

Probationary Period

Newly hired employees will be in a probationary period until they have completed (6) six months of continuous employment with the Authority. During this period, the employee's performance will be reviewed by his/her supervisor to ensure that his/her level of performance is consistent with the standards and expectations of the Authority. The authority or the Executive Director may extend the probationary period for a period of two months if the evaluation of the employee is unsatisfactory. Failure to meet these standards and expectations can result in the termination of employment during the probation period without recourse. Probationary employees may be terminated at any time during their probationary period or any extension thereof, without prior notice or without recourse.

Full-Time Employees

The regular work week for full-time employees shall consist of 37.5 hours for administrative personnel and 40 hours for maintenance personnel. Lunch break is an unpaid half hour for full time employees. Full-time employees are entitled to benefits as provided by the Authority, allowed by law and governed by applicable regulations.

Part-Time Employees

Part-time employees are administrative staff who are regularly scheduled to work less than thirty-seven and one half (37.5) hours per week and maintenance staff who are regularly scheduled to work less than forty (40) hours per week. Lunch break is an unpaid half hour for full-time and part-time employees working at least six (6) hours in one shift. However, if the lunch break is taken in the office and the employee remains accessible for work related business the meal break will be a paid half hour.

Part-time administrative employees hired on or after January 1, 2012 who are regularly scheduled to work at least Eighteen and three quarters (18.75) hours per week and maintenance staff who are regularly scheduled to work at least twenty (20) hours per week are eligible to receive benefits as provided by the Authority, allowed by law and governed by applicable regulations.

Regular Work Hours/ Reporting to Work

The workweek of the Authority begins at 12:00 AM Sunday and ends at 11:59 PM Saturday. The daily hours of operation for part-time administrative employees varies to properly cover the office from 8:00 A.M. to 3:00 P.M. Monday through Thursday. The maintenance staff's hours are 7:00 A.M. to 3:30 P.M. Monday through Friday. Any deviation from these hours must be approved in advance by the Executive Director.

All employees must complete a weekly attendance record. Any employee, who works more than six (6) consecutive hours in a day, is entitled to a thirty (30) minute unpaid meal break. This break should be noted as unpaid time on their attendance record. To maintain proper coverage during normal working hours, lunch times must be scheduled to accommodate office and maintenance staff coverage.

Dependable attendance and punctuality are expected of all employees. Employees reporting to work late are subject to a reduction in wages for time not worked. Employees are expected to notify their supervisor of any deviation and are subject to loss of pay in increments of not less than fifteen minutes and may be subject to progressive discipline.

Overtime Hours

The Fair Labor Standards Act requires that employees in certain categories of jobs receive overtime pay at time and one-half of their regular rate of pay for all hours worked over forty (40) in a work week. In determining weekly overtime earned, time off is not counted as time worked. Time off includes vacation, sick days, holidays, bereavement, jury duty and other leaves of absence.

Overtime work shall be avoided as much as possible but may be required by the Executive Director in the interest of efficient operation. All overtime must be approved in advance by the Executive Director or his/her designee, with the exception of an on-call emergency. The maintenance technician on-call must use their best judgment along with the emergency addendum to determine if the on-call issue presents a direct and immediate threat to the health and/or safety of a resident.

On Call Hours

The Maintenance Department is required to be on-call outside of normal working hours to provide emergency services twenty-four (24) hours a day. The on-call employee is not required to be at the work site and is free to use his/her time for his/her own purposes. However, the on-call employee must be able to effectively respond to the site of an emergency situation within one (1) hour and be capable of performing the duties required. To constitute an emergency the call must be for an issue that presents a direct and immediate threat to the health and/or safety of a resident.

S/he will be paid a stipend of Seventy-Five Dollars (\$75.00) each week when on-call. If the employee is called and must respond to the housing authority, or one of the housing authorities' sites, for an after-hour call, the employee will be paid for the hours worked, or a minimum of two (2) hour. Travel time or other expenses will not be re-imbursed for response to an on-call.

General Pay Information

The NHA is required to make payroll deductions in accordance with federal and state tax, Social Security, and retirement laws. Employees are required to complete the necessary forms to facilitate these deductions. In addition, employees may authorize in writing other voluntary payroll deductions offered by the Authority. All NHA employees are paid bi-weekly.

Paychecks or notification of deposit are issued on Friday for the bi-weekly pay period ending on Saturday of the previous week for all regularly scheduled and overtime work hours. Completed attendance records for the pay period must be submitted by 8:00 A.M. Monday. All employees are paid on Fridays. If a payday falls on a holiday, checks are issued on either the preceding business day.

Personnel records

A record is maintained for all employees. This record is kept in a locked, secure location with access limited to the Executive Director and those whose duties require them to have access to personal data. It contains the employee's application for employment, resume, all pertinent educational records, required income tax forms, benefit election forms, attendance records, formal performance evaluations, and formal disciplinary action documentation, etc. Within five (5) business days of receipt of a written request, an employee and/or his/her duly authorized representative shall have access to, as well as the right to inspect, any personal data concerning him or her unless prohibited by law or judicial order. Such review of the employees' personnel record shall be during normal business hours, during the time the employee is not scheduled to work unless otherwise authorized by the Executive Director. Such review

shall take place in the presence of the Executive Director. An employee may also make a written request for a copy of his or her personnel record. Such requests will be honored within five (5) business days of receipt. (MGLC 149, §52C). In accordance with the law, an employer is required to allow an employee to review their personnel file on two (2) separate occasions in a calendar year. In the event the employer places negative information into the employees file, the employer must notify the employee at once and the employee may request and review his/her file. This review does not count toward the two (2) afforded an employee during the calendar year.

PERFORMANCE EVALUATIONS

It is the Policy of the Authority to conduct annual performance evaluations of employees. A performance evaluation is the review and rating of all factors relevant to an employee's effectiveness on the job. It involves observation, guidance, training and open communication between the employee and supervisor. For it to be of significant benefit to both the individual employee and the Authority, it should be a continuous process.

Evaluations shall become a part of the employee's personnel record, and shall be considered in effective personnel actions, although they are not the only factors considered. An employee may submit a written response to or written comments about his/her performance evaluation, which will be included in the employee's personnel file.

Personal Appearance and Dress Code

All administrative employees are expected to maintain a clean, neat and well-groomed appearance at all times. Administrative employees are treated as professionals and expected to dress appropriately. As a general guideline, all such employees are expected to wear standard business casual attire and dress in a manner that reflects a professional attitude and image during working hours. Examples of standard business casual attire include but are not limited to appropriate work style dresses, skirts, dress slacks or trousers with appropriate blazers, shirts, sweaters or blouses.

Casual attire is appropriate for days that may be designated by the Executive Director. Examples of inappropriate casual attire include, but are not limited to: overalls, shorts and cutoffs, shirts with slogans, extremely revealing or short clothing, halter/tank/tube tops, sweatshirts, sweatpants, and flip flops.

Maintenance Staff are expected to wear denim jeans or khaki pants with a Norton Housing Authority T shirt, sweatshirt or similar plain T shirt or sweatshirt. On days when you have a training or off-site meeting, a Norton Housing Authority shirt must be worn.

In instances where employees reporting to work wearing inappropriate attire, they may be dismissed from work by the Executive Director with forfeiture of pay until such employee reports back to work in appropriate attire.

Leave Benefits

Holidays

The following holidays with pay shall be observed:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veteran's Day
Patriot's Day	Thanksgiving Day & ½ day the day before if it falls on a scheduled work day
Memorial Day	Christmas Day & ½ day the day before if it falls on a scheduled work day
Independence Day	

And any other day that may be declared a holiday by the Governor of the Commonwealth, the General Court or the municipality.

All holidays shall be taken on the day in which they fall. If the holiday falls on a Saturday, it shall be taken on the Friday prior. If the holiday falls on a Sunday, it shall be taken on the Monday following. Holidays are granted on a **pro-rated** basis for employees entitled to benefits pursuant to full-time or part-time employment. The hours the employee is normally scheduled to work on the day the holiday is observed will determine the pro-rated hours. If a holiday occurs during a period when an employee is on authorized leave, the employee's leave time shall be adjusted to reflect holiday leave as applicable.

Vacation Leave

Employees are entitled to ten (10) days' vacation time for less than five (5) years of uninterrupted service; fifteen (15) days' vacation after five (5) years of uninterrupted service; twenty (20) days' vacation after ten (10) years of uninterrupted service; and twenty-five (25) days' vacation after twenty (20) years of uninterrupted service. At the end of each calendar year, December 31st, an employee's maximum accrued vacation balance may not exceed one (1) week. Any remaining vacation time above the maximum will be forfeited by the employee.

Employees will earn 1/12th of their vacation earnings per month, beginning at the end of the first full month of employment. Vacation time may not be taken prior to the successful completion of the employee's probation period. Vacation days are granted on a **pro-rated** basis for part-time employees. For purposes of determining the pro-ration, a day is equivalent to 20% of the number of the weekly work hours the employee is regularly scheduled to work.

Written requests for use of accrued vacation must be pre-approved by the Executive Director.

Upon termination of employment, the employee shall receive payment for unused accrued vacation hours. If termination is caused by death such payment shall be made to the employee's legal beneficiary.

Sick Leave

Each employee shall accrue sick leave at the rate of one and one quarter (1 1/4) days per month worked. Part-time employees shall accrue sick leave on a **pro-rated** basis. For purposes of determining the pro-ration, a day is equivalent to 20% of the number of the weekly work hours the employee is regularly scheduled to work. A doctor's statement may be required upon your return for an absence of three (3) consecutive work days. Sick leave shall be granted for a sickness or injury of the employee or immediate family.

Problem absenteeism will be addressed through the **Disciplinary Policy** in the Management Plan. The following are examples of problem absenteeism that may result in disciplinary action being taken by the Authority when:

- 1.) Three or more non-consecutive sick days or portion thereof, in any calendar month and one or more of these absences is medically undocumented.
- 2.) A pattern of routine absenteeism in any three, six, or twelve-month period.
- 3.) An employee uses 50% or more of his/her annual sick leave accrual without appropriate medical documentation.

The sick leave abuse clause described above shall apply in instances where an employee leaves work, claiming illness when given a particular work assignment. In such instance, medical documentation, as outlined above, may be required prior to approval of payment for the leave. The employee's failure to provide such documentation may be considered just cause for disciplinary action as described above. Upon separation from employment at NHA, any unused sick leave is forfeited.

All accrued sick & unused sick leave will be carried over from year to year for all employees receiving benefits. In the event of separation or termination of employment for cause other than retirement or death, there shall be no compensation of sick leave accrual. Upon retirement, pursuant to M.G.L. c, 32 or death, compensation shall not exceed 20% of accrued sick leave.

Minimum usage

Sick leave may be used for full or partial day absences. The smallest amount of sick time than an employee can take is one hour. For uses beyond one hour, employees can use sick time in any *amount which reflect the smallest increment used in the employer's payroll system.*

Notification

Except in an extreme emergency or in the case of last-minute onset of illness, injury or medical condition, an employee shall provide advance notification to his/her immediate supervisor of the need to use sick leave no later than one (1) hour prior to the start of the shift or work period. Notification for sick-time call-out is to phone into the office, leaving a message with answering service or office staff and texting the executive director.

Other Certifications

Where an employee is absent from work due to the psychological, physical or legal effects of domestic violence, any of the following documentation is sufficient:

1. a restraining order or court document;
2. a police record documenting the abuse;
3. documentation that the perpetrator of the abuse was convicted of one or more of the offenses listed in Massachusetts General Laws Chapter 265 where the victim was a family or household member;
4. medical documentation of the abuse;
5. a statement provided by a counselor, social worker, health worker, member of the clergy, shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abuse on the employee or the employee's family; or

6. a signed written statement from the employee attesting to the abuse.

Any and all such documentation provided shall be kept confidential and protected under the privacy & confidentiality regulation.

WORKERS COMPENSATION LEAVE

Authority employees who are injured while at work may be eligible for workers compensation leave and benefits, in accordance with M. G. L. Ch. 152. An employee who is absent on a workers' compensation leave shall not continue to accrue paid benefit time (i.e., vacation, sick, personal leave and holidays) during the pendency of the workers' compensation leave. Employees with accrued paid leave benefits may use such benefits to supplement workers compensation benefits.

Military Leave

An employee who leaves his position to enter military service in time of war or any period of national emergency, declared by the President in connection with national defense or by reason of being drafted, shall be carried on the rolls unpaid, in a military leave status.

Upon his or her honorable discharge from military service, s/he shall be entitled to be restored to his or her same position or to a position equally acceptable to him or her for which s/he is qualified, provided s/he applies for re-employment within 90 days after his or her discharge or before the expiration of any statutory right to re-employment.

Employees who are on military leave pursuant to their duties as reservists of the armed forces or members of the National Guard shall be entitled to paid leave in accordance with the provisions of MGLC 33, Section 58 & 59 of the General Laws. Leave necessary to attend assigned weekly or weekend drills, however, shall be without pay, in accordance with Chapter 33, Section 59A of the General Laws.

Personal Leave

On January 1st employees entitled to benefits pursuant to full time or part time employment shall be granted three (3) days off, pro-rated if applicable, per year for which he/she will be paid at his/her normal rate to conduct personal business which cannot be conducted during non-working hours. Personal time cannot be carried over to the next year. Such leave shall be subject to the prior approval with reasonable written notice to the Executive Director.

Funeral Leave

In the event of a death in the immediate family of an employee, entitled to benefits pursuant to full time or part time employment, she/he will be granted leave with pay in the amount of five (5) working days, pro-rated if applicable, and such leave shall not be charged to sick leave or vacation leave. Immediate family shall include: spouse, mother, step mother, father, step father, brother, sister, children, grandparents, mother and father-in-law, grandchildren, or any other dependents living in the employee's household.

Court Leave

Employees who are legally served a summons or subpoena requiring their service as a member of a jury will be granted court leave with pay. The employee must notify the Executive Director immediately after receiving the notice to serve, and provide a copy of the summons and/or any other documentation indicating the dates and anticipated length of absence. (MGL Ch. 234A §19) Employee must provide the employer with verification of said attendance.

The pay of any employee who has received a subpoena for jury service will continue at the regular rate. Reimbursements received by the court shall be credited against regular salary paid to employee. Payments by the Court to the employee for travel expenses at the prevailing rate may be retained by the employee.

Any employee legally served with a summons or subpoena related to Housing Authority business will not be charged for vacation or sick time, but will be expected to return to work promptly upon his or her release by the court to finish out the remainder of the work day, provided he or she is released prior to 2:00 p.m.

Maternity Leave

Employees who have completed their (6) six-month probationary period may take up to eight (8) weeks of unpaid leave for the purpose of giving birth or adopting a child pursuant to Chapter 149, Section 105D of the Massachusetts General Laws. Two weeks' notice is required to be given to the Executive Director.

Unauthorized Leave

Absences without proper authorization or prior approval shall be considered leave without pay and may be considered sufficient cause for suspension or dismissal.

Leave Without Pay

In order to remain active as an employee (those covered by Chapter 31 §41-45 (civil service), s/he must apply for leave of absence without pay once all accrued benefits are exhausted. Upon approval of the Executive Director, such leave may be granted for good cause for a period not to exceed five (5) working days.

At the recommendation of the Executive Director and the approval of the Housing Authority Board, such leave may be granted for a period up to two (2) months at a time. This leave must be requested in writing, and any extension must be treated as a new request.

While employees are on "Leave of Absence", they are not eligible for any fringe benefits, nor shall they accrue fringe benefits during the period of any such non-paid leave, including seniority rights.

Compensatory Time

Overtime shall not be paid to the Executive Director and office Personnel. Comp-Time can be given to office personnel in exchange for overtime worked when deemed necessary by the Executive Director. One (1) hour comp-time in exchange for one (1) hour worked. The Executive Director cannot accrue Comp Time.

PERSONNEL POLICY REVISION | 2019

This policy was approved by the Board of Commissioners for the Norton Housing Authority on November 26, 2019.

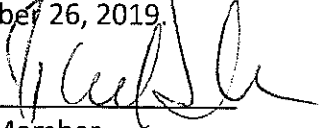
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