

PERSONNEL POLICY

OF THE

HOUSING AUTHORITY OF THE CITY OF BRIDGETON, N.J.

1. BASIC PRINCIPLES

a. Merit System and Employment-At-Will: The Manual is not intended to be a contract between the Bridgeton Housing Authority and the employee. It was prepared through the exclusive efforts of the Housing Authority, and does not reflect the results of any negotiated agreement with the employee. Subject to the provisions of the applicable law, as established by the New Jersey Department of Personnel, the Bridgeton Housing Authority may change any provision of this Manual (or, any other term or condition of employment) at any time, without regard to any objection, comment or input from the employee. Furthermore, no oral statement made by any representative of the Housing Authority concerning discipline, termination, job security or any other term or condition of employment shall be regarded as or constitute a promise or a contract between the Housing Authority and the employee. This Manual is not intended to create an expectation of permanent employment with the Housing Authority.

The employment of personnel and all actions affecting employees shall be based solely on merit, ability, and justice, consistent with the laws of New Jersey.

b. Nondiscrimination - There shall be no discrimination against employees or applicants for employment on account of race, creed, color, national origin, sex, or any political or union affiliation. Also, no prohibition or discrimination shall take place against handicapped persons or prohibition or discrimination in accordance with the Age Discrimination Act or the Americans with Disabilities Act. This rule shall be in accordance with Section 504 of the Rehabilitation Act of 1973. The Authority shall provide reasonable accommodations to qualified handicapped individuals. Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. Employees who believe they are being discriminated against may bring their complaint to the attention of the Executive Director of the Housing Authority or to the Chair of the Personnel Committee of the Commissioners of the Housing Authority of the City of Bridgeton. The identities and functions of these persons with regard to claims of discrimination shall be made

generally known by posting of their positions, functions and names on bulletin boards in conspicuous places or by placing them on the website of the Authority at bridgetonpha.org.

Employees with disabilities may make their request known to the Authority by putting a request for reasonable accommodations in writing to the Section 504 Coordinator. The Section 504 Coordinator shall evaluate the request for reasonable accommodations and respond by providing all reasonable accommodations within 30 days or providing the employee with a written statement of the plan to provide such reasonable accommodations and the time frame for implementing the plan.

The Authority shall provide all reasonable accommodations upon request at its own expense, unless doing so would result in a fundamental alteration of the Authority's programs or activities, or place an undue financial and administrative burden on the Authority.

c. Politics - All members, officers, and employees of the local agency whose employment as such constitutes their principal employment, are subject to the provisions of Section 12 (a) of the Hatch Act. If any individual who is also engaged in some other employment or occupation is doubtful as to his/her status under the Hatch Act, he/she may present the matter in writing to the United States Civil Service Commission for a ruling.

2. ORGANIZATION

a. Executive Director - The Executive Director, shall be the Chief Executive Officer of the Authority and shall engage the employment of the necessary personnel to effectively carry out the provisions of the policies of the Board of Commissioners. Consistent with the laws of New Jersey this is an unclassified position pursuant to New Jersey Department of Personnel (NJDP) regulations. The following positions shall be considered the permanent staff presently:

EXECUTIVE DIRECTOR
ASSISTANT EXECUTIVE DIRECTOR
DIRECTOR OF STAFF OPERATIONS
DIRECTOR OF ADMINISTRATION
DIRECTOR OF REDEVELOPMENT
ADMINISTRATIVE SECRETARY
ADMINISTRATIVE CLERK
PRINCIPAL CLERK TYPIST

SENIOR CLERK TYPIST
CLERK TYPIST
SUPERVISING ACCOUNT CLERK
ACCOUNT CLERK
CONSTRUCTION INSPECTOR
SUPERVISING MAINTENANCE REPAIRER
SENIOR MAINTENANCE REPAIRER (LPL)
SENIOR MAINTENANCE REPAIRER
MAINTENANCE REPAIRER (CARPENTER)
MAINTENANCE REPAIRER (LPL)
MAINTENANCE REPAIRER
SENIOR BUILDING MAINTENANCE WORKER
BUILDING MAINTENANCE WORKER
SECURITY GUARD
COORDINATOR, YOUTH ACTIVITIES
YOUTH OPPORTUNITY COORDINATOR
YOUTH AIDE
RECREATION AIDE
SENIOR HOME SERVICE AIDE
HOME SERVICE AIDE
DOMESTIC WORKER/HOMEMAKER
STUDENT ASSISTANT
BUILDING SERVICE WORKER

The above positions and duties are clearly defined by New Jersey Department of Personnel. Other positions may be added from time to time as appropriate.

3. COMPENSATION

a. Determination of Rates

(1) All administrative and maintenance staff salaries shall be comparable to local public practice. Such comparability shall be based by identifying and utilizing local, county, and state comparable positions that exist in the community. However, the science or exact nature of the position is not to be absolute. Flexibility shall be afforded in evaluating differences for both administrative, maintenance, and other positions.

A salary survey of the local area shall be kept on file and adjusted periodically to reflect changes.

(2) For all other employees, appropriate compensation rates shall be determined on the basis of pertinent local public practice. Public practice, as referred to here, shall consist primarily of the related regulations of the municipal or county government and such local public bodies as public schools, public hospitals, or other institutions supported by public funds.

b. Class Salary Ranges - For employees other than those whose compensation is set in accordance with paragraph 3a(1) above, a salary range shall be assigned to each class of position and the rate of compensation for each employee shall be within the bracket established for the class to which his/her position has been allocated.

c. Periodic Pay Increases - Employees other than those whose compensation is set in accordance with paragraph 3a(1) above, whose services warrant it, shall be eligible to receive periodic increases within their class salary range by action of the Board on the recommendation of the Executive Director, subject to budget limitations.

d. Compensation Plan - A Compensation Plan showing the salary range for each class shall be established by the Board and shall be made a part of and attached to this policy statement. This plan shall be subject to necessary revisions from time to time to reflect changes in responsibility or economic conditions or for other valid reasons.

4. AUTHORITY TO EFFECT PERSONNEL ACTIONS

a. Authority to appoint, promote, transfer, demote, suspend, and separate personnel shall be vested in the Executive Director and such other officials as are formally designated to act for him.

5. SELECTION OF APPLICANTS

a. Applications - Persons desiring employment shall file written applications setting forth their qualifications for employment and such other information as may be required.

b. Employment lists - Applicants shall be selected for employment from either current or filed lists of qualified applicants.

6. TYPES OF APPOINTMENTS

a. Permanent Appointments - Permanent appointments shall be made in accordance with State Department of Personnel Regulations.

b. Temporary Appointments - Temporary Appointments under State Department of Personnel Regulations may be made to the following types of positions except when special work undertaken will require a longer period of time.

(1) Positions, the duties of which may not become a permanent part of the workload and which when performed will terminate the position.

(2) Positions for which no employment lists have been satisfactory established, but only until such time as such lists have been established.

(3) Newly established positions pending formal classification in accordance with State Department of Personnel.

c. Unclassified Appointments - Unclassified appointments may be made in accordance with New Jersey Department of Personnel regulations.

7. CHANGES OF STATUS OF EMPLOYMENT

Promotions, demotions, transfers, suspensions, and other disciplinary action may occur pursuant to applicable NJDOP regulations. In general:

a. Promotions - Vacated or newly established positions shall be filled to the fullest extent consistent with efficient operations, by the promotion of the qualified employees.

b. Demotions - An employee shall be subject to demotion under the following conditions:

(1) If he has been found unsuited for his/her present position.

(2) If his/her position has been either abolished or reallocated to a lower paying class and he/she cannot be transferred to a position of equal pay. It shall be clearly indicated on all papers that the transaction in no way reflects on the employees performance or ability.

c. Transfers

(1) Employees shall be transferred within the organization as far as practicable to positions where their highest skills will be best utilized.

(2) When transfers of personnel are necessitated by organizational changes, every effort shall be made to place the affected employees in positions which will permit them to retain their salaries.

(3) In making transfers within the organization, due consideration shall be given to the desires of the employees involved.

d. Suspensions - An employee may be suspended from duty without pay for a period not to exceed fifteen working days:

(1) For disciplinary reasons, or

(2) Pending investigation of charges where the presence of the employee at work constitutes a hazard either to the local agency or to himself. If investigation does not bear out the charges and the employee is retained, he/she shall be paid for the period of suspension.

8. SEPARATIONS

a. Resignations - An employee who desires to terminate his/her employment shall submit a written resignation at least two (2) weeks in advance, setting forth his/her reasons for resigning.

b. Dismissal - In such cases the employee shall be given a written statement of charges and shall be afforded sufficient opportunity to reply to and appeal these charges prior to dismissal. Such appeals shall be in accordance with the New Jersey Department of Personnel rules and regulations.

c. Reduction of Personnel - If it is necessary to reduce personnel, temporary employees shall be separated before permanent employees, and employees serving on probation before employees who have completed their probation. Within each of these groups the selection of employees to be retained shall be based primarily on their relative efficiency. It shall be clearly indicated on all papers prepared in connection with such dismissal, that the transaction in no way reflects on the employees performance. Advance notice shall be given an employee whenever possible prior to such dismissal.

9. DISCIPLINARY ACTIONS

a. All disciplinary actions shall be in accordance with the New Jersey Department of Personnel rules and regulations.

b. Disciplinary action may be taken for employee wrong doing as noted in the NJDOP general description of regulations. Actions specifically subject to discipline shall also include:

(1) Employees working on anything other than Authority business during hours for which the Authority is paying them.

(2) Using Authority equipment for personal use without prior authorization.

(3) Using Authority equipment for personal profit.

(4) Disposing of personal trash in Authority trash containers.

(5) Using Authority materials for personal use at any time.

(6) Abuse of sick time as defined in section 11 c (6).

10. WORKING HOURS

a. Regular Work - The regular work shall consist of 35 hours for maintenance personnel and 35 hours for staff personnel. From Monday through Friday, the work day for staff personnel shall begin at 8:30 AM. and end at 4:30 PM and for maintenance personnel the work day shall be as necessary to provide adequate coverage of maintenance operations. A schedule of work hours shall be prominently posted.

b. Overtime - Overtime work shall be avoided as far as possible but may be required by the Executive Director in the interest of efficient operation. Any hours actually worked in excess of 40 hours in a work week shall be paid at a rate of one and one-half (1&1/2) times the normal rate of pay, as per the federal Fair Labor Standards Act. Executive employees listed as unclassified employees pursuant to NJDOP regulations shall not be paid for overtime work except for work which may be completed in a capacity other than as an executive or unclassified employee.

11. ABSENCE FROM WORK

The following regulations consistent with pertinent local public practice, are established:

a. The following Holidays with pay shall be observed:

New Year's Day	July Fourth
Martin Luther King Day	Labor Day
Lincoln's Birthday	Columbus Day
Washington's Birthday	Veterans Day
Good Friday	Election Day
Memorial Day	Thanksgiving
Christmas	One Personal Day*

* Plus any approved day so ordered by appropriate Authority.

b. Vacation Leave

(1) Annual leave with pay shall be earned by all regular permanent full-time employees as follows:

Length of Employment	Vacation Leave
First Year	1 working day per month
1-5 years	12 working days per year
6-10 years	16 working days per year
11-15 years	20 working days per year
16 and over	26 working days per year

(2) Employee must work period of ninety days to be eligible. Executive employees listed as unclassified employees pursuant to New Jersey Department of Personnel regulations shall receive vacation time at the pleasure of the Commissioners consistent with New Jersey law.

(3) Annual paid vacation leave shall be credited to full time employees at the beginning of their first full calendar year of employment in anticipation of continued employment.

(4) Annual leave not taken by employees may accumulate, not to exceed 30

working days in addition to that accrued in the current calendar year.

(5) Employees, generally, shall be encouraged to take annual vacations to the extent of the amount of earned annual leave.

(6) An employee who is permanently separated shall be paid in a lump sum for any accumulated annual leave at his/her current rate of pay. Separation for purpose of this subparagraph shall include entering military service under the conditions set forth in paragraph 11f below.

(7) In no event shall an employee be paid annual leave not taken, except as provided in paragraph 11b (4) above.

(8) Permanent part time employees shall be entitled to a proportionate amount of vacation leave as accrued.

c. Sick Leave

(1) Full time employees may be entitled to be paid for leave taken because of illness or accident as follows:

(a) New employees shall only receive one working day for the initial month of employment if they begin work on the 1st through the 8th day of the calendar month, and one-half working day if they begin on the 9th through the 23rd day of the month.

(b) After the initial month of employment and up to the end of the first calendar year, employees shall be credited with one working day for each month of service.

(c) Thereafter, at the beginning of each calendar year in anticipation of continued employment, employees shall be credited with 15 working days.

(2) Part time employees shall be entitled to a proportionate amount of paid sick leave.

(3) Sick leave may be accumulated.

(4) Advances of unearned sick leave may be granted at the discretion of the Executive Director not to exceed 15 days in any one calendar year.

(5) A doctor's certificate shall be required for any period of sick leave in excess of three days.

(6) Abuse of sick leave shall be a cause for review, and if appropriate, disciplinary action. Abuse shall be considered patterned absences or excessive absences. Patterned absences are absences that precede or follow regular days off, holidays and other paid leaves or occur on the same day(s). Excessive absences are absences occurring 5 or more times in a two week period without a doctors' excuse or sick leave totaling more than 15 days in one calendar year when any particular absence is for a period of less than five days.

(7) An employee upon completing their working career and entering into retirement shall receive a dollar amount equal to one-half of the sick leave days that are accumulated. The amount to be paid shall not exceed twelve thousand dollars.

The payment shall be treated as normal wages regularly received by an employee, whereby, standard deductions shall be in force.

d. Leave Without Pay - Leave without pay may, where necessary, be granted, not to exceed six months in any one calendar year.

e. Absence Without Authorization -

(1) Absence without proper authorization or approval may be considered sufficient cause for suspension or dismissal of the employee at the discretion of the Authority.

(2) If an employee is absent without proper authorization, deduction shall be made from his/her pay for the period of the absence.

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

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

Military leave of absence with pay, in accordance with the number of calendar days each calendar year permitted by existing State and Federal law, will be granted to permanent employees who are reservists of the Armed Forces or members of the National Guard engaged in active duty, training, or military aid to enforce the law.

g. Court Leave

(1) Summons - A summons or subpoena must be legally served and may be for serving as a witness or for jury duty. All employees when actually summoned, shall immediately inform the Executor Director.

(2) Reimbursement - The pay of any employee who has received a subpoena for jury duty or as a witness will continue at the regular rate. Payment by the Court to the employee for travel expense at the prevailing rate may be retained by the employee. The remuneration received by the employee for the jury duty shall become the property of the Housing Authority since the employee received full wages and benefits while serving the jury.

h. Family Leave Due to Death in the Family - Family leave of up to three days may be granted for an employee upon the death of a spouse, parent, or child. Additional leave may be granted upon request and charged to sick leave.

12. HEALTH AND SAFETY

a. Employees shall be provided safe, sanitary, and healthful working conditions.

b. Employees shall be covered by Workmen's Compensation Insurance.

c. Employees whose normal work assignments regularly require working hours of twenty (20) or more hours per week may be provided with Hospitalization Insurance at no cost to the employee and their eligible family members.

d. Upon retirement, an employee may be eligible to receive health benefits which will be provided by the Housing Authority, at no cost to the employee. A retired employee's eligibility for health benefits will be determined by the applicable State law, and pursuant to the Resolutions of the Commissioners of the Bridgeton Housing Authority. The employee should consult the Housing Authority's Personnel Director to determine his eligibility for retiree health benefits.

e. Employees shall be covered by temporary disability insurance and unemployment

insurance.

f. Active employees of the Housing Authority shall be covered by the dental program selected by the Authority.

13. EMPLOYEE RELATIONS

Employees shall have the right to designate representatives of their own choosing. Employees shall be free to join, or refrain from joining, employee unions. In so doing, employees shall be ensured freedom from restraint, interference, discrimination, or reprisal.

14. TRAINING

a. In-service training shall be provided to aid employees to gain efficiency in their work.

b. Employee training shall be a function of every supervisor.

c. Employees may be sent to workshops and seminars held at other locations during working hours for the purposes of training.

15. GRIEVANCES

a. Right of Employees - shall have the right to present grievances, individually, as a group, or through their designated representatives. In so doing, employees shall be assured of freedom from restraint, interference, discrimination, and reprisal. Such grievances shall be presented only through the established lines of authority.

b. Supervisory Responsibility - Supervisors at all levels shall receive and act promptly on employees' complaints.

c. Appearance before Executive Director - Any employee shall have the right to appear before and present his/her grievance to the Executive-Director as a final appeal.

16. PERFORMANCE RATINGS

a. Employees shall receive annual performance ratings.

b. Performance ratings shall be noted in employee service records and shall be considered in effecting personnel actions.

17. SERVICE RECORDS

A service record shall be maintained for every employee and shall contain complete information pertinent to his/her employment including dates of employment and pay changes.

18. TRAVEL

a. Employees or Commissioners of the local agency may perform official travel upon authorization by the Board. Each trip to a destination outside of the jurisdiction of the local agency (except to the Regional or Area Office and to nearby communities to carry out normal operating functions) shall specifically have prior authorization by resolution of the Board. Attendance at conferences, conventions, and meetings shall be limited to the number of persons necessary to cover the meeting adequately.

b. Employees or Commissioners daily expense shall not exceed those approved amounts as set forth for the particular area to be traveled. Those amounts shall be predetermined.

c. Transportation costs for employees or Commissioners authorized to travel on official business of the local agency shall be paid by the local agency. Transportation expense is as follows: 25 cents per mile. The following accommodations: airline coach or tourist, rail first class or Pullman accommodations; cost of taxi fares, telephone calls, telegrams, secretarial services, and similar items necessarily incident to the performance of official business, shall be considered reimbursable items. Extensive travel miles by car instead of air travel shall be reimbursed the same rate as air travel to the same location.

19. REIMBURSEMENT FOR EXPENSES: The Authority may reimburse employees for out-of-pocket expenses incurred in duly authorized activities. The request for reimbursement must be supported with receipts or other documentation acceptable to the Executive Director and must be submitted in a timely manner, generally considered to be within 30 days of the employee's incurring the expense.

20. RETIREMENT

All permanent employees shall participate in the Public Employees Retirement System.

21. GIFTS

No employee, or member of his immediate family, or business organization in which the employee has an interest, shall solicit or accept any gift, favor, loan, service, promise of future employment, or other thing valued based upon an understanding that the gift, favor, loan, service, promise or other thing of value was given or offered for the purpose of influencing the employee, directly or indirectly, in the discharge of the employee's duties. In no event shall any employee accept any cash payment or gratuity from any person whatsoever other than that which is paid directly to the Authority for rent and other services clearly billed. All token gifts are discouraged especially when the acceptance of such gifts may give the appearance of impropriety even though not expressly given in exchange for influencing the employee's discharge of duties. In those circumstances when the refusal of a gift would result in embarrassment and hurt feelings, the employee may accept said gift providing it is not a cash gift and said gift is immediately reported to the supervisor. The acceptance of any such token gifts must also be promptly reported to the Executive Director or to the Chairman of the Housing Authority Board of Commissioners or the attorney for the said board as may be appropriate. It is appropriate that the Executive Director should disclose to the Chairman of the Board any such token gifts accepted by the Executive Director, and that Commissioners should disclose any gifts accepted by a Commissioner to the Board's attorney. Disclosure may also be made to the full Board of Commissioners.

22. SEXUAL OR OTHER FORMS OF UNLAWFUL HARASSMENT

It is the policy of the Housing Authority of the City of Bridgeton that work place sexual harassment or other form of unlawful harassment is prohibited. All employees have the right to work in a harassment-free environment, and those persons who violate this policy will be disciplined. Any persons feeling they are being sexually harassed may report the harassment to their immediate supervisor unless the supervisor is the person who is harassing the employee in which case the matter may be taken to the Executive Director, or to the Chairman or Vice-Chair of the Housing Authority Board of Commissioners as may be appropriate. Employees are encouraged to report sexual harassment or other form of unlawful harassment committed by others. The identities and functions of these persons with regard to claims of discrimination shall be made generally known by posting of their positions, functions and names on bulletin boards in conspicuous places or by placing them on

the website of the Authority at bridgetonpha.org. Any employee reporting an act of sexual or other form of unlawful harassment, by another, will not be disciplined.

23. USE OF AUTHORITY MOTOR VEHICLES

a. Use of an Authority motor vehicle is not a right of employment and the use of an Authority motor vehicle may be rescinded at any time.

b. Employees who are assigned a motor vehicle may, with the approval of the Authority, use the vehicle for transportation to and from work. Authority motor vehicles are not to be used for personal use without prior authorization. Motor vehicles may never be used for personal profit under any circumstances.

c. Motor vehicle exterior and interiors are to be kept clean and orderly at all times and are subject to inspection without notice at any time.

d. Motor vehicles are to be properly maintained at all times.

e. Motor vehicles may not be altered at any time without prior approval of the supervisor.

f. No smoking is permitted in an Authority motor vehicle.

g. No non-authorized passengers are permitted in the motor vehicles at any time.

h. All employees shall wear seat belts while operating Bridgeton Housing Authority owned vehicles or while doing housing work using a privately owned vehicle. Furthermore, all employees will wear seat belts while passengers of housing authority owned vehicles or privately owned vehicles conducting housing authority business.

i. It is also the policy of the Authority that any employee who loses his or her license through suspension due to motor vehicle violations or similar cause should immediately notify the Executive Director. The employee shall also immediately refrain from driving any housing authority vehicle until the suspension period has been completed and the person has complied with all conditions of the suspension and the employee has in fact obtained a license. And the employee shall also immediately refrain from driving any other vehicle while conducting any housing authority business until the suspension period has been completed and the person has

complied with all conditions of the suspension and the employee has obtained a license. Failure to comply with this policy shall be deemed a major infraction of the rules of the Housing Authority.

j. The authority may periodically check the driving records (as maintained by the state Division of Motor Vehicles) of all employees and the employee, by accepting and continuing employment with the authority, acknowledges the authority's right to review and gain access to those records and reports. The employee shall sign such authorizations or other forms as may be required in order to allow the Authority to gain access to those records and reports.

k. All employees who drive their own vehicles while working for the Authority must, upon request, provide a valid drivers license and proof that they have liability insurance for the car they are driving (while working for the authority.)

24. ADMINISTRATION

The Executive Director shall have the primary responsibility of enforcement of the provisions and purposes of this personnel policy.

25. RIGHT TO MONITOR EMPLOYEES USE OF INTERNET SERVICE AND/OR ELECTRONIC MAIL

The Housing Authority's computer system is so configured as to afford the users of that system with Internet or on-line access. The purpose of providing such access is to allow the Housing Authority the opportunity to take advantage of various data banks and information resources, and to further provide a means of communication by way of electronic mail (also known as e-mail). The Housing Authority reserves the right to monitor every employee's use of the Internet or on-line service that is afforded through the Authority's computer system. The Housing Authority further reserves the right to inspect, at any time and under any circumstance, all electronic mail that is either sent or received by any employee during his/her work hours (i.e., while using the Authority's computer system). As such, the employee shall have no expectation of privacy with respect to the use of the Authority's computers. In this regard, and as a means of conducting these inspections, each employee is and shall be required to provide the Executive Director with the password that he/she uses in order to gain access to the Housing Authority's Internet service. Any use of the Housing Authority's Internet service for personal purposes shall be grounds for disciplinary action, including, without limitation,

dismissal.

26. RIGHT TO MONITOR EMPLOYEES TELEPHONE CALLS

The Housing Authority reserves the right to monitor all telephone calls either made by or received by any employee during his/her work hours. The excessive use of the Housing Authority's telephone services for personal purposes shall be grounds for disciplinary actions, including, without limitation, dismissal.

27. RIGHT TO INSPECT EMPLOYEES WORK AREAS

As a part of his/her employment, an employee may be assigned to certain work areas (e.g., desks, work stations, lockers). All of these work areas, while assigned to a particular employee, remain the exclusive property of the Housing Authority. As such, the employee shall have no expectation of privacy with respect to any work area. In this regard, the Housing Authority expressly reserves the right to inspect the work area of any employee at any time, and without prior notice (of such inspection) to the employee.

28. AMENDMENT

Amendment of the above provisions shall be by resolution the Board of Commissioners.

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