

# NELSON HOUSING AUTHORITY

## PERSONAL

## POLICIES & PROCEDURES



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## **PROHIBITION OF DISCRIMINATION**

Discrimination against any person in recruitment, appointment, training, promotion, retention or any other personnel action, because of political or religious opinions or affiliations, or because of race or age or sex or handicap, in conformity with applicable laws, or national origin, marital status or unnecessary exposure to unequal treatment is prohibited.



## **EMPLOYEE SELECTION**

Nelson Housing Authority endorses the philosophy of equal opportunity and treatment and does not discriminate among applicants of employees on the basis of race, color, religion, sex, national origin, political affiliation, marital status, age or handicap. Applicants or employees capable of performing the duties of a position or job classification may not be discriminated against because of a physical or mental disability.

## **SAFETY FIRST**

Safety is important to the Nelson Housing Authority and to you. Accidents cost the Nelson Housing Authority money through property loss, lost time from work and increased insurance costs. All employees are expected to participate in safety programs and meetings, promote safety awareness, bring forth safety suggestions, wear protective equipment as provided and follow safety rules.

Each employee will be evaluated on safety activities and recorded in their performance review. Failure to follow safety rules or using poor safety judgment can result in disciplinary action and termination of employment.

## **WORK WEEK**

The Nelson Housing Authority has set the following hours for employees.

Executive Director/Administrator designated office hours are 30 hours per week, 4 days per week, and to set your hours with a one-hour lunch break at noon.

Maintenance Employee will work 22 hours a week.

You may be given two 15-minute breaks during each work day.





## PERSONNEL RECORDKEEPNG

Each Nelson Housing Authority is responsible for maintaining a personnel file for each employee. These files are confidential and are available only to the employees to whom they pertain and to the elected official or department head. The Executive Director/Administrator, as the designated office for maintenance of the personnel files, also have access to the files.

Employees may request to review their personnel files at any time during normal working hours.

The Nelson Housing Authority will maintain the following required records.

1. Individual vacation and sick leave records.
2. Copies of employee's performance report(s), with employee's signature, shall be maintained according to the City' s policy.
3. Copies of all personnel transaction forms pertaining to individual employees.
4. Copies of documents initiated by the employee that affect pay (W-4's, authorized deductions,
5. Current status information: address, telephone number, marital status, and number of dependents.
6. Former employee's personnel files may be destroyed five years after the employee's separation date (in accordance with Records management records retention and disposal schedule). A brief file or information card shall be retained by the department containing employees' dates of employment and rates of pay.

Documentation (including performance reports) which reflects unfavorably on an employee or former employee shall not be placed in their personnel file without their knowledge. If documentation is used for disciplinary purposes, employee should acknowledge the documentation by signing it. If the employee refuses to sign the documentation, the person responsible for preparing the documentation should so note that on it.



## RECRUITMENT AND JOB ADVERTISING POLICY

All recruitment and job advertising policies employed by the Nelson Housing Authority shall reflect equal opportunity laws and requirements.

### PROCEDURES

1. Job Description. Before advertising, a clearly defined job description will be prepared. All requirements listed in the job description will relate directly to regular successful job performance. Here are some examples:
  - a. You may specify that new employees must be skilled truck drivers, equipment operators, or the like. But you may not require that only men are eligible for such jobs.
  - b. If the job requires continual heavy lifting or the use of physical strength, you may advertise and select on that basis, even though the requirement might effectively exclude women and many minority persons. However, if the job requires heavy lifting for only 30 minutes per week, or less than the courts have held, then the employer should be able to schedule around the requirement, as women and minorities would be excluded from a job they could otherwise be qualified for.
  - c. Height and weight standards often eliminate women and minorities from many jobs for which they would otherwise qualify in terms of skills, intelligence and experience. Law enforcement jobs have often had such requirements. The courts have held that such requirements are usually incidental to performance and not bon fide direct requirements.
  
2. Job Advertising. It is recommended that each appointed official make public all jobs that become vacant to ensure a wide pool of applicants. The advertisement shall list job title, shift work requirements, and other key information in order to ensure that all applicants are aware of all factors. Finally list the closing date for applications of the advertisement.
  - a. Full-time positions shall be advertised at least 1 time in a local newspaper. Posting in a conspicuous place in the Nelson Housing Authority will be adequate for part-time positions.
  - b. Closure date for receipt of applications or resumes for vacant positions shall be due not less than 7 days from date of first advertisement of posting.
  - c. The Department Head for the division which has a vacant position may screen resumes to obtain the most suitable candidates for personal interview. Interview process shall not discriminate.
  - d. All employment information not listed as public record shall be confidential and not released without prior permission of employee.
  - e. Hiring of in-mediate family members shall be in compliance with Nebraska laws as amended. (See S49-1499.01 and S49-1425.



## **CRITERIA FOR EMPLOYEE SELECTION**

All appointed officials shall ensure that all applicants hired possess the necessary knowledge, abilities and skills to perform the job applied for and shall develop a selection device to the uniformly administered prior to making a final hiring decision.

Applicants hired to positions as a result of falsifying or omitting information concerning their qualifications or work history may be terminated.

### **PHYSICAL**

As a prerequisite to employment and continued employment with Nelson Housing Authority, applicants and employees may be required to pass a physical. Any job offer made in instances where the physical is required is contingent upon the applicant passing the physical. Failure to provide accurate of complete medical information to the doctor will be considered grounds for dismissal.

### **EMPLOYMENT OF RELATIVES**

It is the policy of the Nelson Housing Authority to hire the most qualified applicants available for job openings. However, because of potential inter-family conflicts in a department, the following policy restrictions will apply when hiring relatives of current employees:

1. Hiring of relatives is at the discretion of each appointed official. See Section 491499.01, Revised Statutes of the State of Nebraska 1943.

### **VACATION LEAVE**

If you are a permanent employee you are entitled to vacation leave and begin accumulating and earning leave on your first day of employment.

Employees earn equal to 15 working days' vacation annually.

Vacation leave can be taken as it is earned. Application for vacations should be made in advance and is subject to supervisory approval. Vacation leave is provided for the mutual benefit of the employee and the Nelson Housing Authority.

Holidays occurring during the employee's vacation leave do not count as vacation time and are not deducted from the employee's vacation record.

The vacation leave account of each employee shall be balanced as of December 31 of each year. Each employee shall be entitled to have accumulated as of December 31 of each calendar year in the number of hours of vacation leave earned during that calendar year. Can carry over up to 5 days/year but must be used in the next calendar year. No accrual over 5.

If you leave Nelson Housing Authority for any reason, you will be paid for any unused vacation leave earned.



### **SICK LEAVE**

The purpose of sick leave is to provide a benefit to those eligible employees who are unable to attend work due to short term illness or injury. It may also be used in conjunction with a long term medical leave of absence to provide some measure of income protection for extended illness or disabilities.

Sick leave will be considered a bona fide illness or injury for reasons other than illness or injury arising out of and in the course of city employment.

### **ACCURAL AND ACCUMULATION**

1. Employees will accrue sick pay benefits at a rate of twelve (12) working days per year.
2. Accrued, unused, sick leave days in excess of five (5) working days shall be forfeited.

### **GENERAL PROCEDURE**

1. When unable to report to work, the employee must notify his/her immediate supervisor as early as possible, except in an obvious emergency. During absence due to illness, the employee must notify his/her supervisor daily of their progress and expected date of return.
2. Employees shall be entitled to utilize earned sick leave for treatment for drug or alcohol addiction, injury, pregnancy or sickness which renders an employee incapable of performing his/her required job duties, for medical and dental care or for exposure to contagious disease under circumstances in which the health of other employees or the public would be endangered by the employee's attendance duty.
3. Sick pay will be paid only for approved absences and for time when the employee would normally be scheduled to work.
4. Employees on sick leave may be required to submit a physician's certificate at their own expense if requested by the official prior to returning to work.
5. Sick leave shall be denied when an employee is known to be abusing sick leave privileges.
6. Sick leave shall not be used as vacation leave, however, upon written request, vacation pay may be used to continue compensation during illness when all sick pay has been exhausted.
7. Sick leave may be granted by the department head when illness of, or injury to a member of the immediate family requires the employee's presence. The seriousness of the illness or injury should be considered when determining the number of days of sick leave to be granted. For purposes of this paragraph, immediate family shall mean spouse, children, including step or adopted children, mother, father, and mother and father of the spouse. Grandchildren are included only if hospitalized.
8. All sick leave shall expire on the date of separation.





## **OTHER LEAVES OF ABSENCE**

### **I. Personal Leave**

The employee will be allowed five (5) days for Personal Leave each year. Days not used will not carry over to the following year.

## **HOLIDAYS**

The following holidays and others, when declared by the City Councilmembers, shall be paid holidays for employee and shall be observed on dates or days indicated.

- (1) New Year's Day - January 1
- (2) Martin Luther King, Jr's birthday - 3<sup>rd</sup> Monday in January
- (3) President's Day - 3<sup>rd</sup> Monday in February
- (4) Arbor Day - last Friday in April
- (5) Memorial Day - last Monday in May
- (6) Independence Day - July 4
- (7) Labor Day – 1<sup>st</sup> Monday in September
- (8) Columbus Day - 2<sup>nd</sup> Monday in October
- (9) Veterans Day - November 11
- (10) Thanksgiving Day
- (11) Day After Thanksgiving
- (12) Christmas Day - December 25

(City Office Closes 12:00 P.M. December 24)

When a holiday falls on a Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, it shall be observed on the following Monday.

## **PAY INFORMATION**

Pay day for all other employees will be the first working day of the month with pay checks available to the employee any time after 1 p.m. on that day.

## **FILING PAY CLANS**

Employees are responsible for the timely filing of required time sheets.

All time sheets for the Maintenance Employee are due in the office of the Executive Director/Administrator.

## **RATE DETERMINATION & JOB DESCRIPTION**

The Position you hold has been evaluated according to the type of work performed and the amount of the responsibility. An employee will receive their job description upon hire. In addition, other job descriptions may be provided, upon request, to city employees in order to ensure an equitable pay rate based on comparison with jobs of similar duties and ability requirements.



## **WORKER'S COMPENSATION BENEFITS**

All employees of the Nelson Housing Authority, whether full-time or part-time, shall receive workers' compensation benefits if injured on the job, or if he/she contracts an employment-related disease. Such benefits shall not be received if the employee was willfully/negligent at the time of injury or under the influence of drugs or alcohol.

It is important for all employees report all such incidents to their supervisor immediately for proper medical attention but no later than five (5) working days of injury so that the appropriate forms may be completed.

Eligibility for workers' compensation benefits is determined on the basis of an accurate report of the incident, given to a supervisor as soon as practical.

If the employee is determined to be disabled and unable to work due to a work-related injury, the employee will be compensated at an amount determined by the workers' compensation laws in effect at the time of your injury or disability.

Medical expenses incurred in the treatment of an injury or illness determined to be work related will be paid upon receipt of documented medical statements supporting the claim.

Among other benefits available under worker's compensation are rehabilitation, total and partial disability allowances, and death benefits. Such benefits shall not be received if the employee was willfully negligent at the time of the injury.

## **TRAVEL EXPENSES**

Reimbursement will be made only for travel expenses strictly essential to the transaction of the Nelson Housing Authority business. This includes mileage, and all meals.

## **TRAININGS**

The Nelson Housing Authority will pay for all training and certifications.

