

Housing Authority of Travis County

502 East Highland Mall Blvd.,
Suite 106-B
Austin, Texas 78752

T : (512) 480-8245
F : (512) 480-8248
W : www.hatctx.com

HATC Action Item 6A
March 2, 2017

Resolution No. HATC-2017-03: To Amend the personnel policy for changes and updates.

WHEREAS, Current personnel policy contained redundancies and inconsistencies throughout; and

WHEREAS, Compensatory time accrual and usage of such time was lenient and created higher risk to the Agency; and

WHEREAS, Exempt and non-exempt employee classifications were outdated and inconsistent with current job titles;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of HATC hereby:

1. Approves Resolution No. HATC-2017-03,
2. Authorizes the CEO/Executive Director to execute all necessary documents and extensions.

Passed and approved the 2nd day of March 2017.



John Hernandez, Chair, Board of Commissioners

Attested and approved as to form:



Patrick B. Howard, CEO/Executive Director



Housing Authority of Travis County

502 East Highland Mall Blvd.,
Suite 106-B
Austin, Texas 78752

T : (512) 480-8245
F : (512) 480-8248
W : www.hatctx.com

HATC Action Item 6A
March 2, 2017

Resolution No. HATC-2017-03: To Amend the personnel policy for changes and updates.

Background Information:

Staff has been reviewing the personnel policy in an effort to make it more consistent with applicable laws and regulations and to clarify inconsistencies and redundancies throughout the policy. Proposed changes address specific sections within Chapter three (3) and four (4) of the personnel policy.

Proposed changes specifically include: reduction of compensatory time accrual limitations for non-exempt employees and the expiration of such accrual; formal communication of performance standards and expectations; and updates to exempt and non-exempt employee classifications. Additionally, changes are proposed to eliminate compensatory time for exempt employees, but rather adding discretionary time to be allotted at the discretion of the Executive Director.

Requested Action:

Consideration and appropriate action regarding Resolution No. HATC-2017-03, To approve Resolution No. HATC 2017-03: To Amend the current personnel policy.

Alternate Option:

The Board of Commissioners could elect to Not Amend the personnel policy.

Fiscal Impact:

See Attachment A

Attachments:

A. Personnel Policy Updates

Prepared by:

Jenilee Ramirez, *Director of Finance and Administration*

Approval:



Patrick B. Howard, *CEO/Executive Director*

The Housing Authority of Travis County
Personnel Policy

3.6 SCHEDULE FOR EXEMPT/NON EXEMPT POSITIONS

Non-exempt employees, whose work is typically non-supervisory, non-managerial, and do not require professional level knowledge, skills or abilities, are entitled to overtime pay under the Fair Labor Standards Act.

Exempt employees ordinarily perform work where the primary requirements are supervisory, managerial, higher-level administrative functions, or include professional knowledge, skills, and abilities, and are paid on a salary basis. An exempt employee is not entitled to additional pay for overtime hours.

A. Exempt employees by job titles:

- Executive Director
- Director of Finance and Administration
- Director of Housing Operations
- Assistant Director of Housing Operations
- Assistant Director of Finance and Administration
- Director of Real Estate Development

B. Non-Exempt employees by job titles:

- Housing Specialists
- Housing Inspector
- Maintenance Lead
- Maintenance Technician
- Assistant Maintenance Mechanic
- Administrative Assistant/Receptionist
- Executive Assistant
- Bookkeeper

3.7 EMPLOYMENT OF TEMPORARY EMPLOYEES

A temporary employee may not continue to work for more than six consecutive months, unless approved in advance, by the Executive Director. Temporary employees may be full time, part time or seasonal. Temporary employees are not eligible for benefits unless required by law, or expressly granted by the Executive Director, and within the approved budgetary limitations.

3.8 HOURS OF WORK

- A. **Hours** Work hours are 8:00 a.m. to 5:00 p.m., unless different hours are required to provide desired services. All employees are expected to observe assigned work hours. Unless approved for a flexible work schedule by the Executive Director.
- B. **Attendance** Employees are required to be at their place of work in accordance with work schedules established by their supervisor, unless excused by their supervisor. Any employee who fails to report to work, is habitually tardy, leaves the workplace without proper authorization, misuses leave, or fails to properly report his/her absence is subject to disciplinary action or termination.
- C. **Flex Time** Workdays can be defined to begin at other 8 a.m. and to end at other than 5 p.m., so long as 40 hours are worked and not exceeded in a workweek. Flex time must be approved by the Executive Director or department directors prior to its occurrence. A lunch break must be at least thirty (30) minutes each day.
- D. **Overtime** When operating requirements or other needs cannot be met during regular working hours, employees may be asked or will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive the supervisor's or Executive Director's prior authorization. Non-exempt employees will receive overtime pay at the rate of one and on-half (1 ½) times their regular hourly wage for hours worked over forty (40) hours in one (1) week. If, during that week, the employee is away from the job because of a job-related injury, paid holiday, jury duty, vacation day, or paid sick time, those hours not worked are not counted for the purpose of computing eligibility for overtime pay.

The Housing Authority of Travis County Personnel Policy

- E. **Compensatory Time** Non-exempt employees may be given compensatory time in lieu of overtime wage payments in accordance with the rules and regulations of the Fair Labor Standards Act. Compensatory time is permitted only with the prior approval of the Executive Director or employee's supervisor. Compensatory time is defined as all work performed by an exempt employee in excess of 40 hours in any week for which the employee will receive paid time off. If, during that week, the employee is away from the job because of a job-related injury, paid holiday, jury duty, vacation day, or paid sick time, those hours not worked are not counted for the purpose of computing eligible compensatory time. This time is to be accumulated at the rate of one-and-a-half (1-1/2) times the number of hours worked in excess of 40 hours.
- F. **Discretionary Time** Exempt employees may be allowed discretionary time off. Approval of such time is in the discretion of the employee's immediate supervisor. Such time off is allowed to permit rest and recovery when an employee has worked for extended periods beyond the employee's usual schedule. Employees do not accrue or earn, and have no entitlement to, discretionary time off; the amount of time taken is determined on a case by case basis in the discretion of the immediate supervisor. Requests for the use of discretionary time off must have the prior approval of the immediate supervisor.

3.9 EMPLOYEE TRAINING

To meet individual and organizational needs, it is the policy of the Housing Authority to provide training and development opportunities to encourage high quality performance, to prepare employees for new or increased responsibilities, and to extend opportunities for individual growth, promotion, development, and self-fulfillment. The employee and immediate supervisor will work on an *Employee Development Plan* to assist the employee in reaching their development goals. As well as, conduct training, and identify resource persons and/or programs with the intention of increasing employee efficiency and effectiveness. The Housing Authority of Travis County strives to hire and retain quality employees and believes that succession planning, as well as employee development are an important aspect of retaining a quality staff. (See *Appendix a, Employee Development Plan Form*)

The Housing Authority of Travis County will accomplish this retention of quality staff by;

- A. Promoting eligible qualified staff to new and vacant positions.
- B. Cross train employees where possible.
- C. Utilize the employee development to prepare qualified and eligible employees for promotions or other job opportunities with the Housing Authority of Travis County.
- D. Offer educational assistance as provided for in the Housing Authority of Travis County Personnel Policy.
- E. Provide training opportunities to employees to enhance their performance in their job.

3.10 EDUCATION POLICY

Employees requesting time off from work to attend classes must receive approval from the Executive Director. Employees must make arrangements with the Executive Director or their supervisor to make up the time outside of normal work hours or to receive a reduction in pay equal to the number of hours missed. Class attendance must not interfere in any way with the accomplishment of Housing Authority responsibilities. The Housing Authority may pay tuition for off-duty work related education when approved by the Executive Director, if approved budgetary provisions and limitations have been established.

3.11 DRESS CODE

All office personnel who have contact with the public will strive to dress and appear as professional people. When the manner of one's dress and condition of personal hygiene interferes with professionalism, the supervisor is responsible for correcting the situation.

The Housing Authority of Travis County Personnel Policy

- A. Employees shall report to work in clean clothing each workday. The following suggestions are for those working indoors:
 1. No immodest or unconventional manner of dress
 2. No T-shirts, tennis shoes, track shoes or hiking shoes
- B. The dress code for those employees working primarily outdoors are considered separately from those who work primarily indoors, except for the items listed.

Maintenance employees will be required to wear safety type shoes and long pants, as uniforms are provided. Exceptions may be made by the Executive Director for special events and designated casual days.

3.12 ADMINISTRATIVE SUSPENSION

During investigation, hearing, or trial of an employee on any civil case or criminal charge, an employee may be suspended by the Executive Director for the duration of the proceedings when the suspension would be in the best interest of the Housing Authority. The suspension shall terminate within ten days after the completion of the case for which the employee was suspended; either by resignation or dismissal of the employee, or by reinstatement of the employee with full recovery of all pay, or other appropriate action as determined by the Executive Director.

The Housing Authority of Travis County Board of Commissioners may review the process and procedure utilized by the Executive Director when an administrative suspension is ordered. (*See Section 9.3, Grievance Policy*)

3.13 PROMOTION/DEMOTION/REASSIGNMENT

The Executive Director is authorized to make promotion, demotion and reassignment. Personnel decisions, made on the basis of skills, abilities, and demonstrated performance by Housing Authority employees so that Housing Authority employment is attractive to the highest qualified personnel and to enable the Authority to accomplish its goals and objectives.

- A. **Promotion** occurs when an employee accepts the offer of a job assigned to a higher classification, requiring higher qualifications and greater responsibility, than the one previously held. A promotion is accomplished after careful and thorough review of an employee's qualifications, previous work history and demonstrated performance and shall take effect as soon as is practical. Each employee who is promoted receives an appropriate increase in pay at the time of promotion and shall serve a six-month probationary period in their new position. Any employee who fails to complete their probationary period with satisfactory performance is demoted to the pay level held prior to promotion and re-assigned commensurate duties.
- B. **Demotion** occurs when an employee is placed in a job assigned to a lower classification due to performance. Demotion of any employee is accomplished at any time an employee fails to satisfactorily carry out the duties established for the position. Upon which time the Executive Director will determine the amount of the pay adjustment.
- C. **Reassignment/Lateral move** occurs when an employee moves from one position to another. The reassignment may be within the same classification range or lower classification, resulting in an adjustment in pay. A lateral move is a move within the same classification. A request for this type of reclassification can be made by an employee. The Executive Director may also initiate the reassignment when such action is deemed to be in the best interest of the Housing Authority.
- D. **Progressive Discipline** occurs when an employee violates the work rules or when an employee's performance does not meet expected and communicated performance standards. The employee's direct supervisor or the Executive Director provides feedback through verbal and/or written communication to the employee in an effort to correct the problem. Continued violations and/or failure to adhere to the progressive discipline recommendations by an employee could result in demotion and/or termination.

3.14 RESIGNATION

To resign in good standing, an employee of The Housing Authority of Travis County shall submit their resignation in writing through their supervisor to the Executive Director at least 10 working days before the

The Housing Authority of Travis County Personnel Policy

- C. Any revisions to timesheets will need to be resubmitted no later than the subsequent Monday after the pay period ends. Must be submitted with a new original employee signature through his/her supervisor for signature approval and/or by the Executive Director or his/her designee, in the event the supervisor is not available.
- D. Leave request will need to be submitted for any time documented on the time sheet as "time used", i.e.: Sick, Annual, etc. All leave requests are to be submitted in a timely manner and approved, as described in (*Section 5.0, Employee Benefits, see subsections for various leave type*)
- E. Both the Daily Time Keeper and Leave Request Forms are available for electronic use on Microsoft Excel to provide accurate timekeeping and convenience to all employees.

4.5 GARNISHMENT OF WAGES

The administration office, upon receipt or written documentation from the claimant, will follow court orders concerning garnishment of an employee's wages.

4.6 OVERTIME, COMPENSATION AND ON CALL

Overtime and Compensatory Time is based on hours worked in excess of forty (40) hours per workweek. If, during the work week, the employee is away from the job because of a job-related injury, paid holiday, jury duty, vacation day, or paid sick time, those hours are not counted for the purpose of computing eligibility for overtime pay.

Rates and methods of compensation for administrative employees are fixed or established by The Housing Authority, except as otherwise mandated by the Fair Labor Standards Act. The Act established minimum wages, overtime pay and record keeping requirements for "non-exempt" employees. Accordingly, all position in the Administrative Salary schedules have been organized as either "Non-Exempt or "Exempt".

Non-Exempt Employees

Non-Exempt administrative employees shall receive, at their option, either paid wages or compensatory time at the rate of 1.5 times their wages or hours exceeding 40 hours worked, respectively, for one hour of overtime worked.

Maintenance Employees

All maintenance employees are required to work overtime when necessary as determined by supervisors or the Executive Director. Maintenance workers have the option of requesting pay for overtime work or compensatory time for overtime work. Hours for overtime pay or compensatory time shall be computed at 1 and 1/2 times the number of overtime hours worked. Compensatory time off must be taken within 30 days from the day it is earned.

Accrual and use of Compensatory Time: Compensatory time must be used within one month of accrual, or it is lost. No person may carry a balance of more than 24 hour of unused compensatory time. Employees will use any compensatory time to their credit before being authorized annual leave. Compensatory time will be taken only if prior approval from the Executive Director or the employee's supervisor is obtained.