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CLINTON HOUSING DEVELOPMENT COMPANY

PERSONNEL POLICY AND PROCEDURES

By Resolution of the CHDC Board of Directors,

Adopted 9/10/81

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FOREWORD BY JOE

INTRODUCTION

Nature of Employment

Employment with Clinton Housing Development Company, Inc. (CHDC) is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, CHDC may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this Handbook are not intended to be construed to constitute contractual obligations of any kind or a contract of employment between CHDC and any of its employees. The provisions of the Handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or canceled-at any time, at CHDC's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Human Resources Manager/Senior Management.

RECEIPT OF MANUAL

The Personnel Policy and Procedure Manual (the “Manual”) describes important information about Clinton Housing Development Company (CHDC) and I understand that I should consult the Human Resources Manager regarding any questions not answered in the Handbook.

I have entered into my employment relationship with CHDC voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or CHDC can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the policy manual may occur, except to the policy of employment-at-will. I understand that revised information may supersede, modify or eliminate existing policies. Only the Human Resources Manager/Senior Management has the ability to adopt any revisions to the policies in this Manual.

Furthermore, I acknowledge that this Manual is neither a contract of employment nor a legal document. I have received the Manual, and I understand that it is my responsibility to read and comply with the policies contained in it and any revisions made to it.

EMPLOYEE NAME: _____

POSITION/TITLE: _____

EFFECTIVE DATE: _____

MANUAL RECEIVED: CHDC – Personnel Policy and Procedures Manual

Employee Signature

Date

Human Resources Manager

Date

1 BACKGROUND AND VALUES

In this Section.....

1.1 MISSION STATEMENT

1.2 CORE VALUES

1.3 VISION STATEMENT

1.4 PERSONNEL POLICY & PROCEDURE MANUAL

1.5 EMPLOYMENT AT-WILL

1.6 EQUAL EMPLOYMENT OPPORTUNITY

1.7 ANTI-HARASSMENT

1.8 CODE OF ETHICS

1.1 MISSION STATEMENT

Clinton Housing Development Company (CHDC) builds community by preserving and creating high quality, permanently affordable housing in the Clinton/Hell's Kitchen and Chelsea neighborhoods on the West Side of Manhattan. We integrate community, cultural and green spaces into developments and provide consulting services for larger community initiatives.

We collaborate with neighborhood and citywide stakeholders in both the public and private sectors. CHDC developments promote diversity and economic integration by respecting and valuing the people, history and physical character of the community.

1.2 CORE VALUES

Community

We believe in cultivating community through collaborative efforts that promote diversity and honor the history of our neighborhood.

People

We respect each individual and encourage participation in the community

Quality

We are committed to the thoughtful design of beautiful, high-quality, durable housing and green spaces that elevate daily life and inspire pride in our community.

Innovation

We work with others to develop creative, flexible solutions to preserve and improve our community.

Sustainability

We are committed to ensuring the integrity and stability of our community by making choices that enhance social, economic and environmental sustainability

1.3 VISION STATEMENT

Vibrant, sustainable communities with ample permanently affordable housing.

1.4 PERSONNEL POLICY & PROCEDURE MANUAL

The purpose of the Handbook is to provide all employees with information and guidelines about current work place policies, benefits and procedures. Each employee should become familiar with the manual and keep it available for reference.

This manual is a guide and not a contract and it supersedes any and all prior manuals as well as any oral statements that may be contrary to any statements contained in this manual.

CHDC may change or terminate the practices, policies or benefits at any time, without prior notice and at its sole discretion. If CHDC revises any information contained herein, CHDC will make every effort to advise its employees of all changes as soon as it is practical. Where benefit plans are concerned, the terms of the policy or plan will control.

1.5 EMPLOYMENT AT-WILL

This Handbook **DOES NOT CONTAIN A PROMISE** by (CHDC) concerning employment matters. CHDC remains free to change rates of pay and all working conditions in its discretion without prior notice except as mandated by law. Employment with CHDC is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, CHDC may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

This handbook is not a contract of employment and nothing contained in it should be seen as inconsistent with employment-at-will doctrine.

1.6 **EQUAL EMPLOYMENT OPPORTUNITY**

No applicant for employment or employee will be discriminated against because of race, color, creed, age, national origin, alienage or citizenship status, gender (including gender identity), sexual orientation, disability, marital status, partnership status, unemployment status, arrest or conviction record, or status as a victim of domestic violence, stalking, or a sex offense concerning any employment decision, including but not limited to recruitment, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, lay-off and termination and all other terms and conditions of employment.

This equal opportunity commitment embraces all aspects of the employment relationship, such as recruitment and employment, promotion or job upgrading, job transfer, selection for training opportunities, salary administration, and termination.

All violations of this policy will result in discipline, up to and including termination of employment.

All employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate Supervisor or any other appropriate member of management or human resources.

1.7 **ANTI-HARASSMENT**

1.7.1 **Statement of Policy**

CHDC is committed to a collegial work environment in which all individuals are treated with respect and dignity. Each individual should be able to work in a professional atmosphere that prohibits sexual harassment, as well as harassment on the basis of any protected characteristic, such as race, gender/gender identity, religion, national origin, age, disability, sexual orientation or marital status.

1.7.2 **Definition of Harassment**

Harassment constitutes discrimination and may be unlawful under federal, state and local laws. Sexual harassment, as defined in Equal Employment Opportunity Commission guidelines, includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. However, CHDC's policy prohibits inappropriate and/or offensive conduct that may not be severe enough to satisfy the legal definition of sexual harassment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances; subtle or overt pressure for sexual favors; sexual jokes; innuendos; advances or propositions; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling, touching, pinching, physical assault, coerced sexual acts, or suggestive, insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

This kind of behavior is unacceptable at the workplace and in any work-related setting outside the workplace such as during business trips, court appearances and business-related social events.

No representative of CHDC, and no supervisor or any other employee, has the authority to request or demand compliance with unwelcome or offensive conduct, sexual or otherwise, in return for any job, assignment, continued employment, compensation, promotion or other term or condition of employment. Supervisors and managers have no authority to retaliate against any individual for

failure to comply with such demands or requests. Any such demand or request, and any such retaliation or attempted retaliation, constitutes a very serious violation of this policy.

It also is essential to understand that even if a person in a senior or supervisory position and a person in a less senior position, including employees, or coworkers, were to voluntarily consent to enter into a romantic or sexual relationship, this might lead to unforeseen complications. The respect and trust accorded a more senior/supervisory person by a less senior employee, as well as the power held by the senior or supervisory person in evaluating or otherwise supervising the less senior person could diminish the extent to which the less senior person feels free to choose. Therefore, each CHDC representative and employee should be aware of the possible risks of even an apparently consensual romantic or sexual relationship. Any representative or employee of CHDC who enters into a romantic or sexual relationship with another representative or employee is required to advise the Human Resources Manager of the relationship. With this in mind, CHDC may, at its discretion, reassign or rearrange reporting functions or other roles of parties engaged in a consenting relationship to avoid potential problems for the individual(s) and/or CHDC.

Harassment of a non-sexual nature also is strictly prohibited. No person is permitted to harass any other person affiliated with CHDC on the basis of any protected characteristic, such as race, religion, national origin, age, disability, sexual orientation or marital status, gender and gender identity check all polices for language

1.7.3 Individuals Covered Under the Policy

This policy applies to all applicants, employees, supervisors, and representatives of CHDC, whether related to conduct involving fellow employees, supervisors, or representatives, and also to persons not directly connected to CHDC (e.g., an outside vendor, consultant, client).

1.7.4 Complaint Procedure

CHDC encourages individuals who believe they are being harassed to notify promptly the offender that his or her behavior is unwelcome. Often, this action alone will resolve the issue. If for any reason an individual does not wish to confront the offender directly, or if such a confrontation does not successfully end the harassment, the individual should meet with the Human Resources Manager and the Director of Operations. Staff members reporting directly to the Director of Operations, should meet with the Human Resources Manager and Executive Director.

1.7.5 Notification to CHDC

As noted above, any individual who believes she or he has been, or may have been the victim of sexual harassment or believes she or he has witnessed or learned of sexual or other harassment, should discuss this concern with the Human Resources Manager and the Director of Operations. Staff members reporting directly to the Director of Operations, should meet with the Human Resources Manager and Executive Director.

1.7.6 Timeliness in Reporting Harassment

CHDC encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Therefore, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of sexual harassment.

1.7.6.1 Investigatory Process: Any reported allegations of sexual harassment will be investigated promptly. The investigation may include individual interviews with parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have relevant knowledge

1.7.6.2 Confidentiality: The complaint and investigation will be handled with sensitivity, and confidentiality will be maintained throughout the investigatory process, to the extent

practical and appropriate under the circumstances, in light of the important privacy of interests of all concerned, as well as the need to determine what occurred.

- 1.7.6.3 **Protection against Retaliation:** Retaliation against an individual for reporting sexual harassment or assisting in providing information relevant to a claim of sexual harassment is a serious violation of this policy and will be treated with the same strict discipline as would the harassment itself. Acts of retaliation should be reported immediately and will be promptly investigated.
- 1.7.6.4 **Responsive Action:** Conduct determined to violate this policy will be dealt with appropriately. Responsive action may include, for example, training, referral to counsel and/or disciplinary action such as warnings, reprimands, withholding of promotion or pay increase, reassignment, temporary suspension without pay, compensation adjustments or termination of employment, as CHDC may believe appropriate under the circumstances.
- 1.7.6.5 **Record of Complaint and Investigation:** CHDC will maintain a written record of each complaint and how it was investigated and resolved. Written records will be maintained in confidence to the extent practical and appropriate. The keeper of the records may vary depending on who filed the complaint (e.g., employee, administrative assistant, etc.)
- 1.7.6.6 **False and Malicious Accusations:** False and malicious complaints of sexual harassment, as opposed to complaints which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

1.7.7 Conclusion

CHDC wants all employees to know that they are not required to endure insulting, degrading or exploitative treatment. Each person is required to exhibit, in his or her conduct and communications, sound judgment and respect for the feelings and sensibilities of every other employee of CHDC.

CHDC developed this policy to ensure that all of its employees, supervisors and representatives can work in an environment free from harassment. CHDC will make every reasonable effort to ensure that its entire population is familiar with this policy and is aware that any complaint received will be investigated and resolved appropriately.

Any employee who has any questions or concerns about this policy should talk to the Human Resources Manager.

1.8 CODE OF ETHICS

CHDC has adopted a Code of Ethics to guide its Board members, Staff and Volunteers. A Code of Ethics policy is a written set of guidelines issued by an organization to its employees and management to help them conduct their actions in accordance with its primary values and ethical standards.

This Code of Ethics is not intended as a stand-alone policy. Rather it stands alongside our Mission Statement, our Core Values and our individual best judgment. Those principles are listed below:

1.8.1 Build Trust and Credibility

The success of CHDC is based on building trust with members of the community, partners and government organizations. Trust does not happen instantaneously, but instead is something built over time. CHDC gains credibility and trust, by continuing to meet its goal of providing affordable housing in Clinton/ Hell's Kitchen and Chelsea. When considering any action, all CHDC Board Members, Staff, Volunteers and representatives should consider if the action will bring trust and credibility to CHDC.

1.8.2 Respect the Individual

CHDC seeks to treat Board, Staff, Volunteers and those served with dignity and respect, which in turn contributes to the success of our work.

CHDC is an equal opportunity/affirmative action employer and is committed to providing a workplace that is free of discrimination of all types and free of abusive, offensive or harassing behavior.

1.8.3 Create a Culture of Open Communication

At CHDC, everyone should feel comfortable to speak his or her mind within reasonable professional decorum, particularly with respect to ethics concerns. Supervisors have a responsibility to create an open and supportive environment where employees feel comfortable raising such questions.

CHDC will investigate all reported instances of alleged questionable or unethical behavior. In every instance where improper behavior is found to have occurred, CHDC will take appropriate action. CHDC will not tolerate retaliation against employees who raise ethics concerns.

1.8.4 Lead by Example

Management has the added responsibility to demonstrate the importance of this code through their actions. Ethical behavior is the product of clear and direct communication demonstrated by example.

1.8.5 Uphold the Law

CHDC's commitment to integrity begins with complying with laws, regulations and rules. Board Members, Staff and Volunteers must have an understanding of CHDC's policies, and the laws, rules and regulations that apply to our specific roles. If an individual is unsure of whether a contemplated action is permitted by law or the organizational policy, that individual should seek the advice from his or her Supervisor and/or Human Resources Manager Human Resources Manager.

1.8.6 Keep Confidentiality

Integral to CHDC's success is the protection of confidential information, as well as non-public Information entrusted to us by employees, tenants, public agencies and officials and business partners. Confidential and proprietary information includes, but is not limited to, employment history, personal financial information, health and mental health status, business financial information and/or nonpublic information. No employee has authority to disclose confidential and non-public information without a valid business or legal purpose and proper authorization by Senior Management.

1.8.7 HIPAA Requirement

CHDC agrees to maintain the Private Health Information (PHI) of all Board Members, Staff, Volunteers, or Tenants. CHDC will use appropriate safeguards to prevent the use and/or disclosure of all PHI relating to Board Members, Staff, Volunteers or Tenants made available by or obtained from Board Members, Staff, Volunteers and Tenants. CHDC's disclosure of PHI shall be limited to only those purposes that are necessary to perform its job responsibilities unless otherwise agreed to by all parties. CHDC will not use or further disclose any PHI except when provided with prior written approval of Board Members, Staff, Volunteers or Tenants nor will it use/disclose any PHI in a manner that would violate HIPAA¹ or its regulations. CHDC shall immediately report to Board Members, Staff, Volunteers or Tenants in a timely manner when any unauthorized use or disclosure of PHI occurs as soon as CHDC is made aware of such disclosure.

1.8.8 Accountability

Board Members, Staff and Volunteers are responsible for knowing and adhering to the values and standards in this Code. If anyone is concerned if standards are being met or are aware of violations of this Code, he or she must contact his or her Supervisor and/or Human Resources Manager. CHDC takes seriously the standards in this Code. Violations of this code are cause for disciplinary action up to and including termination of employment.

2 RECRUITMENT, HIRING & EMPLOYMENT

In this Section.....

2.1 EMPLOYEE CLASSIFICATION

2.2 ANTI –NEPOTISM

2.3 BACKGROUND SCREENING

2.4 JOB OPENINGS

2.5 PUBLIC REPRESENTATION OF CHDC POSITIONS

2.1 EMPLOYEE CLASSIFICATION

Each person working for CHDC will be classified as full-time employee, part-time employee, intern, consultant, or independent contractor. The classification is based on scheduled hours of work and terms of employment.

2.1.1 Regular Full-time

Employees who are classified as working at least **35 hours per week** on a regularly scheduled basis are considered to be regular full-time employees and may participate in all benefit plans after meeting eligibility requirements.

2.1.2 Regular Part-time

Employees who are classified as working **at least 14 hours a week but less than 35 hours** on a regularly scheduled basis are considered to be regular part-time employees and may participate in some benefits after meeting eligibility requirements. Regular part-time employees are eligible for benefits on a pro-rated basis.

2.1.3 Domiciled Employees

CHDC may, at its sole discretion, provide certain employees with the use of an apartment that is either owned or managed by CHDC for so long as the employee remains employed by CHDC. The purpose of having a domiciled employee in a CHDC owned/ managed housing property is to ensure a high level of service and continuous oversight of the property and to have readily available personnel in the event of an emergency situation. As such, employees will be called upon to respond to emergencies and will be required to provide weekend and after normal work hour coverage as needed.

Apartments for employee use are considered a part of the employee's total compensation. Employee apartments are not subject to New York State Rent stabilization laws. All employees who live in a CHDC provided apartment are required to sign a license agreement. The License Agreement [License agreement](#) will be canceled by CHDC upon termination of an employee's employment or voluntary resignation. Upon termination or voluntary resignation, the employee must promptly vacate the premises within the time period specified in the License Agreement.

Additionally, CHDC may provide domiciled employees with a utility allowance and cable/internet allowance. The use of the apartment and the utility and cable/internet allowance are all directly contingent on the employees' continuous employment. Should the employee change positions within CHDC, or should employment be terminated by the employee or employer for any reason whatsoever, the employee promptly must vacate the apartment within the time frame specified in the License Agreement.

Not all CHDC owned/ managed properties have domiciled employees.

Occupancy of a CHDC provided apartment is limited to CHDC employees and their immediate family members only and cannot be sublet to or occupied by anyone other than the aforementioned.

Any employee living in a CHDC provided apartment is responsible for abiding by the policies set forth by CHDC. Violation of these policies and/or inappropriate conduct by the employee as a resident of the building may result in disciplinary action up to and including termination.

All CHDC domiciled employees expressly agree to forgo tenancy rights and any and all rights to remain in the apartment once employment has ceased.

2.1.4 Consultant and Independent Contractor

An individual retained by CHDC for his/her specialized technical, program or administrative expertise. The terms of the consultancy are defined in a written agreement. These persons are not employees of CHDC.

2.1.5 Interns

An individual or student engaged by CHDC for training or life experience on a full-time, part-time or temporary basis. Based on an agreement with an organization or an individual, interns may receive compensation in the form of a stipend and/or housing accommodation. Interns are not eligible for CHDC benefits, except those mandated by law.

2.2 ANTI-NEPOTISM

CHDC decisions concerning the employment, evaluation, promotion and compensation of personnel should be based in every instance on considerations of individual merit and not on favoritism based on any possible family or personal relationship between employees.

2.2.1 Basic Principles

Consistent with the principle that CHDC Board Members, Staff, Volunteers and prospective employees shall be evaluated on the basis of individual merit and performance, the following restrictions shall be observed:

- 2.2.1.1 Related persons shall not serve concurrently in positions where one such related person would occupy a position responsible for the direct supervision of the other related person.
- 2.2.1.2 When making hiring or other employment decisions, a person related to an incumbent employee may not be employed or promoted if the professional qualifications of other candidates for the available position are demonstrably superior to those of the related person. However, this policy is not intended to discourage related persons from seeking employment or promotion within CHDC.
- 2.2.1.3 With respect to the concurrent service of related persons within the same department, neither related person shall be permitted to participate in the evaluation of the other related person.

2.2.2 Definition of "Related Persons"

Includes the following relationships:

- Parent and child
- Brother and sister
- Grandparent and grandchild
- Aunt and/or uncle and niece and/or nephew
- First cousins
- Stepparent and stepchild
- Stepbrother and stepsister
- Husband and wife, spouses or domestic partners
- Parents-in-law and children-in-law
- Brother-in-law and sister-in-law
- Persons engaged in amorous relationships; an amorous relationship exists when two persons voluntarily have a consensual romantic and/or sexual relationship.

(Please see Section 1.7.2 of the Manual, particularly the fourth paragraph, regarding the requirement to disclose promptly the existence of any voluntary consensual relationship)

Effective Date

The policy shall be application prospectively only from May 14th 2014

2.3 BACKGROUND SCREENING

All offers of employment from CHDC are contingent upon clear results of a thorough background check. Background checks will be conducted on all final candidates. Background checks will include:

2.3.1 Prior Employment Verifications

Confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to salary/wages, performance rating, reason for departure and eligibility for rehire. This verification will be on all previous employment for the past five years.

2.3.2 Personal and Professional References

Calls will be placed to individuals listed as references by the applicant.

2.3.3 Criminal History

Includes the review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:

- The nature of the crime and its relationship to the position.
- The time since the conviction.
- The number (if more than one) of convictions.
- Whether hiring, transferring or promoting the applicant would pose an unreasonable risk to the business, its employees or its customers and vendors.

The following additional background checks will be required if applicable to the position:

2.3.4 Motor Vehicle Records

This record provides a report on an individual's driving history in the state requested. This search will be run when driving is an essential requirement of the position.

2.3.5 Procedure

When CHDC makes a conditional offer of employment, the candidate is given a Background Check Authorization Form to complete and return to Human Resources Manager. A third party service will perform a background check including history.

In instances where negative or incomplete information is obtained regarding an applicant's criminal history the Human Resources Manager will complete the Fair Chance Act Evaluation Form 23-A and send it to the applicant along with the results of the background check. The candidate will have three business days after the receipt of the form to respond and/or provide additional information. If the candidate does not provide the requested information in the allotted time frame the conditional offer will be automatically rescinded. If, after review of additional information, CHDC decides to rescind the offer of employment, the rescission will be made in writing.

2.4 JOB OPENINGS

All job openings will be advertised internally via email to all staff and Board members and externally advertised and posted.

2.5 **PUBLIC REPRESENTATION OF CHDC POSITIONS**

The Executive Director is the official spokesperson for CHDC, but may delegate this responsibility at his/her discretion. No employee may discuss CHDC policy positions with outside individuals, organizations, elected officials or the press without authorization from the Executive Director.

3 THE WORKPLACE

In this Section.....

3.1 CONFLICT OF INTEREST

3.2 WHISTLEBLOWER POLICY

3.3 DRESS CODE

3.4 PHYSICAL EXAMINATION

3.5 DRUG TESTING

3.6 SMOKE FREE WORKPLACE

3.7 TIME TRACKING (SIGNING IN & OUT)

3.8 ABSENCE & LATENESS

3.9 PERSONAL PROPERTY

3.10 AGREEMENT

3.1 **CONFLICT OF INTEREST**

3.1.1 Definition

A Conflict of interest is defined as any situation in which an individual, corporation, or organization (either private or governmental) is in a position to exploit a personal, professional or official capacity in some way for their personal benefit.

3.1.2 Standards of Behavior

The standard of behavior at CHDC is that all Board Members, Staff, and Volunteers avoid conflicts of interest between the interests of the organization on one hand, and personal, professional, and business interests on the other hand. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

3.1.3 Purpose

Employees must understand that the purposes of this policy are to protect the integrity of CHDC's decision-making process, to enable our constituencies to have confidence in our integrity and to protect the integrity and reputations of Board Members, Staff, and Volunteers. Upon or before election, hiring or appointment, all Board Members, Staff and Volunteers will make a full written disclosure of interests, relationships and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and be updated annually.

3.1.4 Course of Business

In the course of meetings or activities, all Board Members, Staff and Volunteers will disclose any interest in a transaction or decision in which he or she or Related Persons² could in some way receive personal benefit or gain. After disclosure, all Board Members, Staff and Volunteers understand that he or she may not be permitted to decide or vote on the question.

All Board Members, Staff and Volunteers understand that this policy is meant to supplement good judgment and will respect its spirit as well as its wording.

Effective Date

The policy shall be application prospectively only from February 25th 2015

3.2 **WHISTLEBLOWER POLICY**

Clinton Housing Development Company (CHDC) requires Board Members, Staff, and Volunteers to observe high standards of business and personal ethics in the conduct of his or her duties and responsibilities. Board Members, Staff and Volunteers of CHDC must practice honesty and integrity in fulfilling responsibilities and must comply with all applicable laws and regulations.

3.2.1 Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable Board Members, Staff and Volunteers to raise serious concerns internally so that CHDC can address and correct inappropriate conduct and actions. It is the responsibility of all Board Members, Staff, and Volunteers to report concerns about violations of CHDC's Code of Ethics or suspected violations of law or regulations that govern CHDC's operations.

3.2.2 No Retaliation

It is contrary to the values of CHDC for anyone to retaliate against any Board Member, Staff, or Volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of CHDC. Any Board Member, Staff and Volunteer who retaliates

² Related Persons are defined in Section 2.2.2 of the Personnel Policy

against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

3.2.3 Reporting Procedure

CHDC has an open door policy and suggests that Board Members, Staff and Volunteers share their questions, concerns, suggestions or complaints with their supervisor or, when preferred, the Executive Director. Supervisors and Managers are required to report complaints or concerns about suspected ethical and legal violations in writing to CHDC's Whistleblower Compliance Officer, the Human Resources Manager Human Resources Manager , who has the responsibility of investigating all reported complaints. Board Members, Staff or Volunteers with concerns or complaints may also submit their concerns in writing directly to their supervisor or to the Executive Director.

CHDC's Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Executive Director and/or the Chair of the Audit/ Compliance Committee of the CHDC Board of all complaints and their resolution. The Compliance Officer will report at least annually to the Chair of the Audit/Compliance Committee and Board President on compliance activity relating to any accounting or alleged financial improprieties.

3.2.4 Accounting and Auditing Matters

CHDC's Compliance Officer shall immediately notify the Chair of the Audit Compliance Committee and Board President of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

3.2.5 Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

3.2.6 Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

3.2.7 Handling of Reported Violations

CHDC's Compliance Officer will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Effective Date

The policy shall be application prospectively only from June 14th 2014

3.3 DRESS CODE

CHDC has a business casual dress code policy. While employees are not required to wear formal business attire, all CHDC staff members are expected to present a professional, business-like image to tenants, visitors, vendors and the public, dressing in a manner appropriate for the work being performed. Some staff members depending on the work being performed, are required to wear a company issued shirt or full uniform and/or identification badge. [Dress Code](#)

CHDC recognizes the importance of individually held religious beliefs and will reasonably accommodate an employee's religious beliefs in terms of workplace attire unless the accommodation creates an undue

hardship. Those requesting a workplace attire accommodation based on religious beliefs should meet with the Human Resources Manager and present the request.

Any employee who does not meet the attire or grooming standards set forth by this policy will be subject to corrective action and may be asked to leave the premises to change clothing to meet the dress code. Violation of this policy will be treated as a performance issue and will be resolved according to Section V. Disciplinary Procedures.

Enforcement of this guideline is the responsibility of the Human Resources Manager and all supervisory personnel. CHDC reserves the right to continue, extend, revise or revoke this policy at its discretion.

3.4 **PHYSICAL EXAMINATION**

CHDC reserves the right to request prospective employees to undergo a physical examination by a qualified professional. Existing employees may be required to undergo a physical examination after any period of illness or accident.

3.5 **DRUG TESTING**

It is CHDC's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, each employee is required to report to work in an appropriate mental and physical condition to perform his/her job in a satisfactory manner.

While on any CHDC premises and while conducting business-related activities off premises, no employee may use, possess, distribute, sell, or be under the influence of illegal drugs.

CHDC retains the right to require the following tests:

3.5.1 Reasonable suspicion

Employees are subject to testing based on observations by a supervisor of apparent workplace use, possession or impairment. The Human Resources Manager will be consulted before sending an employee for reasonable suspicion testing.

3.5.2 Post-accident

Employees are subject to testing when they cause or contribute to an accident that seriously damages a company vehicle, machinery, equipment or property and/or results in an injury to themselves or another employee requiring off-site medical attention. In any of these instances, the investigation and subsequent testing will take place within two hours following the accident. Follow-up: The first time any employee tests positive for alcohol or illegal drug use under this policy, the employee will be subjected to disciplinary action up to termination.

Depending on the circumstances and the employee's work history/record, CHDC may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies for a minimum of 1 year but not more than 2 years. If the employee either does not complete his/her rehabilitation program or tests positive after completing the rehabilitation program, he/she will be subject to immediate termination of employment.

An employee who refuses to cooperate in a required test or who uses, possesses, purchases, sells, manufactures, distributes or dispenses an illegal drug in violation of this policy will be terminated.

3.6 **SMOKE- FREE WORKPLACE**

A smoke-free policy has been developed to comply with the New York City Smoke-Free Air Act (Title 17, Chapter 5 of the Administrative Code of the City of New York) and New York State Clean Indoor Air Act (Article 13-E of the New York State Public Health Law), and to protect all employees and visitors from secondhand smoke, an established cause of cancer and respiratory disease.

CHDC owned and managed properties are now smoke free. Smoking is not permitted anywhere in the workplace, including all indoor facilities and company vehicles. Smoking also is not permitted in any private enclosed offices, conference and meeting rooms, kitchen, public areas, hallways, stairwells or bathrooms in an owned or managed CHDC development.

CHDC employees may not smoke within 30 feet from the entrance of every building.

CHDC will designate outdoor smoking areas, when possible in courtyards or other outdoor spaces. Signage will indicate appropriate designated smoking areas.

Employees may elect smoke outdoors in designated areas. When smoking or otherwise using tobacco or similar products outdoors, employees must not leave cigarette butts or other traces of litter or tobacco use on the ground or anywhere else.

Compliance with the smoke-free workplace policy is mandatory for all employees and persons visiting the company, with no exceptions. Employees who violate this policy are subject to disciplinary action.

3.7 **TIME TRACKING**

Employees are required to have a record of hours worked. CHDC uses a web based time keeping system and employees must clock in and out via computer login or hand scanner. The following policies apply to all employees:

- All employees are required to clock in prior to their assigned start time, and must clock out when they go off duty.
- No employee may clock in more than 15 minutes prior to the start of his/her shift unless permission to do otherwise is authorized in writing by the employee's supervisor. Clocking in within the time-frame specified above, will be calculated as an on-time report for duty.
- The timekeeping system will automatically deduct an hour lunch for all permanent full-time and part-time employees irrespective of when lunch is taken.

Violations of these procedures may result in disciplinary actions including oral or written warnings, suspension without pay and/or termination. Under no circumstance may one employee clock in or out for another employee. Any employee participating in this type of violation will face immediate termination.

3.8 **ABSENCE & LATENESS**

3.8.1 Absence

If an employee is unable to report to work, the employee must notify the front desk staff at the West 35th Street office and the Supervisor no more than 1 hour past the starting time. If the employee does not notify the CHDC office within 1 hour of starting time, the employee will not be paid for the day. Employees absent 2 consecutive days without notification to CHDC will be subject to immediate dismissal. Repeated absences will have an adverse effect upon the employee eligibility for salary increases, promotion, or will lead to termination of employment.

3.8.2 Lateness

The employee is expected to start on time. If the employee is going to be late for work, the employee must call the Supervisor and the West 35th St office and notify them of the circumstances. If the lateness becomes persistent for any employee, a verbal warning will be given. **In accordance to Disciplinary Procedures (See Section 10.2 of this Manual titled “Disciplinary Procedures”).** If this condition is not remedied, the employee’s employment will be terminated.

3.9 **PERSONAL PROPERTY**

CHDC cannot accept responsibility for personal property. All valuables should be locked in a desk, filing cabinet or locker.

3.10 AGREEMENTS

3.10.1 Tool Agreement

Tools are issued to all CHDC employees in the Maintenance and Horticulture Departments. All tools allotted to these employees are the sole and exclusive property of CHDC and shall be returned to CHDC upon termination of employment or resignation. [Tool Agreement](#)

3.10.2 Company Vehicle Agreement

All employees operating a company owned, leased or rental vehicle agree to operate the vehicle according to all governing motor vehicle laws and the company vehicle user agreement. Failure to comply with any motor vehicle law, or failure to adhere to these guidelines, may result in revocation of an employee's privilege to operate company vehicles or termination under some circumstances. [Company Vehicle Agreement](#)

3.10.3 Cellphone Agreement

Cellphones are issued to all CHDC employees in the Community Cultivation, Housing Development, Maintenance and out sourced Social Service department. All cellphones allotted to these employees are the sole and exclusive property of CHDC and shall be returned to CHDC upon termination of employment or resignation. [Cell Phone Agreement](#)

4 PERSONNEL PRACTICES

In this Section.....

4.1 LENGTH OF SERVICE

4.2 PERSONNEL FILES

4.3 PERSONAL STATUS CHANGE FORM

4.4 PERFORMANCE EVALUATIONS

4.1 **LENGTH OF SERVICE**

Length of service is defined as the length of cumulative full or permanent part-time employment with CHDC and is calculated from the original date of hire of the employee. For employees who move from a permanent full-time employment status to a permanent part-time employment status, the length of service will be calculated from the original hire date.

4.2 **PERSONNEL FILES**

A file will be kept on all employees of CHDC. These records will be confidential and will contain but are not limited to:

- Application and resume for employment
- References
- Job performance evaluations
- Time Accrued and Leave Records
- Termination record
- Personnel Memos
- Health Insurance information
- Records of disciplinary actions and resolutions
- Certifications

4.3 **PERSONAL STATUS CHANGE**

In order to keep personnel records up to date, employees must notify the company if there is a change in:

- Address
- Telephone Number
- Emergency Contact Person
- Marital Status
- Name
- Names and numbers of dependents in household
- Personal email address
-

Employees must also respond within 2 business days to any email from the Human Resources Manager requesting updated information.

4.4 **PERFORMANCE EVALUATIONS**

Annual job performance evaluations will take into consideration such areas as knowledge of the job, quality of work, ability to learn, ability to relate to fellow employees, attendance, punctuality, and attitude toward tenants and neighborhood residents served by CHDC.

Job performance evaluations will be the basis for determining eligibility for salary increases. All employees who satisfy their introductory probationary period will be evaluated for performance annually. Annual job performance evaluations will be completed by September 30th of each year. Salary increases will be based merit and performance. When sufficient funds are available, salary increases will be effective January 1st of the following year.

5 TECHNOLOGY AND COMMUNICATIONS

In this Section.....

5.1 TELEPHONE USAGE POLICY

5.2 COMPUTER, EMAIL AND INTERNET USAGE

5.1 TELEPHONE USAGE

5.1.1 Desk Telephone

It is the policy of CHDC that desk telephones are to be used for business purposes only. Desk telephones may not be used to defame, harass, intimidate or threaten any other person. Personal phone calls should not be placed or received on CHDC desk telephones except in cases of absolute necessity. If a personal telephone call is necessary, these calls should be kept to a minimum in terms of number of calls as well as duration of calls. Flexibility will be provided in circumstances demanding immediate attention so long as the employee discusses it with supervisory staff in advance.

CHDC has the right to monitor telephone usage to determine if misuse or abuse exists.

5.1.2 Company Issued Cell Phone

CHDC assigns certain employees the privilege of using a CHDC issued cell phone. CHDC issued cell phones are for CHDC business purposes only. These assigned cell phones are the property of CHDC and should never be used for personal use. If an employee misuses the assigned cell phone by overusing the assigned minutes or data allotted, by making personal calls and/or using data for personal use, CHDC has the right to request reimbursement for these charges.

Employees to whom cell phones are assigned are responsible for the security and maintenance of the phones and must promptly report any damage or theft to their appropriate supervisor.

5.1.3 Personal Cell Phone

Personal cell phones should be muted during normal work hours. If it is absolutely necessary to make or take a personal call via personal cell phone, the employee must be as brief as possible and conduct the call in an area of the office that will not disturb other employees.

CHDC will not be liable for the loss, theft, or damage of personal cellular phones brought into the workplace.

Violation of these policies will be treated as a performance issue and will be resolved according to Section 10.2 of this Manual titled "Disciplinary Procedures."

5.2 COMPUTER, EMAIL AND INTERNET USAGE

Employees are expected to use the internet responsibly and productively. Internet access is limited to job-related activities only and personal use is not permitted. Job-related activities include research tasks that require use of the internet and payment of invoices via the internet.

All internet data that is composed, transmitted and/or received by CHDC computer systems is considered to be the sole property of CHDC and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties the equipment, services and technology used to access the internet are the property of CHDC and the company reserves the right to monitor internet traffic and access data that is composed, sent or received through its online connections.

Emails sent via the company email system should not contain content that is deemed to be offensive. Offensive content includes, though is not restricted to, the use of vulgar or harassing language/images. All sites and downloads may be monitored and/or blocked by CHDC if they are deemed to be harmful and/or not productive to business. The installation of software such as instant messaging, movie and music streaming technology is strictly prohibited.

Unacceptable use of the internet by employees includes, but is not limited to:

- Sending or posting discriminatory, harassing or threatening messages or images on the internet or via CHDC email service
- Using computers to perpetrate any form of fraud and/or software, film or music piracy
- Stealing, using or disclosing someone else's password without authorization
- Downloading, copying or pirating software and electronic files that are copyrighted or required authorization
- Sharing confidential material or proprietary information outside of the organization
- Hacking into unauthorized websites
- Sending or posting information that is defamatory to the company, its products/services, colleagues and/or customers
- Introducing malicious software onto the company network and/or jeopardizing the security of the organization's electronic communications systems
- Sending or posting chain letters, solicitations or advertisements not related to business purposes or activities
- Viewing pornography

6 COMPENSATION AND SALARY ADMINISTRATION

In this Section.....

6.1 PAY PERIODS

6.2 SALARY STRUCTURE

6.3 SALARY INCREASES

6.4 SERVICE RECOGNITION

6.5 SEVERANCE PAY

6.1 PAY PERIODS

There are 2 pay periods per month. Pay dates are twice monthly ending on the 15th and last day of each month. [Payroll Schedule](#)

6.2 SALARY STRUCTURE

Salary Ranges and job titles of CHDC employees are reviewed every 2 years and are determined by the Executive Director and other senior management, and as needed by the Board of Directors.

6.3 SALARY INCREASES

Job performance evaluations will be the basis for determining eligibility for salary increases. All employees who have passed their introductory period will be evaluated for performance annually. Annual performance evaluations will be completed by September 30th of each year. Salary increases will be based on merit and performance. When sufficient funds are available, salary increases will be effective January 1st of the following year.

6.4 SERVICE RECOGNITION COMPENSATION

In recognition of our long term employees, CHDC may offer, at its sole discretion, service recognition compensation.

Upon retirement or voluntary resignation employees who have worked for CHDC for 10 or more years, may be eligible to receive 1 week of their current salary for every year worked not to exceed 15 weeks.

6.5 SEVERANCE PAY

Depending on the current economic circumstances of the company, severance pay may be authorized for a full-time or part-time employee who is permanently laid off from CHDC.

6.5.1 Eligibility for Severance

If at the time of lay off employees who have completed 5 years or more of cumulative full-time or permanent part-time employment at CHDC, may receive severance pay.

6.5.2 No Severance Pay

No employee will receive any severance pay if he/she leaves CHDC under the following conditions:

- Voluntary Resignation
- Refusal of Assignment Relocation
- Discharge for Cause
- Disability covered by Worker's Compensation for NY State Disability Insurance.

7 BENEFITS

In this Section.....

7.1 ELIGIBILITY FOR BENEFITS

7.2 HEALTH AND WELFARE BENEFITS

7.2.1 Medical & Dental Insurance

7.2.2 Disability

7.2.3 Worker's Compensation Insurance

7.3 PAID TIME OFF (GO TO SECTION 8)

7.4 OTHER FRINGE BENEFITS

7.4.1 Training

7.5 RETIREMENT BENEFITS

7.5.1 Domiciled Employees

7.5.2 Supplemental Health & Dental

7.5.3 Tax Deferred Saving Plans

7.1 ELIGIBILITY FOR BENEFITS

All new employees are subject to an introductory period of 90 days from date of hire. During this time period an employee will receive no benefits (health, dental, domiciled status) or accrue any time toward sick, personal or vacation days.

The introductory period is an opportunity for training the new employee and for the employee to demonstrate his/her abilities. At the end of the introductory period the employee's Supervisor will review a written performance evaluation of employee's work with the employee. This evaluation will be used to determine whether to:

- Grant permanent employment status
- Extend the introductory period
- Terminate employment

Employment with CHDC is at will and can be terminated at any time during or after the introductory period. Employees may be terminated immediately if work performance is not satisfactory.

7.2 HEALTH & WELFARE BENEFITS

7.2.1 Health & Dental

All employees who have satisfactorily passed their introductory period are eligible for Medical and Dental Benefits. Payment of insurance premiums is a shared cost between the employee and CHDC. Please see the Human Resources Manager for the current costs and percentage allocation between CHDC and the employee for full details of health and dental coverage.

7.2.2 Disability Insurance

Depending on the circumstances, a non-job related illness or injury may entitle an employee to receive disability benefits under Disability Insurance. Disability Benefits may be up to 50% of the employee regular salary. To apply for Disability Benefits, the employee must schedule an appointment with the Human Resources Manager.

7.2.3 Worker's Compensation Insurance

Depending on the circumstances, treatment for job related accident or injury may be covered by Workers Compensation. All accidents or injuries must be reported, to the employee's Supervisor. The employee will then complete an incident report to be submitted to the Human Resources Manager. The Human Resources Manager will submit the claim to CHDC's Worker's Compensation carrier.

7.3 PAID TIME OFF (See Section 8)

7.4 OTHER FRINGE BENEFITS

7.4.1 TRAINING

CHDC recognizes the importance of encouraging and supporting employees in professional development and training related to their employment. Professional development and training is defined as learning undertaken by employees to maintain and advance their skills, knowledge and competencies, specifically as they relate to and add value to the job and workplace.

Training extends to work related professional development opportunities including, but not limited to, online, employee workshops, courses, classes, and professional conferences. Professional

development and training are customarily extended to employees in a management level position within the organization.

Employees are responsible for engaging in a professional development plan with their direct supervisor. Funding for professional development and training opportunities may vary depending on the funding availability.

7.5 RETIREMENT BENEFITS

The purpose of this policy is to provide an understanding of CHDC's approach to eligible employee retirement. CHDC believes that this policy will assist employees in planning for their retirement, or for an extension of their working lives, and will allow for effective succession and employment planning within the company.

For the purpose of this policy, the phrase "Eligible Employee Retirement" refers to an employee's voluntary separation of employment from CHDC and "Retiree" refers to an individual who is eligible to receive retirement benefits under this Policy. CHDC will hold annual workshops on retirement planning.

7.5.1 DOMICILED EMPLOYEES

Domiciled employees occupy CHDC management apartments as a part of their annual compensation. Those management apartments are only for CHDC employee use. Any qualifying domiciled employee, employed by CHDC for at least 10 cumulative years, will have the option upon Eligible Employee Retirement to become a tenant in a CHDC owned or managed apartment as one becomes available. CHDC will offer the Retiree a Rent Stabilized apartment within the CHDC portfolio of properties. CHDC cannot guarantee the offer of a Rent Stabilized apartment within the same apartment complex in which the employee occupied a management apartment. The apartment size and bedroom count will be determined by the number of family members in the employee's existing household at the time of retirement. In order for the Retiree to qualify for a CHDC apartment he/she must meet both of the following criteria:

- The Retiree must meet the income eligibility requirements established in accordance with the regulatory agreement and compliance requirements governing the apartment and the building.
- The Retiree must notify the CHDC Human Resources Manager in writing of their desire to remain in a CHDC owned or managed unit at least 180 days before their intended retirement.

When a Retiree becomes a resident of CHDC owned or managed apartment, he/she would be provided a standard Rent Stabilized Lease agreement shall pay his/her rent and all utilities associated with the new apartment in a timely manner. Any delinquent accounts will be handled in the same manner as a regular tenant and in accordance with standard CHDC policy, including but not limited to the filing of legal proceedings.

7.5.2 SUPPLEMENTAL HEALTH & DENTAL

Retirees may be eligible to participate in a CHDC offered supplemental health and dental plan from age 65 provided that:

- The Retiree has worked for CHDC at least 10 years before their retirement
- The Retiree provide the Human Resources Manager with written notification of their desire to participate in supplemental health and dental coverage provided by CHDC after their retirement.

The employee must provide notification to the Human Resources Manager 180 days before the employee's retirement date. If written notice is not provided prior to the retirement date the employee will not automatically be enrolled in this plan. Retirees who do not elect to participate in

the supplemental health and dental insurance through CHDC at retirement cannot enroll at a future date.

7.5.3 TAX DEFERRED SAVING RETIREMENT PLANS-- 403(b)

Retirement planning is important for all CHDC employees at all stages of their lives and careers, not just for those nearing retirement. CHDC offers a 403(b) program to assist employees with savings and retirement goals. A 403(b) plan is a tax deferred (check hyphen or not) retirement plan available to employees of educational institutions and certain not for profit organizations. Employees will have access to view their accounts online and can make investment decisions. As with most investments, the goal is to have the funds grow over time. The 403(b) account appreciation is taxable when the funds are withdrawn, in the same way that the employee contributions are taxable when withdrawn. This is the same as all retirement savings accounts

7.5.3.1 Employee Contribution

All full-time and permanent part-time employees (as defined in Section 2.1- Employee Classification) are eligible to participate in the 403(b) plan. Participation is voluntary with pre-tax contributions made through a payroll deduction that allow employees to defer taxes on the contributions until withdrawn for retirement. If an employee leaves CHDC's employ, their employee deferred contributions are always 100% vested.

7.5.3.2 Employer Contribution

An additional benefit of the 403(b) plan is the Employer Contributions. CHDC will match employee contributions up to 2% per year of the participating employees' annual salary. Employer contributions will be added to the employees' 403(b) account. Earnings on these funds will accrue to the benefit of the employee. Employee and employer contributions are held in separate accounts.

7.5.3.3 Employer Contribution Vesting

Employees who have less than 3 years of service at CHDC will be 0% vested. If an employee leave the company prior to their 3rd anniversary, their 403(b) account will only contain their employee contributions. Any not yet vested contributions made by the Employer will revert back to the Employer.

Employer Contribution Schedule

Length of Service	Employer Contribution Vested Percentage
Less than 3 years	0%
3 years	25%
4 years	50%
5 years	75%
6 years or more years	100%

8 TIME OFF

In this Section.....

8.1 ACCRUED PAID TIME OFF

8.1.1 Holidays

8.1.2 Flex Time

8.1.3 Personal Time

8.1.4 Sick Time

8.1.5 Vacation Days

8.2 STATEMENT OF ACCRUED TIME

8.3 NON-ACCRUED PAID TIME OFF

8.3.1 Bereavement

8.3.2 Jury Duty

8.3.3 Military Leave

8.3.4 Staff Picnic

8.4 FAMILY MEDICAL LEAVE ACT

8.4.1 Eligibility

8.4.2 Basis for Family Leave

8.4.3 Duration of Family Leave

8.4.4 Notice for Family Leave

8.4.5 Medical Certification

8.4.6 Health Coverage during Family Leave

8.4.7 Accrued Time during Family Leave

8.4.8 Family Leave Status Reports

8.4.9 Return to Work

8.4.10 Extension of Family Leave

8.1 ACCRUED PAID TIME OFF

CHDC provides paid time off to eligible employees (see Section 7.1 of this Manual). Paid time off is accrued (personal, vacation or sick time) or mandated by federal, state or local laws (FMLA, military leave).

8.1.1 Holidays

CHDC observes the following legal holidays: (space)

New Year's Day

Martin Luther King, Jr. Day

President's Day

Memorial Day

Thanksgiving Day

Day after Thanksgiving Day

Day before/or after Christmas Day

Christmas Day

Independence Day
Labor Day

Day before/after New Year's Day

8.1.2 Sick Time

No sick time will be accrued during the 90 day introductory period. Upon completion of that period, all full-time employees will accrue sick time at the rate of eight days per calendar year. Sick time cannot be carried from one year to the next. Upon termination of employment, no employee will receive any compensation for accrued sick time which was not use.

8.1.3 Personal Time

No personal time will be accrued during the 90 day introductory period. Upon completion that period, all full-time employees will accrue personal time at the rate of 3 days per calendar year. Personal time cannot be carried from one year to the next. Upon termination of employment, no employee will receive any compensation for accrued personal time which has not been used. If personal time is not approved in advance by the employee's Supervisor, the time will not be paid. Personal time use will not be approved directly before or after a holiday.

8.1.4 Vacation time

No vacation time will be accrued during the 90 day introductory period. Upon completion of that period, all full-time employees will accrue vacation time at the rates listed below:

8.1.4.1 Vacation Time Accrual Rates

This policy establishes guidelines for the administration of accrued vacation time. Vacation leave provides paid time off to employees for vacation or other personal purposes. It allows employees to take paid time off from work by using their accrued vacation leave hours for the absent period.

The rate at which an employee earns vacation leave hours is based on the number of years of salaried service credited to the employee. Employees who separate from CHDC or experience certain other status changes will receive payment for all unused accrued vacation time.

The chart below represents annual accrual rates for all full time employees:

Employee Type	Length of Service	Number of weeks accrued annually
Standard *	0-4 years	2
Standard	5-7 years	3
Standard	7+	4
Department Director	0-4 years	3

Department Director	5-7 years	4
Department Director	7+	5
Executive Director	0-4 years	4
Executive Director	5-7 years	5
Executive Director	7+	6

* Standard type includes all line staff including Building Managers

8.1.4.2 **Permanent Part-time Employees**

Permanent Part-time Employees accrue time off (sick, vacation & personal) at a rate based on the percentage of hours worked as compared to the accrual rate for a full-time employee.

8.1.4.3 **Vacation Time Accrual Carryover**

One week of vacation time can be carried over from one year to the following year only if written authorization is obtained from the employee's supervisor prior to December 31st of the year in which the vacation time was accrued.

Upon termination of employment, employees will receive full compensation for accrued vacation time.

8.1.5 **Flex time**

All full-time salaried employees are paid to work 7 hours per day from Monday through Friday. However, due to the nature of work, employees may be required to work extra hours on nights and weekends. If this happens, employees are entitled to take flex time to compensate for the extra time worked. Employees must request flex time and have it approved by the employee supervisor in advance and use no later than one month after extra hours worked. CHDC does not provide compensatory time for hours worked more than the 35 hour work week.

8.2 **STATEMENT OF ACCRUED TIME**

Employees will be able to view their accrued time off balance via a web-based time keeping system.

8.3 **NON-ACCRUED PAID TIME OFF**

8.3.1 **Bereavement**

Employees are allowed absence with pay for a period of 3 days in the case of the death of a member of the immediate family. The immediate family is defined as spouse or domestic partner, family members (natural, adopted, foster, step or guardian) including, parent, child, brother, sister, father in-law, mother-in-law or grandparent.

8.3.2 **Jury Duty**

If an employee is called upon for Jury Duty, the employee has a civic responsibility to fulfill this obligation. The employee must notify his/her immediate Supervisor when they receive notice. The employee will be paid regular salary for each normally scheduled workday served on Jury Duty. Employees must present his/her Certificate of Jury Service to his/her Supervisor upon return to work.

8.3.3 **Military Leave**

All absent work days due to United States Military Reserve service must be supported by official copies of orders. When presenting a military pay voucher, the employee will receive the difference

between regular salary and military salary. Leaves of absence for military reserve service with the United States Armed Forces shall be granted in accordance with the law.

8.3.4 Staff picnic

On one weekday during the summer months, CHDC hosts an all-day staff development activity. The purpose of this activity is to show appreciation to all CHDC employees for their work and dedication to the company and their effective furtherance of the mission and values of CHDC.

This event is a workday. Any full-time employee who does not attend this workday event must request a vacation day off in accordance with Paid Time Off.

8.4 FAMILY MEDICAL LEAVE

Family Leave is unpaid leave granted to employees to meet the needs of personal or family obligations.

CHDC will not interfere with, restrain or deny the exercise of any right provided under the Federal Family Leave Act (FMLA). Further, CHDC will not discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or family involvement in any proceeding under or relating to the FMLA.

Employees will be granted Family Leave when the following conditions are met:

8.4.1 Eligibility

- Employee must have been employed by CHDC for at least 12 months
- Employee must have worked for CHDC at least 1,250 hours over the prior 12 months of employment

8.4.2 Basis for Family Leave

- The birth, adoption or placement in foster care of a child
- The need to care for an immediate family member (spouse, domestic partner, child or parent) with a serious health condition
- The inability to work due to a serious health condition

8.4.3 Duration of Family Leave

- Family Leave will be granted for up to 12 work weeks during any 12 month period
- Family Leave requests must specify the duration of Family Leave requested.
- A Return Date will be established in the written approval of Family Leave.

8.4.4 Notice for Family Leave

- Employees must provide 30 days advance notice for Family Leave except in cases of serious unforeseen illness.

8.4.5 Medical Certification

- Medical certifications supporting the need for leave due to serious health conditions affecting the employee or an immediately family member are required.

8.4.6 Health Coverage during Family Leave

- Health Insurance coverage will be maintained during the Family Leave Period under the same terms and conditions described in Section II. A of this Personnel Policy

8.4.7 Accrued Time during Family Leave

- Employees do not accrue Vacation, Sick or Personal time during Family Leave. All accrued time balances, in accordance with Section 8, 8.3, 8.4 & 8.5. of this Personnel Policy, existing at the start date of the Family Leave remains in effect.

8.4.8 Family Leave Status Reports

- CHDC requires periodic reports during the Family Leave Period on the employee's status and intent to return to work.

8.4.9 Return to Work

- An employee returning to work from Family Leave will be restored to his/her original or an equivalent position with equivalent pay, benefits and other employment terms and conditions.
- An employee returning to work after a health related leave will provide a fitness for duty certification from his or her doctor.
- An employee who does not return to work on the prior previously approved Return Date will lose accrued time and have his/her employment terminated.

8.4.10 Extension of Family Leave

- Employees can request an extension of a prior approved Family Leave. A Family Leave Extension Request must be made at least 2 weeks in advance of the prior previously approved Family Leave Return Date. Extensions of Family Leave will be granted up to a maximum total of 12 work weeks during any 12 month period, including the original approved Family Leave.

9 WORK PLACE SAFETY

In this Section.....

9.1 WORK PLAN SAFETY PLAN

9.2 EMERGENCY PROCEDURE

9.3 ACCIDENT PROCEDURE

9.1 WORK PLACE SAFETY PLAN

9.1.1 Objective

The Safety Policy of CHDC is designed to comply with the Standards of the Occupational Safety and Health Administration (OSHA), and endeavor to maintain a safe and injury/illness free workplace. A copy of the OSHA Safety and Health Standards 1926 and 1910 are available in CHDC's main office for all employees to use and reference. Compliance with the following Safety Policy and all items contained therein is mandatory for all maintenance employees of the company. The authorization and responsibility for enforcement is primarily on the Director of Operations, Deputy Director and Project Manager of the Housing Maintenance Department.

9.1.2 Policy

It is company policy that accident prevention be a prime concern of all employees. This includes the safety and well-being of CHDC employees, subcontractors, and tenants, as well as the prevention of wasteful, inefficient operations and damage to property and equipment.

9.1.3 Applicability

This Safety Policy applies to all employees of Clinton Housing Development Company regardless of position within the company. The Safety Rules contained herein apply to all subcontractors and anyone who is on a company project site. Every employee is expected to comply with the Safety Policy, as well as OSHA Health and Safety Standards.

9.1.4 Implementation

This Safety Policy supports five fundamental means of maximum employee involvement:

- Management commitment to safety
- Weekly tool box safety meetings at all jobsites
- Effective job safety training for all categories of employees
- Job hazard analysis provided to all employees. Audio and/or visual safety presentations given at jobsites by Director of Maintenance
- The Deputy Director of Maintenance will meet at least once a month to evaluate all areas of safety and make recommendations to the Executive Director

9.1.5 Administration

The Safety Policy will be carried out according to guidelines established and published in this and other related procedures. Specific instructions and assistance will be provided by Director of Operations as requested. Each Supervisor will be responsible for meeting all of the requirements of the Safety Policy and for maintaining an effective accident prevention effort within his or her area of responsibility. Each Supervisor must also ensure that all accidents are thoroughly investigated and reported to the Human Resources Manager on the same day of the occurrence.

9.1.6 Reporting of injuries

All employees will be held accountable for filling out a "Notice of Injury Form" immediately after an injury occurs, even if medical treatment is not required. (Notice must be made at or near the time of the injury and on the same day of the injury.) Employees must report the injury to their Supervisor. A casual mentioning of the injury will not be sufficient. Employees must let their supervisor know:

- How they think they hurt themselves
- What they were doing at the time
- Who they were working with at the time
- Location that injury
- Other pertinent information that will aid in the investigation of the incident. All incidents will be investigated to discover causes that could lead to prevention of similar incidents from happening in the future. Location of the incident will be inspected to make sure that the location is safe and secure. All the equipment that potentially caused incident and injury will be inspected as well for possible malfunction.

Failure to report an injury immediately (meaning at or near the time of the injury and on the same day of the injury) is a violation of the Safety Policy, and may result in immediate termination, in accordance with company policy.

9.1.7 Notifications

9.1.7.1 In Case of Serious Injury or Death

After the injured has been taken to the hospital, the Supervisor should notify management staff as soon as possible. Statements from witnesses will be taken and are to be signed by witnesses. The statement should include the time and date of the injury, photographs of the area where the incident occurred and any other relevant items are to be taken at the same time.

Human Resources Manager will assist in the investigation. The completed accident report form will be sent to the main office.

9.1.7.2 In Case of Inspection by OSHA Inspector

The Supervisor must notify the Human Resources Manager that an OSHA Inspector is on the jobsite. It is the responsibility of all employees to make the inspector's visit on the jobsite as pleasant and timely as possible.

9.1.8 Basic Safety Rules

Compliance with applicable federal, state, county, city, client, and company safety rules and regulations is a condition of employment. All injuries, regardless of how minor, must be reported to your Supervisor immediately. An employee who fails to fill out a "Notice of Injury Form" and send it to the main office may be issued a safety violation notice and may be subject to termination, in accordance with company policy. It is understood that CHDC is not restricting itself to the above rules and regulations. Additional rules and regulations as dictated by the job will be issued and posted as needed

- 9.1.8.1 Safety glasses must be worn as the minimum-required eye protection at all times.
- 9.1.8.2 Clothing must provide adequate protection to the body. Shirts must have at least a tee sleeve.
- 9.1.8.3 No shorts pants are to be worn on projects.
- 9.1.8.4 All employees must tuck shirt tails inside trousers. Sturdy work boots with rigid, slip resistant soles are required. No clogs, tennis shoes or loafers are permitted.
- 9.1.8.5 All personnel will be required to attend safety meetings as stipulated by project requirements in order to meet OSHA Safety Standards.
- 9.1.8.6 Firearms, alcoholic beverages or illegal drugs are not allowed on company property or in company vehicles at any time. When drugs are prescribed by a physician, the Human Resources Manager must be informed. The use or possession of illegal drugs or alcoholic beverages on the jobsite will result in immediate termination. See Section 3.5 of the Personnel Policy-Drug Testing
- 9.1.8.7 Housekeeping shall be an integral part of every job. Supervisors and employees are responsible for keeping their work areas clean and hazard-free. Clean-up is required when a job is finished at the end of the day.
- 9.1.8.8 Burning and cutting equipment will be checked daily before being used.
- 9.1.8.9 All tools whether company or personal, must be in good working condition. Defective tools will not be used. Examples of defective tools include chisels with mushroomed heads, hammers with loose or split handles, guards missing on saws or grinders, etc.
- 9.1.8.10 All extension cords, drop cords, and electrical tools shall be checked, properly grounded with ground fault interrupters (GFI's) by a designated competent person each month. This shall be part of the assured grounding program. Cords and equipment that do not meet requirements will be immediately tagged and removed from service until repairs have been made.
- 9.1.8.11 "Horseplay" on the jobsite is strictly prohibited. Running on the jobsite is allowed only in extreme emergencies.
- 9.1.8.12 Glass containers or bottles of any kind are not permitted on jobsites or in company vehicles.
- 9.1.8.13 No employee is permitted to ride in the bed of a truck standing up or sitting on the outside edges of a truck. Employees must be sitting down inside the truck or truck bed when the vehicle is in motion. Riding as a passenger on equipment is prohibited unless the equipment has the safe capacity for transporting personnel.

- 9.1.8.14 All ladders must be in safe condition without broken rungs or split side rails. Damaged ladders shall be removed from service. Ladders shall be secured at the top and bottom and extend three (3) feet past the working surface. Metal ladders around electrical work are prohibited. A step ladder shall never be used as an extension ladder. A step ladder must only be used when fully opened with braces locked.
- 9.1.8.15 All floor openings or excavations will be barricaded on all sides to ensure employees are aware of the hazards. Floor holes will be covered, with the covers secured and clearly marked.
- 9.1.8.16 Warning signs, barricades, and tags will be used to the fullest extent and must be obeyed.
- 9.1.8.17 All OSHA Safety Standards will be followed for job processes requiring respiratory protection.
- 9.1.8.18 All OSHA Safety Standards concerning lockout/tagout of energized equipment will be followed.

9.1.9 Safety Violation Notices

Safety violation notice(s) will be issued to any employee, subcontractor, or anyone on the jobsite violating the safety rules or regulations. These warning can be issued by Deputy Director and Project Manager of Housing Maintenance. Violation of safety rules can result in suspension or immediate termination. Any employee receiving three (3) written general violations within a six (6) month period will be terminated.

9.1.10 Annual incident review

All incident and injuries will be reviewed and evaluated on annual basis to determine if a common condition/cause exists. Evaluation will be performed by the Human Resources Manager together with Director of Operations. If common trends are found appropriate precautions will be implemented and enforced and the Safety Policy will be updated accordingly.

9.2 EMERGENCY PROCEDURE

9.2.1 Emergency situations

CHDC takes precautions to prevent emergencies, but emergencies do occur. When they do, they require quick, correct and decisive responses. Employees must to adhere to these guidelines.

The following emergencies must to be reported by employees are as soon as they occur:

- Medical
- Fire
- Severe weather
- Extended power loss
- Chemical spill

9.2.2 Medical & Fire Emergency Procedures

9.2.2.1 Medical emergency

Do not move injured person unless directed by medical professional or unless absolutely necessary.

- Call medical emergency phone number and provide the following information:
- Nature of medical emergency
- Location of the emergency (address, building, room number)
- Your name and phone number from which you are calling

9.2.2.2 **Fire emergency**

When fire is discovered:

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department
- If the fire alarm is not available, notify the site personnel about the fire emergency by voice, phone or radio

Upon being notified about the fire emergency, employees must:

- Leave the building using the designated escape routes.
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

9.2.3 **Severe weather and Natural disasters Procedures**

9.2.3.1 **Tornado**

When a tornado warning is issued by sirens or other means seek inside shelter, stay away from outside walls and windows and remain sheltered until the tornado threat is announced to be over.

If you cannot get to an enclosed area, consider the following:

- Small interior rooms on the lowest floor and without windows
- Hallways on the lowest floor away from doors and windows
- Rooms constructed with reinforced concrete, brick, or block with no windows
- Use arms to protect head and neck

9.2.3.2 **Earthquake**

In the case of an earthquake follow procedure below:

- Stay calm and await instructions
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power
- Assist people with disabilities in finding a safe place
- Evacuate as instructed

9.2.3.3 **Flood**

In the case of a flood

If indoors:

- Be ready to evacuate
- Follow the recommended primary or secondary evacuation routes

If outdoors:

- Climb to high ground and stay there
- Avoid walking or driving through flood water

9.2.3.4 **Hurricane**

The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch is issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when there is hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas, are expected in the area within 24 hours.

Once a hurricane watch has been issued:

- Stay calm and await instructions from the designated official
- Moor any boats securely, or move to a safe place if time allows

- Continue to monitor local TV and radio stations for instructions
- Move early out of low-lying areas or from the coast, at the request of officials
- If you are on high ground, away from the coast and plan to stay, secure the building, moving all loose items indoors and boarding up windows and openings
- Collect drinking water in appropriate containers

During a hurricane employees must remain indoors and consider the shelter in the following area:

- Small interior rooms on the lowest floor and without windows
- Hallways on the lowest floor away from doors and windows
- Rooms constructed with reinforced concrete, brick, or block with no windows

9.2.3.5 **Blizzard**

In the case where a blizzard occurs while employees are at work or on a jobsite, employees must follow procedure below.

If indoors:

- Stay calm and await instructions from the designated official

If there is no heat:

- Close off unneeded rooms or areas.
- Stuff towels or rags in cracks under doors.
- Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.

If outdoors:

- Find a dry shelter. Cover all exposed parts of the body

If shelter is not available:

- Prepare a lean-to, wind break, or snow cave for protection from the wind
- Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
- Do not eat snow. It will lower your body temperature. Melt it first.

If stranded in a car or truck:

- Stay in the vehicle.
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers by turning on the dome light at night when running the engine or raising the hood after the snow stops falling
- Exercise to keep blood circulating and to keep warm.

9.2.3.6 **Extended power loss**

In the event of extended power loss to a building, employees must take certain precautionary measures:

- Turn off unnecessary electrical equipment and appliances in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Add propylene-glycol to drains to prevent traps from freezing
- Employees who are in buildings with freezing temperatures should turn off and drain the following lines in the event of a long term power loss:

- Fire sprinkler system
- Standpipes
- Potable water lines
- Toilets

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

9.2.3.7 Chemical spill

If a large chemical spill occurred employee should immediately notify the Deputy Director of Maintenance and follow the procedure below:

- Contain the spill with available equipment (e.g., pads)
- Secure the area and alert other employees and building tenants
- Do not attempt to clean the spill unless trained to do so
- Attend to injured personnel and call the medical emergency number, if required
- Call a local spill cleanup company or the Fire Department to perform a large chemical (e.g., mercury) spill cleanup
- Evacuate building as necessary

If a small Chemical Spill has occurred employees should notify the Deputy Director of Maintenance immediately and follow the procedure below:

- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other staff from entering.
- Small spills must be handled in a safe manner, while wearing the proper PPE.

9.2.4 Safety Checklist

Safety checklists provide a tool for determining possible workplace hazards and should be completed during inspections, reported on, used as a basis for safety recommendations and filed for record-keeping purposes. Below are all CHDC provided safety checklist.

- [Job Safety Checklist](#)
- [Safety Equipment Checklist](#)

9.3 ACCIDENTS

If an employee is injured on the job or becomes ill while working, the employee's Supervisor must be notified immediately to assist him/her in seeking appropriate medical attention.

9.3.1 Accident Procedures

If an employee is involved in an accident they must report the injuries and accident, no matter how minor, to their immediate Supervisor as soon as possible. If an employee witnesses or discovers an accident involving another employee, they must report the accident to a Supervisor immediately. If a visitor, client, contractor, or anyone else is injured or involved in an accident while on CHDC owned, leased or managed property, the employee who witnesses or discovers the accident must report the accident to a Supervisor immediately. Employees should never attempt to move a seriously injured person; they should seek emergency medical assistance by calling 911.

An employee must complete an incident report when an injury occurs at a CHDC owned, leased or managed property. The names and witnesses to the accident, and the conditions of the area in which the accident occurred should be included in the report. Accident Reports should be completed within 24 hours of the accident occurrence and submitted to the employee's direct Supervisor. See Section 9.1.6-Reporting of injuries..

9.3.2 Permission to Leave Work

If it becomes imperative to leave a CHDC office or a field position during working hours for any personal reasons, an employee must obtain permission from his/her immediate Supervisor. If the Supervisor is absent, the employee must receive permission from the Department Director.

9.3.3 Emergencies –Assignment of Duties

In an emergency, whether at a CHDC office or at a CHDC owned, leased or managed property, CHDC management staff reserves the right to instruct employees to undertake and complete tasks outside the scope of their job descriptions.

10 PROBLEM SOLVING AND COMPLAINT RESOLUTION

In this Section.....

10.1 COMPLAINT PROCEDURE

10.2 DISCIPLINARY PROCEDURE

10.1 COMPLAINT PROCEDURE

- Any complaints concerning an employee's job duties, whether tenant, client or employee-related, should be discussed with his/her immediate Supervisor.
- If the problem is not resolved with his/her immediate Supervisor, employees may request a meeting with the Human Resources Manager and the Director of Operations.
- Employees reporting directly to the Director of Operations may request a meeting with the Human Resources Manager and Executive Director

10.2 DISCIPLINARY PROCEDURE

An employee with unsatisfactory job performance, attendance or punctuality will be subject to disciplinary action. Disciplinary action may be initiated by an employee's immediate Supervisor, in consultation with the Department Director and the Human Resources Manager. At the direction of his/her Supervisor, the employee may be placed on a performance improvement plan and re-evaluated after a period of time.

For each of the following steps, the employee will be notified of the time frame in which he/she must correct the problem.

- A verbal warning may be given noting job performance to be unsatisfactory. Employees may also be given a written performance improvement plan with specific measurables to be re-evaluated after a designated period of time.
- Failure to correct the problem may result in a first written warning to the employee.
- If there is no substantial improvement in performance or behavior, a second written warning may be sent to the employee.
- This second written warning may contain a final warning of termination of employment to take effect unless there is an immediate and substantial improvement in job performance.
- If the employee demonstrates no improvement, employment may be immediately terminated.

All warnings and disciplinary actions shall be placed in the employee's personnel file.

11 SEPARATION FROM EMPLOYMENT

In this Section.....

11.1 TERMINATION OF EMPLOYMENT

11.2 LAYOFFS

11.3 RESIGNATION

11.1 TERMINATION OF EMPLOYMENT

11.1.1 Immediate Termination

The following will be grounds for immediate termination:

- 11.1.1.1 **Dishonesty** – including but not limited to theft, falsification of records and misuse of money or time.

- 11.1.1.2 **Insubordinate Conduct** – including but not limited to refusing job assignments; interference with others performing their work; failure to follow instructions from a supervisor;
- 11.1.1.3 **Improper Personal Conduct** – including but not limited to use of alcohol or controlled substances.
- 11.1.1.4 **Sexual or other harassment**- as defined in the Anti-Harassment section of the policy. See Section 1.7 of the Personnel Policy-Anti-Harassment

11.1.2 Layoffs

Because CHDC is a not-for-profit organization and funding is provided in part by government grants or contracts, layoffs may become necessary as budgetary circumstances change. CHDC receives government grant or controlled funding for some specific positions. If such funding is reduced or ceases completely, a position may be scaled back or eliminated.

11.1.2.1 Temporary

At times, CHDC may lay off employees on a temporary basis. Employees will be given at least 2 weeks' notice prior to such a layoff. Dependent on budget constraints, CHDC will determine a date that an employee may return to work. During the time that the employee is not working, she/he will not accrue any personal, sick or vacation time. Employees who are laid off temporarily are eligible under the New York State Law to receive unemployment benefits.

11.1.2.2 Permanent

At times, CHDC may lay off employees on a permanent basis. Employees will be given at least 2 weeks' notice prior to such a layoff. In the event of a permanent layoff, employees will receive compensation according to length of service and for accrued vacation time. Employees who are laid off permanently are eligible under New York State Law to receive unemployment benefits.

11.1.3 Resignation

An employee must provide two weeks' notice before resigning. Employees who are Directors or Deputy Directors must give a minimum of 4 weeks' notice. All equipment and materials and any property of CHDC issued under any written agreement including, but not limited to, tools, uniforms, cell phone/radios, identification cards, credit cards and keys must be returned prior to receiving accrued pay.

12 MISCELLANEOUS

In this Section.....

12.1 EMPLOYMENT REIMBURSEMENTS

12.2 GRATUITIES & TIPS

12.3 STAFF PICNIC

12.1 EMPLOYEE REIMBURSEMENTS

12.1.1 Travel Expenses

Travel expenses during office hours or for field work directly related to CHDC business will be reimbursed by CHDC. When feasible, mass transit is the preferred method of travel. Main Office and Building Manager staff members working outside regular business hours and leaving work after 9 pm will be reimbursed for mass transit or carfare.

To be reimbursed for travel expenses, employees must submit an Employee Expense Reimbursement form within 60 days of the expense. [Employee Reimbursement Form](#)

12.1.2 Meals

Employees with meetings after 6pm will be reimbursed for dinner expenses. Dinner reimbursement will not exceed \$20 per person. To be reimbursed for meal expenses, employees must submit an Employee Expense Reimbursement form within 60 days of the expense. [Employee Reimbursement Form](#)

Other Expenses

Employees who make other expenses on behalf of CHDC may do so only with the prior approval of their supervisor. To be reimbursed for expenses, employees must submit an Employee Expense Reimbursement form within 60 days of the expense. [Employee Reimbursement Form](#)

12.2 GRATUITIES AND TIPS

Employees must not accept gratuities and tips from any tenant (residential or commercial), contractor or any vendor of CHDC. Employees who accept tips or gratuities will be subject to immediate termination of employment.