actions relating to key personnel, as identified by the Board, shall be reviewed by the Board for action on the recommendation of the Executive Director.

8.2 Selection of Applicants

Applications

Persons desiring employment shall file a complete, written application with the Human Resource Administrator on a form provided by HAGC.

Examination

The qualification of applicants shall be assessed by appropriate evaluation, which may consist of one or more of the following: a rating of experience and training; a written test; an oral test or interview; and a performance or demonstration test.

8.3 Job Postings

HAGC has a job posting program to inform employees of available staff positions. HAGC shall fill job vacancies whenever possible by promoting qualified employees from within HAGC. Job postings generally remain posted for 2 days.

To apply for a posted position, an employee must:

- Have completed any mandatory Introductory Period at a satisfactory performance level,
- Meet the minimum requirements for the position, and
- Not have received written discipline within the past 90 days; employees who have received a verbal warning may also be prohibited from applying.

Employees interested in applying for a posted position should submit a memorandum with an updated resume to the Human Resource Administrator indicating interest in the position. Qualified employees must inform their supervisors/managers that they have applied for the job. Candidates will be judged on individual performance, conduct, experience, and potential. Length of service, although considered, shall not be the sole determining factor in selecting candidates for promotion.

HACG has the discretion to fill job vacancies from applicants outside HAGC.

8.4 Identity Theft Protection

HAGC respects the privacy of employees' personal data and is committed to ensuring that it will only be accessed and utilized as necessary, in a professional and confidential capacity. In all circumstances, HAGC shall take reasonable steps to:

- Give employees clear notice when HAGC is requesting information, including the type of information, the general purposes for which that information will be used or disclosed, and the categories of users to whom HAGC provide the information; and
- Use safe and secure systems, physical and electronic, to safeguard employees' non-public personal information, including an employee's social security number.

If at any time an employee feels as if personal data has been misused or improperly accessed, the employee should report the concern to the Human Resource Administrator for further investigation.

8.5 Reference/Background Checks

HAGC retains the right to conduct reference and background checks on all new employees. All inquiries regarding a current or former employee must be referred to the Human Resource Administrator. No employee may issue a reference letter to any current or former employee without the permission of the Human Resource Administrator.

Under no circumstances should any employee release any information about any current or former employee over the telephone. All telephone inquiries regarding any current or former employee must be referred to the Human Resource Administrator.

In response to an outside request for information regarding a current or former employee, the Human Resource Administrator shall furnish or verify only an employee's name, dates of employment, job title and department. No other data or information regarding any current or former employee, or his/her employment with HAGC, shall be furnished unless the employee authorizes HAGC to furnish such information in writing that also releases HAGC from liability in connection with the furnishing of such information or HAGC is required by law to furnish such information.

8.6 Employment Separation

Employees may be dismissed by the Executive Director without a resolution of the Board. Employees are "at will" and may be terminated with or without cause or notice. Similarly, employees are free to resign at any time. If at any time it is necessary for an employee to resign his or her employment, HAGC requests at least two weeks prior notice.

Employees who are discharged or resign will receive their final paycheck on the next regular payday. Final paychecks will include all wages accrued, but not paid through the date of separation.

Reduction in Force

HAGC may institute layoff actions for economy, efficiency or other related reasons. In instituting layoffs, the Executive Director may consider seniority, re-employment rights and relative efficiency of employees. Employees dismissed under honorable circumstances and not on the basis of inefficiency or incompetence shall be entitled to a letter signed by the Executive Director stating that the term of employment has been satisfactory and that dismissal was without prejudice.

Severance Payments

No terminal leave or severance payments shall be made except for payment of the authorized, unused, vacation leave balance and one half of the authorized, unused sick leave balance.

8.7 Employee Reviews

An employee's immediate supervisor will complete a written evaluation form for each employee to measure progress and encourage improvement of duties once a year. The supervisor will review with the employee and return the form to the Executive Director.

8.8 Unions

HAGC recognizes the Union as a representative for those workers who are unionized. This Policy does not change any terms or stipulations of the Union Contract. This Policy has been created in full accordance with the Union Contract.

8.9 Bulletin Boards

Employees shall check all the bulletin boards regularly to obtain important information about HAGC events and policies. Only HAGC employees should use company bulletin boards. Management shall approve all postings. See Human Resources to obtain approval for a bulletin board posting.

9 Work Schedules

9.1 Attendance and Punctuality

Every employee is expected to attend work regularly and report to work on time. Employees are expected to perform their duties promptly at the beginning of their work day.

9.2 Absence Without Authorization

If an employee fails to report for work without proper authorization, said employee shall not be paid for the period of absence and said absence shall be deemed "Absence Without Authorization."

Lateness procedure

Employees shall telephone their immediate supervisor and Human Resources as soon as they learn they will be late to work, or at least one hour prior to their scheduled start time. HAGC recognizes that there may be emergencies or other extraordinary circumstances that will hinder the employee's ability to call one hour in advance.

9.3 Breaks

Employees are entitled to a 10-minute break for rest twice each day, at 10:00 a.m. and 3:00 p.m. Employees are not permitted to leave HAGC premises during these breaks.

Employees are also entitled to a 60-minute unpaid break for meals during each work period. This will generally occur between 12:00 noon -1:00 p.m. or 1:00 p.m -2:00 p.m. Employees are permitted to leave HAGC premises during these breaks.

Employees who are under the age of 18 are also entitled to at least a 30-minute meal break if they work more than five consecutive hours.

Breaks may be scheduled at staggered times to allow department coverage. If employees require a break at a time not specified above, they should speak to their immediate supervisor.

9.4 Work Hours

The regularly scheduled workweek shall consist of five (5) consecutive days, Monday through Friday, forty (40) hours per week. Other workweek hours may be established at the discretion of the Executive Director. The hours of work per day shall be:

- (1) 8:00 a.m. - 5:00 p.m.
- (2) 8:30 a.m. - 5:00 p.m.
- (3) 8:00 a.m. - 4:30 p.m.
- (4) 8:30 a.m. - 5:30 p.m.

The assignment of employees to (1), (2), (3) or (4) shall be at the discretion of the Executive Director or his/her designee.

Maintenance Personnel

The regularly scheduled workweek shall consist of five (5) consecutive days, Monday through Friday, forty (40) hours per week. The hours of work per day shall be 8:00 a.m.- 5 p.m.

Congregate Services Personnel

The regular workweek shall cover a seven (7) day operation. Full-time employees shall work up to forty (40) hours per week.

The workweek shall consist of the following shift: Sunday through Saturday, 8:30 a.m. - 5:30 p.m.

- (1) An employee's schedule shall provide two (2) twenty-four (24) hour periods of unscheduled work during the seven day cycle.
- (2) No regular shift shall exceed eight (8) hours per shift in a twenty-four (24) hour period.
- (3) When an employee is called in to work on a weekend during which the employee was not scheduled to work, the employee shall receive pay at the rate of one and one-half times the employee's regular rate of pay.

Because of the unique and special nature of this work, any of the duties performed by the Congregate Services Personnel may be carried out or supplemented by volunteers. However, such volunteers shall not be utilized for the purpose of denying employees overtime work, or for the sole reason of laying off any employees.

Security Personnel

The regular workweek shall cover a seven (7) day operation. Full-time employees shall work forty (40) hours per week on shifts to be established by the Executive Director.

- (1) An employee's schedule shall provide two (2) twenty-four (24) hour periods of unscheduled work during the seven day cycle.
- (2) No regular shift shall exceed eight (8) hours per shift in a twenty- four (24) hour period.
- (3) The parties recognize the need for flexibility in the scheduling of security personnel to their assigned duties.

10 Compensation

10.1 General Pay Information

The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

Certain deductions from employee pay shall be made in accordance with federal and state laws. In addition, HAGC makes available certain voluntary deductions as part of HAGC's benefits program. If an employee elects supplemental coverage under one of the HAGC's benefit plans, which requires employee contributions, the employee's share of the cost shall be deducted from his or her check each pay period. If the employee is not receiving a payroll check due to illness, injury, or leave of absence, he or she shall be required to pay the monthly cost directly to HAGC.

10.2 Overtime

Employees may be asked to work overtime on weekends or holidays or additional hours during the regular workday and are expected to comply with such requests.

Overtime compensation is paid to all nonexempt employees at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours per week.

If you are nonexempt, you must receive authorization from your manager before working overtime. After you have worked overtime, you must enter it on your time record no later than the day after it is accrued.

Overtime pay is based on actual hours worked. Time taken for lunch or dinner is not included as time worked for purposes of computing overtime. Time off on holidays, sick leave, vacation leave, and personal leave earned by the employee and then paid out by HAGC shall be factored in as hours worked when calculating overtime.

- A. The Executive Director may authorize overtime when he/she deems it necessary, but shall endeavor at all times to avoid requiring overtime work.
- B. When approved by the Executive Director, required overtime work may be compensated at regular time up to the end of the eighth hour in a given day, then time worked may be paid at the rate of one and one-half times the normal rate of pay for all hours paid for said day. When approved by the Executive Director, all time in excess of forty (40) hours per week may be compensated at the rate of one and one-half times the employee's regular rate of pay.
- C. Congregate services personnel shall be compensated by granting overtime for work exceeding eight (8) hours in any one twenty-four (24) hour period, or in excess of forty (40) hours per week, at the rate of one and one-half times the employee's regular

rate of pay. If a congregate employee is required to work on his or her scheduled day off, he or she shall receive overtime pay for that day.

- D. Overtime shall be paid with regular earned pay for the same pay period.
- E. Overtime shall be distributed as equally as possible among the employees within the same classification and area of program responsibility.

10.3 **Holiday Premium Pay**

- A. Premium pay shall be compensation for hours worked on an established holiday. An established holiday is any time between 12:01 a.m. and 11:59 p.m. (a 24-hour period) or any of the official days and official dates as set forth in the Union Contract. Premium pay shall be at two and one-half times the employee's regular hourly rate of pay for all hours worked. This paragraph shall not be interpreted in such a way as to require that any employee be paid three and one-half times the employee's regular hourly rate for holiday premium pay.
- B. The computation of premium holiday pay shall not be contingent upon the employee working forty (40) hours in one week as required by the one and one-half time provision of federal regulations.
- C. Employees in congregate services who are scheduled to work on a day that is a holiday and their regular day off shall be paid at the rate of two and one-half times their regular pay.

10.4 **Call-In Time**

If a non-Union employee is recalled to duty, he or she will be compensated for the call in time as approved by the Executive Director.

10.5 **Longevity**

Longevity payments shall be made each year to the employees hired prior to August 1, 2005 in accordance with the schedule outlined below, calculated in accordance with the employee's adjusted anniversary date. Payment shall be made on the first regular pay date after the employee's adjusted anniversary date. Payment shall be made in a separate check issued to eligible employees.

Calculations for longevity shall be based on the number of years completed and the preceding calendar year's annual base salary of the employee.

5 years, 1 day of employment	2% of annual salary
10 years, 1 day of employment	3% of annual salary
15 years, 1 day of employment	4% of annual salary
20 years, 1 day of employment	5% of annual salary

For time actually worked, any employee retiring during the course of the year who shall otherwise be entitled to longevity pay shall be paid on a prorated basis, said payment to be calculated in accordance with the employee's adjusted anniversary date. Employees who do not work the entire year for any

reason other than dismissal for just cause shall likewise be entitled to longevity pay on a prorated basis, said payment to be calculated in accordance with the employee's adjusted anniversary date.

Service time for purposes of determining eligibility for longevity payments shall be calculated in the same manner as service time for seniority purposes. In the context of longevity eligibility, the "adjusted anniversary date" shall be the same as the employee's seniority date. In calculating the seniority date and the adjusted anniversary date, no service time is awarded for the length of any unpaid leave or period of suspension.

These provisions as to longevity payments shall not apply to the Executive Director.

10.6 Pay Schedule

- A. **Determination of Rates.** For all employees, appropriate compensation rates shall be determined on the basis of local public practices. "Public practices" shall consist primarily of the compensation rates of governmental bodies similar to HAGC in size and scope of operation. However, with regard to the Executive Director, comparisons shall be made to comparable positions of size and responsibility in other housing authorities and board of education superintendents.
- B. **Salary Ranges.** A salary range shall be assigned to each position, and the rate of compensation for each employee shall be within the bracket established for his/her position. However, initial appointments will consider relevant education and previous work experience.
- C. **Periodic Pay Increases.** Employees whose services warrant shall be eligible to receive periodic increases, within their salary ranges, at the discretion of the Executive Director, subject to budgetary limitations.
- D. **Payday.** Payday shall be on the Wednesday following the preceding pay period which shall end at 12:00 midnight the preceding Sunday. If Wednesday shall be a legal holiday, payday shall be the preceding day.
 - Any overtime earnings shall be paid in the same pay period worked.
 - Employees can receive vacation pay in advance if taking five consecutive days, and that check will be distributed on the last payday preceding vacation. To be paid in advance, employees must notify their immediate supervisor one week before vacation begins so that a check can be prepared.
 - If a paycheck is lost or stolen, notify Human Resources or the Finance Department immediately.

10.7 Credit Union

All employees shall be entitled to participate, by payroll deduction and at no cost to HAGC, in the ABCO and South Jersey Public Employees Federal Credit Union. To participate, the employee shall file an application with ABCO or South Jersey Federal Credit Union.

10.8 Salary Deduction Policy for Exempt Employees

The FLSA, cited above, provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees. The FLSA also exempts certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a set salary basis, (receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis) as determined by federal law. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet the requirements of the FLSA and Department of Labor's regulations.

Circumstances in Which the Employer May Make Deductions from Pay

Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. Also, HAGC is not required to pay the full salary in the initial or terminal week of employment; for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made. If you believe that an improper deduction has been made to your salary, you should immediately report this information to Human Resources.

10.9 Timekeeping Rules for Non-Exempt Employees

In accordance with the FLSA, as described above, non-exempt employees are required to comply with the timekeeping rules below.

- Employees must keep an accurate record of all work hours in the manner designated by HAGC (e.g., handwritten time card, time clock, timekeeping computer program, etc).
- Employees must review the accuracy of their time records before submitting them to a supervisor for processing. If you need to make a change on your time records to correct an error, make the correction before you submit it for processing. When signing and submitting time records, employees are certifying that they are complete and that they accurately reflect all hours worked.
- Employees are responsible for maintaining their own time records. Do not allow another employee to sign in/out for you, and do not sign in/out for any other employee. Do not tamper with timekeeping equipment.
- Enter the exact time that you begin and end working on your time records. Record all breaks during which you are completely relieved from work duties if they exceed 20 minutes, including meal breaks. You should not be performing any work during your recorded breaks, as these entries may be deducted from your total work hours as non-compensable time off.
- You must obtain your immediate supervisor's approval before working over and above your regularly scheduled work hours. This includes time incurred before or after your regular shift, during unpaid meal breaks, or after hours at your home or another off-site location. If you do

perform any work outside of your regularly scheduled hours, you should record the time accurately on your time records.

- Your time records should include entries for time spent at mandatory, job-related training programs, lectures, or meetings.
- Do not carry over hours of work from one day to the next, or from one week to the next. Your time records should reflect the exact hours worked for each day indicated.

10.10 Special Circumstances for State and Local Employees

Under certain prescribed conditions, employees of state and local government agencies may receive compensatory time off at a rate of not less than one and one-half hours for each overtime hour worked instead of cash payment for overtime. Among other things, the regulations governing the use of compensatory time off (comp time) impose limitations on the accrual of comp time, conditions regarding the use of accumulated comp time, and requirements for “pay outs” of unused comp time.

All compensatory time accrued must be used by the end of the calendar year in which it is accrued unless an exception is made by the Executive Director. All compensatory time must be approved by completing a Paid Time Off Request form before the compensatory time may be utilized. You may get a Paid Time Off Request form from your immediate supervisor or Human Resources.

10.11 Work Eligibility Records

The federal government requires that no later than the first day of employment the employee must complete an employment eligibility verification form (I-9 Form), and show HAGC documentation proving their identity and eligibility to work in the United States.

If you have previously worked for HAGC, you need only provide this information if it has been more than three years since you last completed an I-9 Form for HAGC or if your current I-9 Form is no longer valid.

I-9 Forms are maintained separately from other personnel records and are treated as confidential to the extent possible.

10.12 Child Support Reporting Requirements

Federal and state laws require HAGC to report basic information about new employees, including the employee’s name, address, and social security number to a state agency designated as the State Directory of New Hires. The state collects this information in an effort to enforce child support orders. Please be advised that if the state determines that you owe child support, it will send HAGC an order requiring HAGC to withhold money from your paycheck to pay your child support obligations. HAGC is required to comply with such orders as a matter of federal and state law.

11 LEAVE

11.1 Bereavement Leave

- A. Employees shall be entitled to three (3) days leave (with pay) per incident for a death in the immediate family, as defined in Subparagraph C(1) below.
- B. Employees shall be entitled to two (2) days leave (with pay) per incident for a death in the family, as defined in Subparagraph C(2) below.
- C. Employees shall be entitled to the use, without penalty, of two (2) sick days per incident for a death of a relative other than those enumerated in Subparagraphs (1) and (2).

- | | |
|-----------------|------------------|
| (1) a. Mother | (2) a. Sister |
| b. Father | b. Brother |
| c. Spouse | c. mother-in-law |
| d. Child | d. father-in-law |
| e. Foster child | e. Grandmother |
| f. Stepchild | f. Grandfather |
| g. Stepmother | g. Grandchild |
| h. Stepfather | |

- D. At the request of the employee and at the discretion of the Executive Director, an employee may, in connection with the death of a Subparagraph C(1) individual, request an additional two (2) days bereavement leave, to be charged against sick leave.
- E. At the request of the employee and at the discretion of the Executive Director, an employee may, in connection with the death of a Subparagraph C(2) individual, request an additional three (3) days bereavement leave, to be charged against sick leave.

11.2 Impact of Unpaid Leave on Health and Retirement

Leaves of Absence without pay affect the health plan and retirement plan in accordance with the rules and regulations of the New Jersey Division of Pensions.

11.3 Procedure for Requesting Unpaid Leave

All requests for unpaid leave made by an employee shall be submitted to the Executive Director or his/her designee in writing for approval at least thirty (30) days in advance and must be approved prior to taking the unpaid leave time. The Executive Director may deny such requests if circumstances warrant same.

11.4 Family and Medical Leave Rights

Basic Leave Entitlement

Employees may be eligible for an unpaid family and medical leave under the federal Family and Medical Leave Act ("FMLA"). Employees also may be eligible for family and/or medical leave pursuant to the New Jersey Family Leave Act ("FLA"). In order to be eligible for such leave, employees must have: one (1) year of service with HAGC; and, at least 1,000 hours of work (for New Jersey leave) and 1,250 hours of work (for Federal leave) during the previous twelve (12) months and is employed at a worksite where 50 or more employees are employed by the employer within 75 miles of the worksite (for Federal leave). Eligible employees may receive up to twelve (12) weeks of leave per year (FMLA) or twelve (12) weeks every twenty-four (24) months (FLA).

“Eligible” employees may be eligible for leave for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee’s job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on covered active duty or called to covered active duty status in the Armed Forces (including the National Guard or Reserves) may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a family member who is a covered service member during a single 12-month period.

A covered service member is:

- A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, or is in outpatient status, or is on the temporary retired list, for a serious injury or illness.
- A veteran who is undergoing medical treatment, recuperation or therapy, for a serious injury or illness and who was a member of the Armed Forces (including the National Guard or Reserves) at any time during the five years preceding the date of medical treatment, recuperation or therapy.

A serious injury or illness is:

- In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) that may render the member medically unfit to perform the duties of the member’s office, grade, rank or rating.
- In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the five years preceding the date of medical treatment, recuperation or therapy, a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) that manifested itself before or after the member became a veteran.

Benefits and Protections

During FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay,

benefits, and other employment terms. The employee will not continue to accrue vacation, sick or personal days for the period of leave under this section.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or HAGC may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with HAGC's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with HAGC's normal call-in procedures.

Employees must provide sufficient information for HAGC to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform HAGC if the requested leave is for a reason for which FMLA leave was previously taken or certified. The period of leave must be supported by a physician's certificate. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

HAGC must inform employees requesting leave whether they are eligible under FMLA. The notice must specify any additional information required as well as the employees' rights and responsibilities.

HAGC must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If HAGC determines that the leave is not FMLA-protected, HAGC must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for HAGC to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against HAGC.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires HAGC to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

For additional information: 1-866-4USWAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor/Employment Standards Administration/Wage and Hour Division

11.5 New Jersey Paid Leave Law

The state's Temporary Disability Insurance ("TDI") program provides eligible employees with up to six weeks of partially paid leave in a 12-month period to care for a seriously ill child, spouse, parent, domestic partner or civil union partner or to bond with a new child. Employees seeking coverage under this program are required to file for disability benefits supported by a medical certification when applicable.

See attached NJ Temporary Family Disability Leave Policy of HAGC in Appendix B.

11.6 Jury Duty

Employees are encouraged to serve on jury duty and fulfill their civic obligations. Employees who are scheduled for jury duty must provide documentation of the jury duty summons to their immediate supervisor immediately.

Employees shall be granted paid leave for actual time served when summoned for jury duty or when subpoenaed as a witness in a trial or other legal hearing. HAGC shall not interfere with an employee's statutory obligation to perform jury duty. If excused or released from jury duty, employees are expected to return to work promptly.

11.7 Time Off From Work In Connection With Court Cases

HAGC recognizes that an employee might be subpoenaed or otherwise required to serve as a witness in a court case or arbitration. If employees are called to serve as a witness, employees should notify their immediate supervisor as soon as possible.

Unless otherwise required by state or local law, employees called to testify will not be paid for the time they are away from work as a result of their participation in a court case or arbitration, but may use available vacation and personal days to cover their time away from work.

11.8 Military Leave

The Uniformed Service Employment and Reemployment Rights Act, USERRA, protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

Reemployment Rights

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed services and:

- You ensure that HAGC receives advance written or verbal notice of your service;
- You have five years or less of cumulative service in the uniformed services while with HAGC;
- You return to work or apply for reemployment in a timely manner after conclusion of service; and
- You have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

Right to be Free From Discrimination

If you:

- Are a past or present member of the uniformed services;
- Have applied for membership in the uniformed services; or
- Are obligated to serve in the uniformed services;

then HAGC may not deny you:

- Initial employment;
- Reemployment;
- Retention in employment;
- Promotion; or
- Any benefit of employment because of this status.

In addition, HAGC may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

Health Insurance Protection

- If you leave your job to perform military service, you have the right to elect to continue your existing HAGC health plan coverage for you and your dependents for up to 24 months while in the military.
- Even if you do not elect to continue coverage during your military service, you have the right to be reinstated in HAGC's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

Enforcement

- The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.
- For assistance in filing a complaint, or for any other information on USERRA, contact VETS at **1-866-4-USA-DOL** or visit its website at **<http://www.dol.gov/vets>**. An interactive online USERRA Advisor can be viewed at **<http://www.dol.gov/elaws/userra.htm>**.
- If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice for representation.
- You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

The rights listed here may vary depending on the circumstances.

New Jersey State Law

Additionally, state law provides that employees who are members of the U.S. reserves are entitled to 30 days of paid leave per year when called to federal active duty. Employees who are members of the state organized militia are also entitled to 90 days of paid leave per year when called to federal or state active duty.

11.9 NJ SAFE ACT “NJ Security & Financial Empowerment Act”

The New Jersey Security and Financial Empowerment Act (“NJ SAFE Act”), P.L. 2013, c.82, provides that certain employees are eligible to receive an unpaid leave of absence, for a period not to exceed 20 days in a 12-month period, to address circumstances resulting from domestic violence or a sexually violent offense. To be eligible, the employee must have worked at least 1,000 hours during the immediately preceding 12-month period. Further, the employee must have worked for HAGC for each working day during each of 20 or more calendar workweeks in the then-current or immediately preceding calendar year.

Leave under the NJ SAFE Act may be taken by an employee who is a victim of domestic violence as that term is defined in N.J.S.A. 2C:25-19, or a victim of a sexually violent offense, as that term is defined in N.J.S.A. 30:4-27.6. Leave may also be taken by an employee whose child, parent, spouse, domestic partner, or civil union partner is a victim of domestic violence or a sexually violent offense.

Leave under the NJ SAFE Act may be taken for the purpose of engaging in any of the following activities as they relate to an incident of domestic violence or a sexually violent offense:

- 1) Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's child, parent, spouse, domestic partner or civil union partner,
- 2) Obtaining services from a victim services organization for the employee or the employee's child, parent, spouse, domestic partner, or civil union partner,
- 3) Obtaining psychological or other counseling for the employee or the employee's child, parent, spouse, domestic partner or civil union partner,
- 4) Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety from future domestic violence or sexual violence or to ensure the economic security of the employee or the employee's child, parent, spouse, domestic partner or civil union partner,
- 5) Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's child, parent, spouse, domestic partner, or civil union partner, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence or sexual violence; or
- 6) Attending, participating in or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the employee or the employee's child, parent, spouse, domestic partner, or civil union partner, was a victim.

12 HIPAA

12.1 HIPAA Privacy and Security Compliance

HAGC is committed to safeguarding and protecting the privacy and security of its applicants', employees' and customers' "protected health information" as defined by HIPAA.

"Protected health information" includes individually identifiable information, maintained or transmitted through any medium, relating to an individual's past, present, or future physical or mental health or healthcare. Health information is considered "individually identifiable" if it either identifies a person by name or creates a reasonable basis to believe the individual could be identified (through identifiers such as address, social security number, dates of service, telephone number, email address, or vehicle identification number).

It is the policy of HAGC to ensure the confidentiality, integrity, and availability of protected health information entrusted to HAGC by its applicants, employees and customers by protecting protected health information from unauthorized access, alteration, deletion, or unauthorized transmission and to ensure their physical security. Employees and managers of HAGC cannot at any time access, use, or disclose to any person or entity, any protected health information of HAGC's applicants, employees or customers, except as necessary and authorized in the course of their duties and responsibilities with HAGC. Similarly, employees and managers are prohibited from making any unauthorized transmission, alteration, deletion, or unauthorized access of protected health information. Such unauthorized transmission includes, but is not limited to, removing and/or transferring protected health information in HAGC's computer system to an unauthorized location.

It is the policy of HAGC to take all reasonable steps to prevent security breaches with respect to protected health information and to notify all affected individuals when their protected health information is breached. Employees of HAGC must notify their immediate supervisor of any suspected or actual

breaches of protected health information and support HAGC in meeting its obligations in the event a breach occurs.

These privacy and security obligations apply regardless of the manner in which the employee or manager acquires the protected health information, whether it was communicated verbally, in writing, electronically, or in any format, and regardless of whether it was communicated directly to the individual or intended for his/her access.

The unauthorized access, use, disclosure, alteration, deletion, or unauthorized transmission of protected health information in violation of this policy may subject you to disciplinary action up to and including termination of employment.

12.2 HIPAA Portability Rights

If you should terminate your health plan coverage, you may need to provide evidence of your prior coverage in order to enroll in another group health plan, to reduce a waiting period in another group health plan, or to get certain types of individual coverage. This policy describes certain protections available to you under the Health Insurance Portability and Accountability Act (HIPAA) when changing your health insurance coverage. If you should have any questions regarding your HIPAA portability rights, please contact Human Resources.

Right to get special enrollment in another plan. Under HIPAA, if you lose your group health plan coverage, you may be able to get into another group health plan for which you are eligible (such as a spouse's plan), even if the plan generally does not accept late enrollees, if you request enrollment within 30 days. (Additional special enrollment rights are triggered by marriage, birth, adoption, and placement for adoption.)

Therefore, once your coverage ends, if you are eligible for coverage in another plan (such as a spouse's plan), you should request special enrollment as soon as possible.

Prohibition against discrimination based on a health factor. Under HIPAA, a group health plan may not keep you (or your dependents) out of the plan based on anything related to your health. Also, a group health plan may not charge you (or your dependents) more for coverage, based on health, than the amount charged a similarly situated individual.

Right to individual health coverage. Under HIPAA, if you are an "eligible individual," you have a right to buy certain individual health policies (or in some states, to buy coverage through a high-risk pool) without a preexisting condition exclusion. To be an eligible individual, you must meet the following requirements:

- You have had coverage for at least 18 months without a break in coverage of 63 days or more;
- Your most recent coverage was under a group health plan (which can be shown by your Certificate of Group Health Plan Coverage);
- Your group coverage was not terminated because of fraud or nonpayment of premiums;
- You are not eligible for COBRA continuation coverage or you have exhausted your COBRA benefits (or continuation coverage under a similar state provision); and
- You are not eligible for another group health plan, Medicare or Medicaid, and do not have any other health insurance coverage.

The right to buy individual coverage is the same whether you are laid off, fired, or quit your job. Therefore, if you are interested in obtaining individual coverage and you meet the other criteria to be an eligible individual, you should apply for this coverage as soon as possible to avoid losing your eligible individual status due to a 63-day break.

State flexibility. This policy describes minimum HIPAA protections under federal law. States may require insurers and HMOs to provide additional protections to individuals in that state.

For more information. If you have questions about your HIPAA rights, you may contact your state insurance department or the U.S. Department of Labor, Employee Benefits Security Administration (EBSA) toll-free at 1-866-444-3272 (for free HIPAA publications ask for publications concerning changes in health care laws). You may also contact the CMS publication hotline at 1-800-633-4227 (ask for "Protecting Your Health Insurance Coverage"). These publications and other useful information are also available on the Internet at: <http://www.dol.gov/ebsa>, the DOL's interactive web pages - Health Elaws, or <http://www.cms.hhs.gov/hipaa1>.

13 EMPLOYEE BENEFITS

13.1 Employee Benefits Policy

Employees are entitled to a wide range of benefits. A number of the benefit programs -- such as Social Security, workers' compensation, state disability, and unemployment insurance -- cover all employees as required by law.

Eligibility for most other benefits depends upon a variety of factors, including employee classification. The Human Resource Administrator can identify the programs for which you are eligible. You can find the details of many of these programs in separate written summaries. For more information, contact Human Resources.

All benefit programs require contributions from employees. HAGC reserves the right to add, amend, modify or terminate any employee benefit plans or programs.

- All full-time employees shall be entitled to health benefits on the first day of the month following sixty (60) days after said employee's date of hiring. The healthcare program shall be selected by HAGC.
- All non-Union employees of HAGC shall receive additional medical benefits substantially similar to its Union employees, except that HAGC shall contribute on behalf of said non-union employees the sum agreed upon in the Union Contract for the applicable year.
- Should the cost for providing said additional coverage exceed the amount mentioned above, then and in that event, each individual employee shall be responsible for payment of the excess with said funds to be deducted from the employee's pay on a pro-rated basis throughout the year.

13.2 COBRA

The right to continuation coverage for group health plan benefits was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you when you would otherwise lose your group health coverage. It can also become available to other members of your family who are covered under the group health plan when they would otherwise lose their group health coverage. For additional information about your rights and obligations under the group plan and under federal law, you should review the plan's Summary Plan Description (SPD) or contact Human Resources.

What is COBRA Continuation Coverage?

COBRA coverage is a continuation of plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." Specific qualifying events are described below. After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the plan is lost because of the qualifying event. Under the plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you lose your coverage under the plan because either one of the following qualifying events happens:

- Your hours of employment are reduced, or
- Your employment ends for any reason other than your gross misconduct.

The spouse of an employee will become a qualified beneficiary if he/she loses coverage under the plan because of any of the following qualifying events:

- The employee/spouse dies;
- The employee/spouse's hours of employment are reduced;
- The employee/spouse's employment ends for any reason other than his or her gross misconduct;
- The employee/spouse becomes entitled to Medicare benefits (under Part A, Part B, or both); or
- The individual becomes divorced or legally separated from the employee/spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the plan because any of the following qualifying events happen:

- The employee/parent dies;
- The employee/parent's hours of employment are reduced;
- The employee/parent's employment ends for any reason other than his or her gross misconduct;
- The employee/parent becomes entitled to Medicare benefits (Part A, Part B, or both);
- The parents become divorced or legally separated; or
- The child stops being eligible for coverage under the plan as a "dependent child."

Sometimes, filing a proceeding in bankruptcy under title 11 of the United States Code can be a qualifying event. If a proceeding in bankruptcy is filed with respect to your employer sponsoring the plan, and that bankruptcy results in the loss of coverage of any retired employee covered under the plan, the retired employee will become a qualified beneficiary with respect to the bankruptcy. The retired employee's spouse, surviving spouse, and dependent children will also become qualified beneficiaries if bankruptcy results in the loss of their coverage under the plan.

When is COBRA Coverage Available?

The plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, commencement of a

proceeding in bankruptcy with respect to the employer, or the employee becoming entitled to Medicare benefits (under Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event.

You Must Give Notice of Some Qualifying Events

For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), **you must notify the Plan Administrator within 60 days, unless the Plan specifically allows a longer notice period, after the qualifying event occurs.**

How is COBRA Coverage Provided?

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, the employee's becoming entitled to Medicare benefits (under Part A, Part B, or both), divorce or legal separation, or a dependent child's losing eligibility as a dependent child, COBRA continuation coverage may last for up to a total of 36 months. When the qualifying event is the end of employment or reduction of the employee's hours of employment, and the employee became entitled to Medicare benefits less than 18 months before the qualifying event, COBRA continuation coverage for qualified beneficiaries other than the employee lasts until 36 months after the date of Medicare entitlement. For example, if a covered employee becomes entitled to Medicare 8 months before the date on which his employment terminates, COBRA continuation coverage for his spouse and children can last up to 36 months after the date of Medicare entitlement, which is equal to 28 months after the date of the qualifying event (36 months minus 8 months). Otherwise, when the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage generally lasts for only up to a total of 18 months. (Note: If the qualifying event is the end of employment or reduction in hours due to the employee's active military service, alternative continuing coverage may be available for up to 24 months under a separate law - the Uniformed Services Employment and Reemployment Rights Act. Ask the Plan Administrator for qualification requirements and additional information about this benefit.) There are two ways in which this 18-month period of COBRA continuation coverage can be extended:

(1) Disability extension of 18-month period of continuation coverage

If you or anyone in your family covered under the plan is determined by the Social Security Administration to be disabled and you notify the Plan Administrator in a timely fashion, you and your entire family may be entitled to receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of continuation coverage. You must notify the Plan Administrator of the Social Security Administration's determination within 60 days of the date of the determination.

(2) Second qualifying event extension of 18-month period of continuation coverage

If your family experiences another qualifying event while receiving 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage, for a maximum of 36 months, if notice of the second qualifying event is properly given to the Plan. This extension may be available to the spouse and any dependent children receiving continuation coverage if the employee or former employee dies, becomes entitled to Medicare benefits (under Part A, Part B, or both), or gets divorced or legally separated, or if the dependent child stops being eligible under the Plan as a dependent child, but only if the event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred. You must notify the Plan Administrator of the second qualifying event within 60 days of the date of the event.

How much does COBRA continuation coverage cost?

Generally, each qualified beneficiary may be required to pay the entire cost of continuation coverage. The amount a qualified beneficiary may be required to pay may not exceed 102 percent (or, in the case of an extension of continuation coverage due to a disability, 150 percent) of the cost to the group health plan (including both employer and employee contributions) for coverage of a similarly situated plan participant or beneficiary who is not receiving continuation coverage. The required payment for each continuation coverage period for each option is described in this notice.

If You Have Questions

Questions concerning your Plan or your COBRA continuation coverage rights should be addressed to the contact or contacts identified below:

Human Resource Administrator
100 Pop Moylan Blvd.
Deptford, NJ 08096
856-845-4959 ext. 217

For more information about your rights under ERISA, including COBRA, the Health Insurance Portability and Accountability Act (HIPAA), and other laws affecting group health plans, contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit the EBSA website at www.dol.gov/ebsa. (Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's website.)

13.3 Medical Insurance

HAGC reserves the right to change insurance carriers or plans. However, the coverage to be provided shall be substantially equivalent to the prior plan.

13.4 Life Insurance

Life insurance is provided to all full time employees at three times the annual salary.

13.5 Workers Compensation

Employees who suffer job related injuries and illnesses may be entitled to medical expenses, lost income and other compensation under the New Jersey Workers Compensation Act. If you become ill or injured, please get medical attention at once.

Employees must also report the details to their immediate supervisor immediately and complete a report for every injury, no matter how small, to keep the coverage in force and to get any benefits or other compensation to which the employee may be entitled. Failure to do so may jeopardize your claim.

13.6 Unemployment Compensation

The law provides unemployment compensation benefits to protect workers from economic hardship due to a loss of employment. A terminated employee who is unable to secure new employment may file a claim for unemployment compensation. An employee may be eligible for unemployment compensation if he/she was terminated for reasons other than misconduct, as defined by state law. Generally, employees who voluntarily resign without "good cause" are not eligible for benefits.

When an employee files a claim for unemployment compensation, HAGC is required to provide a written statement detailing the circumstances or reasons for the employee's termination. HAGC will also be asked whether payment of unemployment compensation is opposed. The answer provided by HAGC may determine the employee's eligibility for benefits. If either party disagrees with the initial determination with respect to coverage, an appeal can be made. A formal hearing is held in the event that there is an appeal.

14 Vacation & Holidays

14.1 Holidays

For a schedule of paid holidays, employees must refer to the annual holiday schedule issued by the Human Resource Administrator.

A holiday shall be celebrated on the day nationally designated as the day observed. Holidays which fall within an employee's vacation period shall be charged to holiday pay and credit given to unused vacation time.

Employees shall receive any holiday, which is declared by the President of the United States or the Governor of the State of New Jersey, or as otherwise provided in the Union Contract.

If a holiday falls on an employee's regular day off, said employee shall be entitled to regular pay for the number of hours normally worked.

14.2 Personal Days

Employees shall receive three (3) personal days per year, non-cumulative. No employee shall be entitled to a personal day during the first ninety (90) days of employment. A personal day shall be requested, in writing, no later than two (2) working days prior to the personal day requested. Approval of this request may be denied by the Executive Director, or his/her designee, should adequate staff be unavailable to cover the shift/work. In the event of an emergency, an employee may call in to request a personal day,

and the two-day notice provision may be waived at the discretion of the Executive Director or his/her designee.

In the event that a permanent employee leaves employment by termination or otherwise prior to the end of the employee's first calendar year of employment, and the employee has used more personal days than the employee would have been entitled to use based on such days accruing at the rate of 1/3 of one personal day per calendar month of employment, then the wages paid for the personal days so used shall be deducted from the employee's last paycheck.

14.3 Sick Days

Sick leave for purposes herein is defined to mean absence of any employee from duty because of personal illness which prevents him or her from doing the usual duties of his or her position or exposure to contagious disease.

- A. Sick leave may be used for a short period of emergency attendance upon a member of the employee's immediate family (as defined) who is ill and requires the presence of the employee. Immediate family shall include spouse or minor child and relatives in the same household.
- B. If an employee is absent for three (3) consecutive working days for any reason, said employee shall present proof of illness from employee's doctor stating that he or she is able to resume normal duties without restriction.
- C. When an illness of a chronic or recurring nature is causing occasional absences, one proof of illness shall be required per thirty (30) day period. The proof of illness must specify the nature of the illness and that it is likely to cause absences from employment during a thirty (30) day period.
- D. Failure to provide medical evidence will result in denial of sick leave benefits, and the time involved during which the employee was absent shall be charged against vacation time. HAGC reserves the right to have the employee examined by a physician of HAGC's choice when an apparent pattern of leave abuse exists, to ascertain whether or not such employee is in fact ill and unable to perform his or her duties. Should the employee refuse to submit to an examination, or after the examination it is determined that such employee could have performed his or her regular duties, then HAGC shall charge the absence against the employee's accrued vacation leave. If there is no vacation leave accrued, the employee will not be compensated for this period, and the employee shall be considered absent without leave and subject to applicable disciplinary action.
- E. Any violation of Sections C, D, or E above may result in the disallowance of sick leave and possible further disciplinary action.
- F. No employee shall be entitled to any sick time unless he or she has been employed by HAGC for ninety (90) consecutive days. At the end of ninety (90) consecutive days of employment, said employee shall be entitled to sick leave, retroactive to the date of commencement of his or her employment accrued.
- G. If an employee has exhausted all sick leave, then at the employee's option, said employee shall use vacation time. However, sick leave shall not be construed as vacation.
- H. At the end of each calendar year, each employee shall have the option to accrue all unused sick leave or to sell back to HAGC one-half of such unused sick leave, not to exceed six (6) days per year. HAGC will buy back sick time in full-day increments only. At no time will sick time fall below one (1) full day as a result of the employee choosing the sick time buy back option. Payment of any unused sick time sold back to HAGC shall be paid to the employee on the second pay period of November at the current hourly rate of pay in effect at the time of payment. In no event shall HAGC be obligated to pay more than fifty percent (50%) of accumulated sick leave at the time of retirement or termination.

All employees shall be entitled to the following sick leave:

Sick	Year 1	10 days
	Year 2 plus	15 days

14.4 **Vacation**

A. Full-time employees of HAGC shall be entitled to the following annual vacation with pay:

Year 1	6 days
Year 2 - 5	10 days
Year 5 - 7	15 days
Year 7 - 20	20 days
Year 20 plus	25 days

Eligible employees working fewer than 37.5 hours per week shall receive vacation leave on a prorated basis based on their regular work week.

- B. All employees shall file a written request for annual vacation leave. The request shall be on a form provided by HAGC and shall be delivered to the Executive Director or his/her designee at least fifteen (15) days prior to the proposed start of said leave when said leave is for five (5) working days or more, and at least five (5) working days prior to the proposed start of said leave when said leave is for fewer than five working days, except in the case of an emergency, when less notice may be permitted in the discretion of the department head.
- C. Where in any calendar year the vacation leave or any part thereof is not used, such vacation periods shall be granted and shall accrue during the next succeeding year only or shall be lost.
- D. Upon termination of employment, an employee shall be paid for all accumulated vacation at the hourly rate of pay in effect at the time of termination.
- E. Departments must be adequately staffed to serve the needs of HAGC at all times, generally requiring that no more than thirty (30%) of workers per department be absent at any one time.

Acknowledgment

I acknowledge that I have received the HAGC Personnel and Travel Policy and that I have read and understand the policies.

I understand that this Personnel and Travel Policy represents only current policies and benefits, and that it does not create a contract of employment. HAGC retains the right to change these policies and benefits, as it deems advisable.

Unless expressly proscribed by statute or contract, my employment is "at-will." I understand that I have the right to terminate my employment at any time, with or without cause or notice, and that HAGC has the same right. I further understand that my status as an "at-will" employee may not be changed except in writing and signed by the Executive Director.

I understand that the information I come into contact with during my employment is proprietary to HAGC and accordingly, I agree to keep it confidential, which means I will not use it other than in the performance of my duties, or disclose it to any person or entity outside HAGC. I understand that I must comply with all of the provisions of the Personnel and Travel Policy to have access to and use HAGC resources. I also understand that if I do not comply with all provisions of the Personnel and Travel Policy, my access to HAGC resources may be revoked, and I may be subject to disciplinary action up to and including termination.

I further understand that I am obligated to familiarize myself with HAGC's safety, health, and emergency procedures as outlined in this Personnel and Travel Policy or in other documents.

Signature

Date

Print Name

RESOLUTION #16-58

**RESOLUTION AUTHORIZING AND APPROVING,
REDESIGNATION OF TARGET VOUCHERS FOR VETERANS**

HOUSING AUTHORITY OF GLOUCESTER COUNTY

WHEREAS, the Housing Authority of Gloucester County ("HAGC") operates a Section 8 Housing Choice Voucher Program for extremely low and very low income families in Gloucester County; and

WHEREAS, the HAGC realizes there is a need to expand affordable housing for Veterans in Gloucester County; and

WHEREAS, the HAGC, by way of Resolution 03-64, previously authorized the Resolution reserving of up to five Section 8 Housing Choice Vouchers for Homeless Veterans in its participating community; and

WHEREAS, the HAGC, by way of Resolution 16-33, previously authorized the application of Veterans Affairs Supportive Housing (VASH) based Vouchers for Homeless Veterans; and

WHEREAS, HAGC realizes the unmet housing needs of the population of Gloucester County Veterans not deemed "homeless" and desires to assist the needs of this population; and

WHEREAS, HAGC desires to make the five Section 8 Housing Choice Vouchers available for all eligible Veterans in its participating community, not just "Homeless" Veterans.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the Housing Authority of Gloucester County may re-designate the Target Vouchers for Veterans in its participating community and remove the requirement of "homelessness".

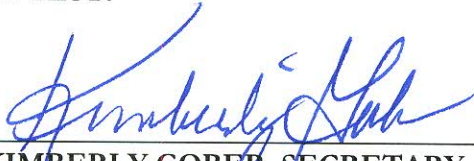
ADOPTED at a Meeting of the Housing Authority of Gloucester County, held on the 27th day of July, 2016.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:



KIMBERLY GOBER, SECRETARY

DATED: JULY 27TH, 2016

RESOLUTION #16-59

**RESOLUTION ACCEPTING AND APPROVING
AUDIT FOR PERIOD
JANUARY 1, 2015 TO DECEMBER 31, 2015
AS PREPARED BY BOWMAN & COMPANY
HOUSING AUTHORITY OF GLOUCESTER COUNTY**

WHEREAS, the Housing Authority of Gloucester County is a certified Public Housing Authority and authorized to act in said capacity relative to the United States Department of Housing and Urban Development; and

WHEREAS, the United States Department of Housing and Urban Development requires an audit of its activities; and

WHEREAS, said audit must be performed by a Certified Public Accountant not having any interest direct or indirect in the Authority such as a family relationship with PHA members or officials or any other related activity and said audit may not be performed by the Fee Accountant; and

WHEREAS, the firm of Bowman & Company has performed an audit for HAGC for the FY 2015 as attached hereto and made a part hereof; and

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of Gloucester County that FY 2015 Audit prepared by Bowman & Company has been reviewed by the Board of Commissioners and is hereby accepted as presented; and

BE IT FURTHER RESOLVED that copies of the FY 2015 Audit shall be submitted to the Department of HUD and other parties as required by law.

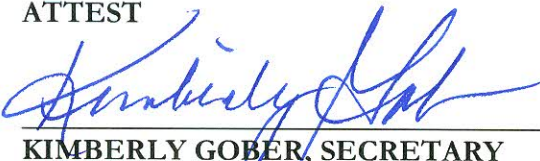
ADOPTED at a meeting of the Housing Authority of Gloucester County, held on the 27th day of July, 2016

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST


KIMBERLY GOBER, SECRETARY

DATE: JULY 27TH, 2016

RESOLUTION #16- 60

**RESOLUTION IMPLEMENTING THE OFFICE OF MANAGEMENT AND
BUDGET (OMB) GUIDANCE ON GOVERNMENT WIDE UNIFORM
ADMINISTRATIVE REQUIREMENTS, COST PRINCIPALS AND AUDIT
REQUIREMENTS IN A
SALARY ALLOCATION POLICY**

WHEREAS, The Department of Housing and Urban Development, the Office of Management and Budget (OMB) has issued a requirement concerning the recording of salaries and budgets (2 CFR 200-430(i)); and

WHEREAS, it is the purpose of this Policy to provide a manner in which to distribute/allocate workers' salaries among the various programs within the Housing Authority of Gloucester County as required; and

WHEREAS, the Housing Authority of Gloucester County wishes to amend all HUD Assisted or Insured Housing Policies Plans to Include a Salary Allocation Policy ; and

THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that an amendment be added to all HUD Assisted or Insured Housing Policies Plans to include a Salary Allocation Policy, as required the Office of Management and Budget (OMB) in 2 CFR 200-430 (i) effective date July 27, 2016, as attached hereto and made a part hereof, be and hereby is adopted.


ADOPTED at a Meeting of the Housing Authority of Gloucester County, held on the 27th day of July, 2016

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY
DATED: JULY 27TH, 2016

HOUSING AUTHORITY OF GLOUCESTER COUNTY

SALARY ALLOCATION POLICY



General:

It is the purpose of this policy to provide a manner in which to distribute/allocate workers' salaries and fringe benefits among the various programs within the Housing Authority. The primary objective is to charge each program logically, equitably and unambiguously their share of salaries along with payroll taxes and benefits in correlation to the time worked on the programs.

The Office of Management and Budget (OMB) has issued new requirements concerning the recording of salaries and benefits. 2 CFR 200.430(i) "Compensation – personal services" states that "Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed." Various methodologies are permitted to arrive at the allocations; however there should be appropriate documentation to support allocations made. This policy provides for those methodologies along with the requiring of documentation to support it.

When an employee is assigned primarily to one project or program, then subsequently their paid time off, proportionate taxes and benefits are charged to that same project. Consequently, if an employee is assigned to more than one project or program, their paid time off, proportionate taxes and benefits are distributed in the same allocation as their work.

PROJECT ASSIGNMENTS:

For Staff assigned duties from their supervisor, the supervisor will need to submit a project assignment form identifying the effective date, the employee(s), and the percentage of time, if any, that each employee is assigned to each project. Supervisors submitting such assignments shall be required to sign all submissions.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

PROJECT ASSIGNMENT

PRINT LEGIBLY

INSTRUCTIONS: PLEASE INDICATE BELOW THE PERCENTAGE (%) OF TIME EACH EMPLOYEE IS ASSIGNED TO WORK AT A PROJECT, IF ZERO LEAVE BLANK. (NOTE: A HALF-HOUR IN AN 8-HOUR SHIFT IS 6.25%)

EFFECTIVE DATE: _____ PAGE _____ OF _____ DEPARTMENT: _____

PROJECT ↓	PROJECT ASSIGNMENTS																
	PHCC	PHF	CAR	DEP	CAP	ROSS	FSS	EHO	HCV	MR	SH	CP	GC	PM	SF	GLASSBORO	
EMPLOYEE NAME ↓	PH CENTRAL OFFICE	PH SCATTERED SITES	CARINO PARK	DEPTFORD PARK	PH CAPITAL GRANT	ROSS GRANT	FAMILY SELF-SUFFICIENCY	EXPANDED HOUSING	HOUSING CHOICE VOUCHER	MOD REHAB	SENIORS HOUSING	COLONIAL PARK	GHDC	NANCY J. ELKS BLDG	SHEPHERD FARM	HOUSING CHOICE VOUCHER	GLASSBORO PUBLIC HOUSING
1.																	
2.																	
3.																	
4.																	
5.																	
6.																	
7.																	
8.																	
9.																	
10.																	

I certify that the employees listed above have been assigned to the projects as presented herein. Furthermore, any re-assignments to be made in the future will be promptly reported.

MANAGEMENT'S SIGNATURE: _____ TITLE: _____ DATE: _____

FILE THIS FORM WITH THE FINANCE DEPARTMENT

PROJECT ↓	PHCC	PHF	CAR	DEP	CAP	ROSS
EMPLOYEE NAME ↓	PH CENTRAL OFFICE	PH SCATTERED SITES	CARINO PARK	DEPTFORD PARK	PH CAPITAL GRANT	ROSS GRANT
1. John Doe			100%			
2.						

SPECIALIZED EMPLOYEE ALLOCATIONS:

Accounts Receivable-- The allocation is based on the distribution of rent collections/rent charges/rental units per project managed.

Accounts Payable -- The allocation is based on the distribution of checks written per project/program.

Purchasing -- The allocation is based on the POs and RFP/Bids generated per project/program. With the RFP/Bids given 5 times more weight due to:

1. Advertising
2. Compiling all components of the RFP or Bid
3. Reviewing Bids along with regulatory compliance
4. Organizing Contract paperwork & Set-up Contract Record
5. Ongoing Monitoring

MIT/IT Personnel -- The allocation is based on program computers in operation by staffed employees and the projects they represent.

Property Management -- The allocation is based on the units per project which they manage.

Occupancy Specialist -- The allocation is based on the units per project, with special weight given to the additional work for files that have additional oversight and administrative functions involved.

Human Resources-- The allocation is based on the entire HAGC staff's percentage allocated to the projects/programs.

Administrative Personnel-- The allocation is based on the distribution of Available Units both "Administered" in the Section 8 Programs and those "Managed" in all projects by the HAGC. Certain weight shall be factored into the calculation to account for the additional overhead and direct time utilized in Managed projects over and above the Section 8 programs. These items include among others: Routine Maintenance, Energy Management, Structural Management (Capital Grants and Replacement Reserves), Tenant Collections, etc.... Consideration will also be given to projects with additional administrative burdens dealing with the NJHMFA, such as required prior contract approvals, purchase approvals, insurance approvals, as well as additional reporting. In addition a factor will be added for Tenant Support, which encompasses the overall administration and reporting for programs such as ROSS and Congregate for the benefit of the tenants.

The Administrative staff in this category includes the Executive Director, Financial staff, Assistant to the Executive Director and Administrative personnel.

A quarterly review of the time and corresponding payroll expenses allocated shall be performed by the Finance Director and /or designee with the Administrative Staff.

TIME SURVEYS:

For those employees who are not assigned to projects or programs and an allocation plan cannot be determined, they **may** be required to keep track of their daily time on a Daily Time Survey form.

PHS

HAGC FINANCE DEPARTMENT - DAILY TIME SURVEY

NAME: _____

DATE: _____

INSTRUCTIONS: MARK AN "X" IN ONLY ONE CATEGORY YOU SPENT THE MOST TIME WORKING IN, FOR EACH TIME SLOT WORKED. ENTER THE COLUMN TOTALS AT THE BOTTOM.

FUND	HOUSING AUTHORITY OF GLOUCESTER COUNTY											SHDC	CPLP	GCHDC	PMO	SFO	GLASSBORO	
	PHCC	PHF	CAR	DEP	CAP	ROSS	CON	EHO	HCV	MR	SH	CP	GC	PM	SF	HCV	PH	
TIME SLOT	HA BOARD	PH CENTRAL OFFICE	PH SCATTERED SITES	CARLINO PARK	DEPTFORD PARK	PH CAPITAL GRANT	ROSS & FIS	CONCRETE GATE	EXPANDED HOUSING	HOUSING CHOICE VOUCHER	MOD RENAS	SENIORS HOUSING	COLONIAL PARK	GCHC	NANCY J. ELKIE BLDG	SHEPHERD FARMS	HOUSING CHOICE VOUCHER	PUBLIC HOUSING
7:00-7:15																		
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5:30-5:45																		
5:45-6:00																		
AFTER 6																		
COL TOTAL																		
LEAVE BLANK																		

EMPLOYEE SIGNATURE: _____



DON'T FORGET TO SIGN.