

HATC Action Item 4B
October 4, 2018

Resolution No. HATC-2018-011: To Amend the HATC *Personnel Policy* for changes and updates.

WHEREAS, The current *Personnel Policy* contains redundancies and inconsistencies throughout; and

WHEREAS, related to employee monetary increases; and merit pay; and cost of living adjustments; and

WHEREAS, As of 4 October 2018, with Board Approval will be offered and service/benefit to all HATC staff.

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

1. Approves Resolution No. HATC-2018-11,
2. Authorizes the CEO/Executive Director to execute all necessary documents and extensions.

Passed and approved the 4th day of October 2018.



Ann Denton, Chair, Board of Commissioners

Attested and approved as to form:



Patrick B. Howard, CEO/Executive Director

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Resolution No. HATC 2018-11: 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 clarify inconsistencies and redundancies throughout the document, in addition to adding new language related to expanded programs and opportunities. Proposed changes, in addition to the correction of minor errors, includes the addition of language pertaining to incentive pay, merit pay, and cost of living adjustments and the like based on recommendations from Woollard Nicholas and Associates.

Requested Action:

Consideration and appropriate action regarding **Resolution No. HATC-2018-11: To Amend the Personnel Policy for changes and updates**

Alternate Option:

The Board of Commissioners could elect to Not Authorize HATC staff to amend the Personnel Policy for changes and updates

Fiscal Impact:

N/A

Attachments:

- A. Resolution No. HATC-2018-11
- B. Summary of HATC Personnel Policy changes

Prepared and Approved by:



Patrick B. Howard, *CEO/Executive Director*

Attachment A

Summary of HATC Personnel Policy changes

4.2 MONETARY INCREASES

~~A. Merit increases are based solely on performance criteria; no raises are given for longevity.~~

~~A.C. Pay for performance, which is based on your overall performance as rated per the Employee Performance Evaluation. (See Appendix B, Performance Evaluation Form.)~~

B. Pay adjustments respond to competitive markets, and the availability of funds in the Housing Authority budget.

~~C. Pay for performance, which is based on your overall performance as rated per the Employee Performance Evaluation. (See Appendix B, Performance Evaluation Form.)~~

CD. All monetary increases listed above are subject to the final approval of the Executive Director.

ED. Cost of living adjustments may be awarded based on availability of funds with approval from the Board of Commissioners.

E. Incentive pay is a one-time bonus that may be awarded to all employees based on availability of funds. This pay and the methodology for determining amount are to be approved by the Board of Commissioners.

F. Additional incentive pay for exceptional performance or unique circumstances may be recommended by the Executive Director for an individual employee and is subject to the approval by the Board of Commissioners.