

PHA Plans

Streamlined Annual Version

U.S. Department of Housing and
Urban Development
Office of Public and Indian
Housing

OMB No. 2577-0226
(exp. 08/31/2009)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

Streamlined Annual PHA Plan

for Fiscal Year: 2008

PHA Name:

Housing Authority of the City of Clayton

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.

Streamlined Annual PHA Plan Agency Identification

PHA Name: Clayton Housing Authority

PHA Number: GA115

PHA Fiscal Year Beginning: (mm/yyyy) 07/2008

PHA Programs Administered:

Public Housing and Section 8

Number of public housing units:
Number of S8 units:

Section 8 Only

Number of S8 units:

Public Housing Only

Number of public housing units: 98

PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

PHA Plan Contact Information:

Name: Patricia M. Welborn – Executive Director
TDD: (706) 782-6467 X25

Phone: (706) 782-6467
Email (if available): claytonha@alltel.net

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)

PHA's main administrative office PHA's development management offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection. Yes No.

If yes, select all that apply:

- Main administrative office of the PHA
- PHA development management offices
- Main administrative office of the local, county or State government
- Public library PHA website Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA PHA development management offices
- Other (list below)

Streamlined Annual PHA Plan
Fiscal Year 2008
[24 CFR Part 903.12(c)]

Table of Contents
[24 CFR 903.7(r)]

Provide a table of contents for the Plan, including applicable additional requirements, and a list of supporting documents available for public inspection.

A. PHA PLAN COMPONENTS

- 1. Site-Based Waiting List Policies
903.7(b)(2) Policies on Eligibility, Selection, and Admissions
- 2. Capital Improvement Needs
903.7(g) Statement of Capital Improvements Needed
- 3. Section 8(y) Homeownership
903.7(k)(1)(i) Statement of Homeownership Programs
- 4. Project-Based Voucher Programs
- 5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan.
- 6. Supporting Documents Available for Review
- 7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- 8. Capital Fund Program 5-Year Action Plan

2005 Capital Fund Performance and Evaluation Report (ga115a01)
Violence Against Women Act Report (ga115b01)

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50076, *PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan* identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

Form HUD-50070, *Certification for a Drug-Free Workplace;*

Form HUD-50071, *Certification of Payments to Influence Federal Transactions;* and

Form SF-LLL & SF-LLLa, *Disclosure of Lobbying Activities.*

1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)

[24 CFR Part 903.12(c), 903.7(b)(2)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to B. **The Housing Authority of the City of Clayton does NOT operate or maintain a site based waiting list.**

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time?
3. How many unit offers may an applicant turn down before being removed from the site-based waiting list?
4. Yes No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

B. Site-Based Waiting Lists – Coming Year

If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to next component.

The Housing Authority of the City of Clayton does NOT plan to operate one or more site based waiting lists in the coming year.

1. How many site-based waiting lists will the PHA operate in the coming year?
2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. Yes No: May families be on more than one list simultaneously?
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 - PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

2. Capital Improvement Needs

[24 CFR Part 903.12 (c), 903.7 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Capital Fund Program

1. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.
2. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

1. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).

2. Status of HOPE VI revitalization grant(s):

HOPE VI Revitalization Grant Status	
a. Development Name:	
b. Development Number:	
c. Status of Grant:	
	<input type="checkbox"/> Revitalization Plan under development
	<input type="checkbox"/> Revitalization Plan submitted, pending approval
	<input type="checkbox"/> Revitalization Plan approved
	<input type="checkbox"/> Activities pursuant to an approved Revitalization Plan underway

3. Yes No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name(s) below:

4. Yes No: Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below:

5. Yes No: Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program

(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

This section is not applicable to the Housing Authority of the City of Clayton

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to the next component; if "yes", complete each program description below (copy and complete questions for each program identified.)

2. Program Description:

a. Size of Program

Yes No: Will the PHA limit the number of families participating in the Section 8 homeownership option?

If the answer to the question above was yes, what is the maximum number of participants this fiscal year?

b. PHA established eligibility criteria

Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria:

c. What actions will the PHA undertake to implement the program this year (list)?

3. Capacity of the PHA to Administer a Section 8 Homeownership Program:

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):
- Demonstrating that it has other relevant experience (list experience below):

4. Use of the Project-Based Voucher Program

This section is not applicable to the Housing Authority of the City of Clayton

Intent to Use Project-Based Assistance

Yes No: Does the PHA plan to "project-base" any tenant-based Section 8 vouchers in the coming year? If the answer is "no," go to the next component. If yes, answer the following questions.

1. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:
 - low utilization rate for vouchers due to lack of suitable rental units
 - access to neighborhoods outside of high poverty areas
 - other (describe below):
2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

5. PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

1. Consolidated Plan jurisdiction: State of Georgia

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families on its waiting lists on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - The Housing Authority of the City of Clayton will continue to maintain and renovate its public housing units utilizing the Capital Fund Program funds made available by the Department of Housing and Urban Development.
 - The Housing Authority of the City of Clayton will continue to market its public housing program to make elderly families and individuals aware of the availability of decent, safe, sanitary and affordable housing in the City of Clayton.
 - The Housing Authority of the City of Clayton will continue to provide a drug free workplace.
 - The Housing Authority of the City of Clayton will continue to meet the special needs of families with disabilities by providing reasonable accommodation and accessible housing in the public housing program.

Other: (list below)

The Housing Authority of the City of Clayton Admission and Continued Occupancy Policy (ACOP) requirements are established and designed to:

1. Provide improved living conditions for very low and low-income families while maintaining their rent payments at an affordable level.
2. To operate a socially and financially sound public housing agency that provides violence and drug-free, decent, safe and sanitary housing with a suitable living environment for residents and their families.
3. To lawfully deny the admission of applicants, or the continued occupancy of residents, whose habits and practices reasonably may be expected to adversely

affect the health, safety, comfort or welfare of other residents or the physical environment of the neighborhood, or create a danger to our employees.

4. To attempt to house a tenant body that is composed of families that is representative of the range of incomes of low-income families in our jurisdiction.
5. To ensure compliance with Title VI of the Civil Rights Act of 1964 and all other applicable Federal fair housing laws and regulations so that the admissions and continued occupancy are conducted without regard to race, color, religion, creed, sex, national origin, handicap or familial status.

This year we expect to continue to utilize the funds we receive for our existing programs to house people. We will be focusing on management improvements and modernization. Priorities and guidelines for programs often change from year to year and our decisions to pursue certain opportunities and resources may change over the coming year if there are program changes beyond our control.

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The State of Georgia Consolidated Plan does make any commitments to the Housing Authority of the City of Clayton.

6. Supporting Documents Available for Review for Streamlined Annual PHA Plans

PHAs are to indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;</i>	5 Year and Annual Plans
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Streamlined Annual Plans
	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and standard Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input checked="" type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
N/A	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
X	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
		Sufficiency
N/A	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
N/A	Any policies governing any Section 8 special housing types <input type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
N/A	Section 8 informal review and hearing procedures. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
N/A	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
X	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
N/A	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
N/	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
N/A	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of the City of Clayton			Grant Type and Number Capital Fund Program Grant No: GA06P115501-08 Replacement Housing Factor Grant No:		Federal FY of Grant: 2008
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	126,423			
3	1408 Management Improvements				
4	1410 Administration	14,047			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	140,470			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Housing Authority of the City of Clayton			Grant Type and Number Capital Fund Program Grant No: GA06P115501-08 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<u>Operations</u>	1406						
H/A Wide	Public Housing Operations			126,423				
	Subtotal Acct 1406			126,423				
	<u>Administration</u>	1410						
H/A Wide	Administration of CFP to COCC			14,047				
	Subtotal Acct 1410			14,047				
	Grand Total			140,470				

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report							
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)							
Part III: Implementation Schedule							
PHA Name: Housing Authority of the City of Clayton			Grant Type and Number Capital Fund Program No: GA06P115501-08 Replacement Housing Factor No:				Federal FY of Grant: 2008
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
H/A Wide	09/30/10			09/30/12			

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name The Housing Authority of the City of Clayton				<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2	Work Statement for Year 3	Work Statement for Year 4	Work Statement for Year 5
		FFY Grant: 2009 PHA FY: 07/01/2009 – 06/30/2010	FFY Grant: 2010 PHA FY: 07/01/2010 – 06/30/2011	FFY Grant: 2011 PHA FY: 07/01/2011 – 06/30/2012	FFY Grant: 2012 PHA FY: 07/01/2012 – 06/30/2013
	Annual Statement				
H/A Wide		140,470	140,470	140,470	140,470
CFP Funds Listed for 5-year planning		140,470	140,470	140,470	140,470
Replacement Housing Factor Funds					

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year <u>2</u> FFY Grant: 2009 PHA FY: 07/01/2009 – 06/30/2010			Activities for Year: <u>3</u> FFY Grant: 2010 PHA FY: 07/01/2010 – 06/30/2011		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	H/A Wide	<u>Operations</u>		H/A Wide	<u>Operations</u>	
Annual		Public Housing Operations	126,423		Public Housing Operations	126,423
Statement		Subtotal Acct 1406	126,423		Subtotal Acct 1406	126,423
	H/A Wide	<u>Administration</u>		H/A Wide	<u>Administration</u>	
		Administration costs for COCC	14,047		Administration costs for COCC	14,047
		Subtotal Acct 1410	14,047		Subtotal Acct 1410	14,047
Total CFP Estimated Cost			\$140,470			\$140,470

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

PHA Name: Housing Authority of the City of Clayton	Grant Type and Number Capital Fund Program Grant No: GA06P115501-07 Replacement Housing Factor Grant No:	Federal FY of Grant: 2007
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/2007
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	126,423		126,423	126,423.00
3	1408 Management Improvements				
4	1410 Administration	14,047		14,047	14,047.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	140,470		140,470	140,470
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Attachment ga115b01
The Housing Authority of the City of Clayton
Annual Plan
Fiscal Year 07/01/2008 – 06/30/2009

Violence Against Women Act Report

The Housing Authority of the City of Clayton provides or offers the following activities, services, or programs, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking.

The Housing Authority of the City of Clayton does not offer any activities, services or programs either directly or in partnership with other service agencies. Although, the Housing Authority of the City of Clayton will assist any family who reports having domestic violence, dating violence, sexual assault, or stalking by providing the appropriate referrals on a case-by-case basis.

The Housing Authority of the City of Clayton provides or offers the following activities, services, or programs that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing.

The Housing Authority of the City of Clayton does not offer any activities, services or programs either directly or in partnership with other service agencies. Although, the Housing Authority of the City of Clayton will assist any family who reports having domestic violence, dating violence, sexual assault, or stalking by providing the appropriate referrals on a case-by-case basis.

The Housing Authority of the City of Clayton provides or offers the following activities, services, or programs to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

The Housing Authority of the City of Clayton does not offer any activities, services or programs either directly or in partnership with other service agencies. Although, the Housing Authority of the City of Clayton will assist any family who reports having domestic violence, dating violence, sexual assault, or stalking by providing the appropriate referrals on a case-by-case basis.

Supporting Document

Housing Authority of the City of Clayton

Annual Plan

Fiscal Year 07/01/2008 – 06/30/2009

Definition of Substantial Deviation and Significant Amendment or Modification

“Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the Housing Authority of the City of Clayton that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.”

Supporting Document

Housing Authority of the City of Clayton

Annual Plan

Fiscal Year 07/01/2008 – 06/30/2009

Deconcentration and Income Mixing

- a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

Criteria

The final rule on Deconcentration (24 CFR Part 903) describes public housing developments not subject to deconcentration. HUD determined that certain developments should be exempt from the requirement to deconcentrate poverty because of the development's resident population, type or types of units, or number of units. Public housing developments that are exempt from application or the requirement to deconcentrate poverty and mix incomes are the following:

Sec 903.2 (b)(2):

(i): Public housing developments operated by a PHA with fewer than 100 public housing units;

(ii): Public housing developments operated by a PHA which house only elderly persons or persons with disabilities, or both;

(iii): Public housing developments operated by a PHA that operates only one general occupancy, family public housing development;

(iv): Public housing developments approved for demolition or for conversion to tenant-based assistance; and,

(v): Public housing developments which include public housing units operated in accordance with a HUD-approved mixed-finance plan..

A public housing development includes units or buildings with the same project number. Also, contiguous sites with more than one project number may be considered one development.

Public housing developments that are subject to the requirement to deconcentrate poverty are general occupancy, family public housing developments, excluding those developments, identified above, as being exempt from the requirement, and are referred to as “covered developments.”

Documentation

The Housing Authority owns and operates a total of 98 public housing units, in three developments, on three sites. All three developments are designed for general occupancy. These developments are exempt from the deconcentration and income mixing requirements as provided in:

Sec 903.2 (b)(2):

(i): Public housing developments operated by a PHA with fewer than 100 public housing units;

Supporting Document

Housing Authority of the City of Clayton

Annual Plan

Fiscal Year 07/01/2008 – 06/30/2009

Implementation of Public Housing Resident Community Service Requirements

The administrative steps that we will take to implement the Community Service Requirements include the following:

1. Development of Written Description of Community Service Requirement:

The Housing Authority of the City of Clayton has a written developed policy of Community Service Requirements as a part of the Admissions and Continued Occupancy Policy and has completed the required Resident Advisory Board review and public comment period.

2. Scheduled Changes in Leases:

The Housing Authority of the City of Clayton has made the necessary changes to the lease and has completed the required Resident Advisory Board review and public comment period.

3. Written Notification to Residents of Exempt Status to each Adult Family Member:

The Housing Authority of the City of Clayton will notify residents at the time of their recertification.

4. Cooperative Agreements with TANF Agencies:

The Housing Authority of the City of Clayton currently does not have a Cooperative Agreement with the TANF Agency (DFACS).

5. Programmatic Aspects:

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.

An economic self sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

The Housing Authority of the City of Clayton will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions.

Supporting Document

Housing Authority of the City of Clayton

Annual Plan

Fiscal Year 07/01/2008 – 06/30/2009

Membership of the Resident Advisory Board or Boards

Membership of the Resident Advisory Board:

Ken Inslee
Joyce Bucsko
Suzanne Holcomb
Loranne Cook

Supporting Document

Housing Authority of the City of Clayton

Annual Plan

Fiscal Year 07/01/2008 – 06/30/2009

Resident Member on the PHA Governing Board

1. Yes No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:

Mr. Ken Inslee

B. How was the resident board member selected: (select one)?

- Elected
 Appointed

C. The term of appointment is (include the date term expires): One Year term expiring 05/17/2008

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
 the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
 Other (explain):

B. Date of next term expiration of a governing board member:

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Mayor Tommy Ramey

Personnel Policy Manual

Housing Authority of the City of Clayton

Date Adopted: _____

Date Revised: _____

WELCOME TO THE HOUSING AUTHORITY OF THE CITY OF CLAYTON, GEORGIA!

The Housing Authority of the City of Clayton, Georgia stresses the need for outstanding people and recognizes that such employees are the key to our success. To ensure continued success, it is important that all employees understand the policies and procedures that have been adopted by the Authority. This Policy Manual will familiarize employees with the various aspects of working with the Housing Authority. Employees are encouraged to use this manual to understand the operations of the Authority. It will also be a useful reference document for all employees.

If you have any questions, please do not hesitate to ask them of either your supervisor or any member of the management team.

My best wishes to you and thank you for taking this first step to knowing your Authority.

Executive Director

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APPENDIX

Acknowledgment of Receipt
Substance Abuse Coverage Form
Substance Abuse Test Consent Form
Termination Certificate
Equipment Return Checklist

1.0 GENERAL POLICIES

1.1 Introduction

The policies, practices, and benefits of the Housing Authority of the City of Clayton, Georgia are contained in this manual. The manual shall be used as a reference for all employees. The policies contained in this document are continuously reviewed and will be changed from time to time. Employees with questions regarding personnel policies should always check with the next level supervisor for the most current ones. Authority benefit plans are defined in legal documents such as insurance contracts, official plan texts and trust agreements. This means that if questions ever arise about the nature and extent of plan benefits or if there is conflicting language, the formal language of the plan documents govern, not the informal wording of this policy. Plan documents are available for inspection in the administrative office.

1.2 Ethical Standards

The Housing Authority of the City of Clayton, Georgia conducts its business activities with integrity, fairness, and in accordance with the highest ethical standards. Employees are obligated to continue to uphold these standards in every business activity. If there is ever any doubt whether an activity meets the ethical standards of the Authority or compromises its reputation, the problem should be discussed with the next level supervisor.

1.3 Open Door Policy

Employees are encouraged to share concerns, seek information, provide input, and resolve problems within the department. When appropriate, employees should consult with any member of management toward those ends. Supervisors are expected to listen to employee concerns, to encourage their input, and to seek resolution to any work-related problems.

1.4 Suggestions

The Housing Authority encourages employees to make constructive suggestions for the improvement of operations. Appropriate recognition and awards will be given for suggestions that are properly submitted and accepted.

Eligible suggestions for the purposes of this program are defined as constructive ideas that aid in solving problems, improve operation or procedures, or make the Authority a better place to work. Topics not eligible for consideration include complaints and criticisms, contract and wage issues, and non-business concerns. Examples of eligible suggestions include:

- a) More efficient ways to do a job or reduce costs
- b) Improvements in quality of work or customer service
- c) Better methods to provide services
- d) More efficient ways to utilize space
- e) New sources for obtaining parts, supplies, or materials
- f) Ideas for improving attendance and punctuality
- g) Methods of making work areas safer, cleaner, or more comfortable
- h) Better ways to safeguard Authority and employee property
- I) Revisions or improvements to Authority policies or procedures

All suggestions to be considered for evaluation must be submitted in writing to the Executive Director. Each suggestion must be signed and dated and mailed or delivered to the Executive Director.

The Executive Director will evaluate all properly submitted suggestions, determine which will be accepted or rejected, and set the level of the award or recognition, where appropriate, for those accepted. Suggestions deemed by the Executive Director to have little or no merit, or which the Authority determines not to implement at the time, will be rejected. All suggestions, when submitted, become the property of the Authority, and all decisions of the Executive Director are final.

Awards for suggestions may be made at the discretion of the Executive Director. Such awards may be based on gains or savings, actual or estimated, from the suggestions, up to an amount not to exceed \$100. In addition, the Executive Director may make other awards for suggestions that do not result in easily measured gains or for those that have merit but are not adopted because of other policy considerations.

Time spent in developing suggestions normally should be outside of the employee's working hours and will not be considered hours work for pay purposes. However, if an employee is assigned to work on the development or implementation of a suggestion, the time spent will be considered hours worked for pay purposes. In this latter circumstance, the employee normally will not be eligible for the Suggestion Program awards.

1.5 Orientation

New employees shall report to the Executive Director before starting work to allow for completion of necessary forms and to begin the orientation process. At that time, each new employee shall be presented with a copy of the Personnel Policy, information on fringe benefits, and job description.

Supervisors will be responsible for the orientation of the employee to the job, and the Executive Director will be responsible for orienting the employee to Authority policies and procedures. During the probationary period, the employee will attend an orientation session to ensure that the employee is reading, understanding, and following Authority policies and procedures. It is the responsibility of each employee to take action to become acquainted with the policies, procedures, and rules of the Housing Authority.

1.6 Training

Whenever possible, the Housing Authority will provide on-site training sessions in order to further familiarize employees with agencies policies, procedures, organizational characteristics, operational parameters, standards of conduct, etc. Additionally, training opportunities, outside the Housing Authority, will be used to further the education and capability of staff. Requests for training should be made to the supervisor in charge or the Executive Director. The Executive Director will post training opportunities on the Bulletin Board or inform staff in another manner as training becomes known.

1.7 Addendum

The Authority Personnel Policy Manual is intended to provide a general overview of the Authority and information regarding policies and benefits. Due to the continuously changing environment of Public Housing, some policies and benefit programs currently in effect may be added, revised, suspended, or eliminated by the Housing Authority in response to business needs or changing legal requirements. If requested by an effected employee, a hearing shall be called so employees may voice their opinions of the proposed change or changes. A hearing must be requested within five working days of notification of any changes. Such hearing shall be held within ten (10) days of the request, and no change shall be effective until after the hearing is held. The hearing will be conducted by the Executive Director. The decision of the Executive Director shall be final.

2.0 ADMINISTRATIVE POLICIES

2.1 Equal Employment Opportunity

The Equal Opportunity Policy applies to all departments of the Housing Authority of the city of Clayton, Georgia. The Authority maintains a strong policy of equal employment opportunity for all employees and applicants for employment. We hire, train, promote, and compensate employees on the basis of personal competence and potential for advancement without regard for race, creed, color, religion, sex, national origin, age, marital status, disability, citizenship, handicapping conditions, or any political affiliation, as well as other classifications protected by applicable state and/or local laws.

A special effort will be made to eliminate any discriminatory practices that are identified. Efforts will include aggressive recruitment of minorities with the goal of having a workforce that represents the Authority's available labor market at all levels within the organization.

Our equal employment opportunity philosophy applies to all aspects of employment with the Housing Authority of the City of Clayton, Georgia including recruiting, hiring, training, transferring, promoting, job benefits, pay, dismissal, and social and recreational activities. Further, the facilities, programs, and services will be made available to the public on a non-discriminatory basis.

2.2 The Americans With Disabilities Act

The Americans with Disabilities Act (ADA) was signed into law on July 26, 1990. In accordance with the Act, the Housing Authority of the City of Clayton, Georgia shall hire, promote, train, and compensate employees based on personal competence and potential for advancement. The Act prohibits discrimination against "qualified individuals with disabilities."

The Housing Authority of the City of Clayton, Georgia shall not discriminate against people with disabilities in regard to any employment practices, terms, conditions or privileges of employment. All aspects of the employment process are covered by the Act, including:

- application
- testing
- hiring
- assignments
- evaluation
- disciplinary actions
- training
- promotion
- medical examination
- layoff
- termination
- compensation
- leave
- benefits

The Authority shall provide reasonable accommodations which will permit disabled persons to work and advance in careers. Further, any contracts or business arrangements that discriminate against the disabled are prohibited. The Executive Director is designated as the Section 504 Coordinator and all requests and comments should be directed towards this employee. The Executive Director is responsible for handling all ADA issues.

2.3 Employment-at-Will

It is the Housing Authority's intent to retain good employees. However, employment at the Housing Authority is for no specified time, regardless of length of service. Just as employees are free to leave for any reason, the Authority reserves the right to end employment relationships at any time, with or without notice, for any reason(s) not prohibited by law. All employees are at-will employees and the Personnel Policies and Procedures Handbook is not to be construed as a contract of employment.

2.4 Harassment

It is illegal to harass others on the basis of their sex, age, race, color, national origin, religion, marital status, citizenship, disability and other personal characteristics. Harassment includes, but is not limited to, making offensive or derogatory remarks, "jokes", and, of other verbal, physical and visually offensive behavior.

The harassment of another employee will lead to disciplinary action, up to and including immediate termination, in cases of gross misconduct.

Any employee who believes he/she has been harassed should speak first with his or her supervisor, or if speaking to the supervisor is not feasible under the circumstances, to the next level supervisor, and the Executive Director if necessary, in an attempt to reach a resolution. It is the supervisor's duty to listen to such complaints and to refer them to the appropriate authority. Any reports of harassment must be immediately reported by supervisors to the Executive Director.

2.4.1 Sexual Harassment

Sexual harassment is also prohibited. Sexual harassment is defined as: 1) threats or insinuation to an employee, either explicitly or implicitly, that employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development; 2) intimidation, ridicule, or insult of an employee that is sufficiently severe or pervasive as to alter the conditions of the employee's employment by creating an abusive work environment.

Each supervisor has a responsibility to take all steps possible to maintain the work place free of any form of sexual harassment. No supervisor is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's condition of employment as outlined in the preceding paragraph.

Examples of sexual harassment include, but is not limited to:

- a) Sexual flirtations, touching, advances, or propositions, repeated requests for dates;
- b) Verbal abuse of a sexual nature, dirty jokes;
- c) Graphic or suggestive comments about an individual's dress or body;
- d) Display in the work place of sexually suggestive objects or pictures, including nude photographs.

2.5 INS Compliance

As required by the Immigration Reform and Control Act of 1986, all employees hired after November 6, 1986, will provide the necessary documentation to verify employment eligibility. Eligibility forms shall be completed at the time of hire. The Statement for Employment Application shall be given to all applicants for positions with the Authority.

2.6 Employment Categories

It is the intent of the Housing Authority to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified time period.

Each employee is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws. NON-EXEMPT employees are entitled to overtime pay under the specific provisions of the Fair Labor Standards Act (FLSA). EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws.

In addition to the above categories, each employee will belong to one other employment category:

<i>Probationary</i>	An employee hired to fill a full-time regular position of either a 35 hour or 40 hour week, depending on the position. This employee will be on probationary period of twelve (12) months during which time he will be evaluated for regular employment. Vacation and sick leave may be utilized as accrued after the completion of the first month of employment. Health and medical benefits will be granted after ninety (90) days and Life and Pension benefits will be granted after six months.
<i>Regular</i>	An employee who satisfactorily passes the probationary period and attains a regular status. Regular employees are subject to all rules and regulations and entitled to all benefits and rights outlined in the Personnel Policies.
<i>Temporary</i>	The majority of the employee's time is spent performing specific tasks or filling a specific need at the convenience of the Authority. This type of position will be created to complete a special project or to handle a short-term increase in the work load. The work week for a temporary employee would generally consist of 40 hours. While legally mandated benefits such as workers' compensation and Social Security apply, sick leave and fringe benefits do not apply unless the position is created to last longer than 12 months, then all benefits would apply except retirement and life insurance. Positions funded through grant programs such as the Public Housing Drug Elimination Program and Comprehensive Grant Program are considered temporary positions. The fringe benefits and term of employment associated with the grant funded positions vary from the normal policies outlined herein for other non-grant funded temporary positions.
<i>Part-Time</i>	Employees may be appointed on a part-time basis to work less than the normal prescribed work-week, but on a regular basis. If employed at least 20 hours per week on a regular basis, they are entitled to Vacation and Sick Leave benefits.
<i>Emergency</i>	Appointment of any qualified person to a position to alleviate a hardship or the impairment of business for a period not to exceed thirty days.
<i>Bred-in Service</i>	When an employee holds a temporary appointment and is employed to a regular appointment, the time worked as temporary employee will be converted to probationary time. The employee must serve a minimum of 12 months probationary status.

Contracted Persons Individuals in this classification are not employees. They are independent contractors. Leave and fringe benefit portions of this policy do not apply. These issues are separately addressed in their contracts. However, other portions of the personnel policies may be used as a guide in dealing with contracted persons. Contracted individuals may be utilized to perform specific tasks or work for short time periods, but are differentiated from temporary employees in that they are never eligible for benefits.

All persons employed shall be advised of position, employment status/category, and benefits at the time of hire.

2.7 Organization and Authority

All positions shall be established in accordance with an organization plan clearly setting forth areas of responsibility and authority. The organization plan places primary responsibility for the operation of the Authority on the Executive Director. The Executive Director shall prepare an organizational chart showing lines of authority and decision making responsibility. Authority to employ, promote, transfer, demote, and terminate personnel shall be vested in the Executive Director and other individuals formally designated in writing to act for him/her.

All employees shall be informed of their level of authority and responsibilities at the time they assume their duties and shall be given the necessary authority to perform assigned tasks. Employees shall be given clear, concise job descriptions when employment begins. Job descriptions shall be reviewed and updated as needed. This shall be done in consultation with the employee in each position.

2.8 Policy Administration

Amendment of any provisions of this Personnel Policy shall be upon Resolution of the Board of Commissioners.

The Executive Director shall have primary responsibility for enforcing the provisions and purposes of this Personnel policy. Each employee is individually responsible for following all Personnel Policy provisions and procedures. This Resolution will become effective and in full force upon the date of acceptance by the Board.

A master copy of the Personnel Policy will be kept in the Executive Director's office. In the event of a discrepancy between any copies, the master copy will be considered the correct copy.

2.9 Recruitment and Selection

2.9.1 Vacant Positions

Supervisors shall be responsible for notifying the Executive Director of vacant, or soon to be vacant authorized positions in their department. The Executive Director shall review the information and determine whether the vacancy should be filled. Supervisors shall keep the Executive Director informed of all vacancies as they occur.

2.9.2 Recruitment for Vacant Positions

All full-time vacancies shall be posted on employee bulletin boards to allow current employees an opportunity for advancement. A person designated by the Executive Director shall post announcements or use other means as necessary to assure the Housing Authority shall obtain well qualified candidates for all positions. The announcement shall specify the title of the vacant position, any minimum qualification requirements, the manner of making an application, the final date on which applications shall be received, if necessary, and other pertinent information. Every reasonable effort shall be made to publicize vacancies of that all interested persons are informed and qualified persons are attracted to compete.

2.9.3 Application Forms

Applications shall be made on Housing Authority application forms as directed in the position announcement. Such application forms shall include information covering education, training, experience, and other pertinent factors. Resumes may be accepted during the job posting period, but the Housing Authority application form must be completed prior to an offer of employment.

2.9.4 Pre-Employment Physical Examination

The Housing Authority may not conduct or seek to make an inquiry as to whether an applicant has a disability or the nature or severity of the disability. The Housing Authority may require applicants for employment to take a pre-employment physical examination, provided that all entering employees in the job classification must take such an examination regardless of whether or not they have a disability. The scope of the medical examination should be limited to the physical requirement of the position. All information obtained with respect to pre-employment physical examinations shall be kept confidential.

2.9.5 Disqualification

The Executive Director or a designated employee may remove from further consideration the application of an applicant who:

- a) Does not meet the minimum qualifications established for the position.
- b) Has a disability that would prevent satisfactory performance of the essential functions of the job and could not be handled through reasonable accommodation.
- c) Has made false statements of material fact, or practiced deception in the application.
- d) Is addicted to the habitual use of drugs or intoxicating liquors.
- e) Has an unsatisfactory employment record of such a nature as to demonstrate unsuitability for employment.
- f) Has failed to submit an application within the prescribed time limit.
- g) Has been convicted of serious criminal conduct.

2.9.6 Selection

The Supervisor review all applications for employment to determine whether the applicant meets the established standards for employment. Such additional information may be required as is necessary to make determinations, i.e. credit reports, police records, etc. When appropriate, examinations may be used which may be written, oral, physical, or a combination of these. Such tests shall be practical in character and shall relate to the essential duties and the responsibilities of the position for which the applicant is being examined.

All positions shall be filled on the basis of qualifications, competency, and related work experience. In the case of current employees seeking to be promoted or transferred, past performance and such other factors as attendance, punctuality, work initiative, efficiency, and seniority shall be taken into consideration.

2.9.7 Appointment

When an applicant is selected, the Executive Director shall authorize an offer of employment.

2.9.8 Emergency Appointment

When an emergency involving the serious impairment of the business makes it impossible to fill a vacant position by normal procedure, the Executive Director or his/her designee may appoint any qualified person to such position on a temporary basis in order to prevent business from stopping or slowing. Such an appointment shall be for a period not to exceed ninety (90) days, during which time the normal selection procedures would be followed in order to fill the position permanently.

2.9.9 New Position

Prior to approval by the Executive Director for a new position, authorized employees shall assign new positions to an appropriate salary grade level. The salary grade/range for the position shall be determined through local comparability in accordance with the applicable HUD regulations.

2.9.10 Dismissal

During the probationary period, an employee who is unable or unwilling to perform the duties of the position satisfactorily or whose habits and dependability do not merit his continuance in service may be removed. Employees serving their probationary period do not have appeal rights unless there is alleged discrimination because of race, creed, color, religion, sex, national origin, age over 40, marital status, disability, citizenship, handicapping conditions, or any political affiliation.

2.10 Probationary Period

Full-time employees newly hired are subject to a twelve month evaluation or introductory period to verify skills, capabilities and suitability for the Authority. Likewise, this gives new employees the opportunity to evaluate the Housing Authority of the City of Clayton, Georgia as a place to work.

The designation of this time frame does not constitute an obligation on the part of the Authority to retain the employee until the end of the period specified. During this time, or at any time during employment, either the Housing Authority of the City of Clayton, Georgia or the employee may terminate the working relationship without cause and without advance notice. At the end of the twelve months, the Supervisor in consultation with the Executive Director may extend the period for additional time at his or her discretion.

Full-time employees may utilize Vacation and Sick Leave as accrued from the initial date of employment. The employee is eligible for Medical benefits after ninety (90) days and Pension and Life Insurance after six (6) months.

2.11 Salary Administration Principles

It is the policy of the Authority to administer salaries in accordance with the following principles:

- a) Employees shall be compensated through the use of a grade and step salary plan for both administrative and maintenance employees.
- b) The salary for all jobs shall fall on the grade and step system at all times.
- c) The grade and step system shall be approved by the Board of Commissioners and incorporated by reference into the policy.
- d) Increases shall not be based on race, color, creed, sex, national origin, handicapping condition, age, or any factor other than economic conditions, longevity or job performance.
- e) Promotions will be based on job performance and merit as determined by employee evaluation. Seniority or length of service is to be regarded as a factor only when all other factors are equal.
- f) In so far as possible, salaries and related benefits will be based on comparability, as documented by comparability studies conducted in accordance with HUD guidelines.

A full comparability survey should be done at a minimum of every five years by the Executive Director, his designated committee, or with assistance from qualified public or private agencies. In other years, any annual percentage increases will be determined by limited surveys of local practice and the Authority's budget condition.

In addition to a general re-evaluation of all positions during major comparability studies, there are other circumstances which may require position re-evaluation for pay purposes such as:

- a) When a new position is created.
- b) When a position outside the system is included for the first time.
- c) When examination of the job description for a position indicates that the duties have changed sufficiently to warrant a re-evaluation.

Exceptions to the pay plan *may* include the following:

- a) Personnel funded through grants which require their salaries be set for a specific period of time, or which have other technical requirements which demand exception to the system.
- b) Hourly maintenance workers whose wages are subject to regulations by the Department of Housing and Urban Development.
- c) Participants in special employment programs such as college cooperatives and internships, subsidized training programs, etc.
- d) Employees who were paid more than the maximum of the grade-step plan when it was established. These employees shall have their salaries frozen or specifically set by the Board of Commissioners.

2.12 Proration of Expenses

PHA expenses for personnel-related items shall be charged to individual programs or developments on the same basis as is used to distribute compensation from other programs unless another formula, approved by the HUD Field Office, proves to be more equitable.

2.13 Employee Performance Appraisals

The Authority requires an evaluation of each employee's performance on an annual basis. In addition, each new employee must be evaluated on a quarterly basis during the probationary period for the purpose of determining if the employee should be recommended for regular status.

The administrative office shall maintain evaluation forms. All evaluations shall be in writing and provide a section for employees to respond. The review will cover the employee's: 1) ability to carry out the duties prescribed by individual job descriptions, 2) performance of critical elements of the job, and 3) departmental performance. Supervisors will assist employees who are lacking required skills in improving job performance.

All evaluations shall be kept confidential and placed in the employee's personnel file.

2.14 Appointment of Residents as Commissioners

In accordance with Section 2 of the U.S. Housing Act of 1937, as amended, it is the Housing Authority's policy that no person should be barred from serving on the Board of Commissioners because of tenancy in a lower income housing development. Such participation shall not be construed to constitute a conflict of interest, provided that such Tenant-Commissioner shall not act upon any issue dealing with his/her personal circumstance of occupancy.

2.15 Employment Opportunities for Business and Lower Income Persons in Connection with Assisted Projects

In accordance with Section 3 of the Housing and Community Development Act of 1968, as amended, it is the policy of the Housing Authority to provide 1) for opportunities for training and employment of lower income residents of the developments, and 2) for contracts for work in connection with the developments to be awarded to business concerns which are located in or owned in substantial part by persons residing in the area in which the development is located.

2.16 Membership in Organizations

In accordance with HUD regulations, development costs shall not include the costs of individual membership of officials or employees in any organization of the costs of membership in an organization, any substantial part of whose activities involve promotion of legislation.

3.0 COMPENSATION POLICIES

3.1 Pay Period

Employees of Housing Authority of the City of Clayton, Georgia shall be paid every week. Each pay period consists of five working days.

When a pay day falls on a holiday, paychecks will be distributed on the last working day prior to the holiday.

In principle, every effort will be made to ensure the accuracy and timeliness of an employee's pay. However, the Authority is not responsible for events beyond its control or the actions of its employees. Adjustments to pay checks will normally be made in the check following pay period. However, adjustments may be made, depending upon the severity of the error or problem, during the same pay period.

Pay checks will not be released early except when an employee has a scheduled vacation day or out on sick leave as an excused absence on a pay date. Under these circumstances, an employee's pay check will be released no earlier than 2:00 p.m. on the preceding day.

3.2 Work Schedule

The standard work hours for administrative employees are:

Monday through Thursday	8:00 a.m. to 5:00 p.m. (1/2 hour lunch)
Friday	8:00 a.m. to Noon

Standard work hours for maintenance employees are

Monday through Thursday	7:00 a.m. to 4:00 p.m. (1/2 hour lunch)
Friday	7:00 a.m. to Noon

The Executive Director may designate a different work schedule for positions based on the needs of the Authority.

Employees shall remain in the work area during normal working hours. Employees who leave the work area for Authority non-business purposes must do so with the consent of supervisory personnel.

3.3 Payroll Deductions

Earnings and payroll deductions are shown on a voucher with employee checks. Deductions required or requested are as follows:

Required by Federal & State	Authorized by Employee
Federal Income Tax	Medical Insurance
State Income Tax	Life Insurance
Social Security Tax	Retirement Plan
Medicare Tax	Charitable Contributions
Garnishments/Wage Attachments	Any Other Authorized Deductions

3.4 Overtime/Compensatory Time

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work in excess of their normal schedule. It is the Authority's intention to minimize such occurrence and ensure that overtime work is scheduled and paid in accordance with the Authority's policy and applicable State and Federal laws. The Authority is subject to all regulations of the Fair Labor Standards Act (FLSA). When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

Non-Exempt Employees

Non-exempt employees who work in excess of forty (40) hours in a week will be paid overtime at a rate of one and one-half times the employee's regular pay. For purposes of determining overtime compensation, pay for vacation time, sick leave, holidays, etc., is not pay for time worked and is therefore not considered as hours worked for purpose of overtime computations. Non-scheduled hours of work which fall within the same week of vacation or leave time will not qualify for overtime. Non-exempt maintenance employees may choose to take compensatory time in lieu of paid overtime if they make such a request in writing immediately after the overtime occurs otherwise, they may not receive compensatory time off in lieu of paid overtime.

Exempt Administrative Personnel

Those administrative employees which are classified as exempt according to the FLSA will not be paid overtime compensation. However, the Executive Director, may allow such employee compensatory leave if he/she feels such is warranted.

Exempt Executive Personnel (Department Heads and the Executive Director)

Executive employees which are classified as exempt according to the FLSA will not be paid overtime compensation. They will not receive payment or compensatory time off for hours worked, travel time, attendance at meetings, etc., in excess of the normal work week. However, the Executive Director may grant compensatory time on an individual basis.

For those exempt employees who are absent from work for part of a day but not all of a day, it shall be up to the discretion of Executive Director as to whether or not there should be a charge against that employee's annual sick leave or other appropriate leave.

3.5 Pay Increases

There will be two types of salary increases as outlined below:

Annual COLA As budgetary constraints allow, the entire grade and step salary system (the salary schedule) may be increased by a uniform percentage to allow for increased costs within the general economy. All employees shall benefit from this general increase. However, nothing in this policy shall be construed to require a specific percentage increase tied to any particular economic indicator. Additionally, during the year of a full comparability study, this category may not apply since individual adjustments to pay grades may already contain the effect of a general increase.

Merit Increases resulting from merit or outstanding performance will be provided in accordance with the Authority's Performance Evaluation System. Refer to this documentation for specific information and rates of increase.

3.6 Wage Garnishment

Garnishment of wages results when an unpaid creditor has taken the matter to court. A garnishment is legal permission for creditors to collect part of an employee's pay directly from the Authority. Although the Authority does not wish to become involved in an employee's private matters, we are compelled by law to administer the court's orders.

In doing so, the Executive Director will contact the employee to explain the details of garnishment and how it affects wages. Employees are encouraged to resolve these matters privately to avoid the Authority's involvement in this mutually unpleasant situation.

3.7 Payroll Advances

Pay advances shall not be granted.

3.8 Promotions

It is the policy of the Housing Authority to hire employees for entry level positions, to provide training and development for employees when deemed necessary, and to offer employees promotions to higher level positions when deemed appropriate. To fill vacancies above the entry level, management prefers to promote from within and will first consider current employees with the necessary qualifications and skills, unless outside recruitment is deemed to be in the Authority's best interest.

All employees are encouraged to seek advancement opportunities and to obtain promotion and career guidance from their supervisor and/or Department Head. In addition, promoted employees may be required to have a medical examination.

An employee's basic eligibility for promotion will be determined by the requirements of the new job. In addition, the employee must have held his/her current position for at least six (6) months and have both a satisfactory performance record and no adverse disciplinary actions during the same period.

Job openings and promotions for which management seeks candidates from within the Authority will be posted on the employee bulletin board. From time to time, however, management will, as it deems appropriate, fill openings or make promotions without posting notices. When job openings or promotion opportunities are posted:

- a) Interested employees must initiate a written transfer request to the Department Head within three (3) business days of the posting.

- b) Supervisors and Department Heads may initiate the procedure within the same time period and propose employees for the position.
- c) The Executive Director may, at his/her discretion, direct the personnel officer to solicit outside candidates during or after the posting period.

Current employee candidates for job openings and promotions will be considered and processed as outlined in the Transfer policy (Section 3.11). Applicants recruited from outside the Authority for such positions will be considered and processed as outlined in the Recruitment and Selection policy (Section 2.9).

Current employee candidates for promotion will normally be screened and selected on the basis of attendance and work records, performance appraisals and job-related qualifications including in some instances, aptitude tests. Seniority will be considered if required by a labor contract or if two or more candidates are judged to be equally qualified based on merit, work record, and other qualifications. In addition, such employees may be required to have a medical examination.

Promoted employees will be placed on probationary status for a period of at least twelve (12) months. During this period, the provisions of the Probationary Period policy (Section 2.10) will apply, however, benefits will continue at the level prior to promotion.

3.9 Demotions

There are two types of demotions that may be affected by the Authority. Each is defined as detailed in the following sections.

- | | |
|-------------------------------|--|
| <i>Demotion Without Cause</i> | This type of demotion will not adversely affect an employee's service record and generally occurs: <ul style="list-style-type: none"> a) When a position has been abolished or reallocated to a lower paying salary range and the employee cannot be transferred to a position of equal pay. b) When an employee is promoted on a probationary basis and does not perform in the new position. c) When the employee requests a transfer to a position with a lower paying salary range. |
|-------------------------------|--|

An employee demoted without cause shall remain at the same step regardless of grade.

Demotion With Cause This type of demotion does affect an employee's service record and generally occurs when an employee not on any probationary status has been found unsuited for that employee's present position, but may be expected to give satisfactory service in a lower paying position.

The employee stays at the same step regardless of grade.

3.10 Transfers

From time to time, the Authority may find it necessary to transfer employees within the organization to positions where their skills will be best utilized.

The Authority may require employees to make either a temporary or long-term job transfer in order to accommodate the organization's business needs.

Employees may request a voluntary job transfer. However, to be eligible for a voluntary transfer, employees must meet the requirements of the new position, must have held their current position for at least six (6) months, must have a satisfactory performance record, and must have no adverse disciplinary actions during the same time period.

Job openings for which management seeks candidates from within the organization will be posted regularly on the employee bulletin board.

Employee requests for transfer should normally be handled as follows:

- a) The employee should submit a written request for a transfer to his/her current Department Head. The request should include the reason for the transfer and the department and specific job desired.
- b) The Department Head should forward the request to the Executive Director with a recommendation of approval or disapproval.
- c) If a job opening exists and the employee is eligible, the Executive Director should arrange an interview between himself/herself, the candidate, and the Department Head who has the job opening.
- d) The candidate will be allowed time off with pay for job interviews related to the transfer.
- e) The Executive Director will make the final decision.

Transferred employees will serve in their new positions for an initial period of at least twelve (12) months during which the provisions of the Probationary Period will apply, however, benefits will continue at the level prior to transfer. Neither the transfer to a new position nor the completion of the subsequent introductory employment alters the basic employment-at-will relationship. In addition, transferred employees may be required to have medical examination.

3.11 Board Member Compensation

Expenses for compensation of PHA Board members are not an allowable cost of the Authority's operating budget, unless required under State law and approved by HUD.

3.12 Longevity Pay

There is no longevity pay in effect at this Housing Authority.

4.0 SEPARATIONS

4.1 Types of Separation

Separation of employees from positions in the full-time service shall be designated as one of the following and shall be accomplished in the manner indicated: Resignation, compulsory resignation, layoff, disability, death, retirement, and dismissal.

4.2 Resignation

To resign in good standing, an employee shall give notice, in writing, to their immediate supervisor at least 2 weeks prior to the effective date of his/her resignation. Normally, failure to comply with this rule shall be entered on the service record of the employee.

4.3 Compulsory Resignation

Any employee who without valid reason or authorized leave fails to report to work for three (3) consecutive work days shall be separated from the payroll and reported as a compulsory resignation.

4.4 Layoff

The Executive Director may identify a number of positions by job title to be vacated which will result in the layoff of an employee in the full time service when he/she deems it necessary because of a shortage of funds or work, or other material changes in the duties of organization or for related reasons which do not reflect discredit upon the service of the employee. Any employee who has been separated for a period of twelve months or less because of a reduction in force shall be considered for reinstatement if the employee meets the minimum qualifications for any new openings. Employees who are reinstated shall serve a probationary period of twelve months. The lay off of employees shall be made in inverse order, on the basis of length of service in their department, retaining the employees with the greatest length of service in the position.

4.5 Reduction in Force

When the Authority is required to reduce the level of its work force, separation will be made so as to ensure that the best interest of the Authority is served in maintaining an efficient and effective organization.

Selection of employees to be retained shall be based upon their knowledge, skills, ability, training and past performance. When it can be determined that employees have equal capability and job performance, they will be retained according to seniority with the Authority. The Executive Director will determine which employees will be retained.

In an effort to minimize the impact of a reduction in force upon employee morale, bumping will not be allowed. Employees selected for separation may not bump other employees for any reason including, but not limited to, seniority or displacing an employee in a lower rated position. If another vacant position is available, a released employee may apply for the position along with other "outside" applicants.

As its sole option, the Authority shall give either a two week notice of separation or an equivalent cash payment in lieu of notice to all released permanent employees.

All employees who are separated from the Authority due solely to a reduction in force will have their personnel records show they left in good standing and are eligible for reemployment.

4.5.1 Early Out Provisions

When a reduction in force is required, the Board, at its sole option, may elect to authorize the Executive Director to offer cash payments equivalent to six months pay to volunteers who elect "early out" and agree to sign such waivers and releases as the Board may deem appropriate.

Only employees who have fifteen (15) or more years seniority with the Authority shall be eligible for "early out".

The Executive Director shall determine how many "early outs" will be accepted within each department in order to accomplish the staff reduction goals. Should there be more volunteers within a department for "early out" than needed, selection will be based upon the Authority's need for key positions, capability of employees and then seniority within the Authority.

Employees shall have no more than seven (7) calendar days to make a decision whether to accept "early out" once it is offered to them by the Executive Director.

FOLLOWING IS THE COMPREHENSIVE WAIVER AND RELEASE FORM EACH "EARLY OUT" MUST SIGN

COMPREHENSIVE WAIVER AND RELEASE

In consideration of the monies and other consideration to be received by me under the Clayton Housing Authority's Reduction In Force Program, I irrevocably and unconditionally

waive any and all claims arising under federal, state or local constitutions, laws, rules or regulations or common law prohibiting job discrimination based upon age, race, color, sex, religion, handicap or disability, national origin or any other protected category or characteristic, including, but not limited to, any and all claims arising under the Age Discrimination Act and/or any other federal, state or local human rights, civil rights or job discrimination statute, rule or regulation.

Signature of Employee

Date

Witness

Notary Public (Seal)

4.5.2 EMPLOYEES FUNDED BY GRANTS

At employment, all full time or part time employees funded by grants shall be made aware of the fact that their continued employment is a direct function of grant funding. Once grants end, their employment ends.

Persons whose employment ends as a result of discontinued funds shall not be eligible for severance pay. If another vacant position is available at the Authority, a released employee may apply without special consideration for the position along with other "outside" applicants.

4.6 Disability

An employee may be separated for disability when he/she can no longer perform the essential functions of the job with or without a reasonable accommodation in accordance with the requirements of the ADA. Individuals who are injured on the job may or may not be protected by the ADA, and such instances must be evaluated on a case-by-case basis. In all such cases, however, the disability must be supported by medical evidence acceptable to the Executive Director.

The Authority will take all necessary precautions to ensure that it is in compliance with the ADA in such instances.

4.7 Death

When a full-time employee dies while employed by the Housing Authority, all compensation due in accordance with this policy shall be paid to a legal representative of the employee's estate or any other properly designated individual.

4.8 Retirement

Employees eligible to receive retirement benefits shall submit a letter of retirement to the Executive Director at least ten working days prior to the effective date of retirement.

4.9 Dismissal

The Executive Director may dismiss an employee as outlined in this document. The employee shall be furnished notice of dismissal in writing. The employee has the right to answer the charge in accordance with the Housing Authority's grievance procedure.

4.10 Payment of Benefits

Benefits may be paid to employees upon separation at the discretion of the Executive Director and in accordance with the policies outlined in this manual.

4.11 Post Retirement Health Benefits (PRHB)

Each year at its annual meeting, the Board, at its sole option, will decide whether to extend PRHB (as well as the type of coverage) to qualified retired employees (and their spouses). In making the decision, the Board will consider such factors as the financial condition of the Authority and the type and availability of coverage offered by the Authority's health insurance carrier.

To qualify for PRHB, employees must be at least 60 years of age and have 15 or more years of continuous service. Qualified employee spouses will also be eligible under the dependent coverage provisions.

PRHB will be available to qualified retired employees until they reach the age of 65 - when eligible for Medicaid/Medicare. PRHB will be available for qualified employee spouses until they reach the age of 65 or until after five years of coverage, whichever occurs first. If the qualified employee should die, the spouse's coverage will continue until age 65 or until after five years of coverage, whichever occurs first.

The Authority will pay 100% of PRHB for employee or 75% for dependent (employee plus spouse) coverage.

5.0 DISCIPLINARY ACTIONS

5.1 Types of Disciplinary Actions

The following provisions shall govern disciplinary actions affecting employees in the full-time service. The Authority shall have the following alternatives for disciplinary action:

<i>Reprimand</i>	The supervisor shall, under normal circumstances, verbally reprimand an employee to warn that employee about unsatisfactory work performance or misconduct. The supervisor, the Department Head, or the Executive Director may submit a written reprimand to an employee when an oral warning has not resulted in the expected improvement, or when more severe initial action is warranted. A copy of the reprimand shall be filed in the employee's personnel folder.
<i>Suspension</i>	The supervisor, after consultation with the Executive Director, may, for cause, suspend without pay an employee for up to ten (10) days. A written statement specifically setting forth reasons for suspension shall be furnished to the employee. A copy shall be filed in the employee's personnel folder.
<i>Demotion/Salary Reduction</i>	The supervisor may reduce the salary of an employee or demote the employee to a lower position. A written statement of such action shall be furnished to the employee and a copy filed in the employee's folder. Final approval from the Executive Director for such action is required.
<i>Dismissal</i>	A dismissal shall be defined as an involuntary separation from employment. Dismissals are discussed in another section.

5.2 Rules and Regulations for Code of Conduct

In recognition of the fact that each instance differs in many respects from somewhat similar situations, the Housing Authority retains the right to treat each occurrence on an individual basis and without creating a precedent for other cases which may arise in the future. The Housing Authority retains the right to suspend any disciplinary action which it may take at its exclusive discretion. Examples given in any rule do not limit the generality of the rule. The rules and regulations are not to be construed as limitations upon the retained rights of the Authority, but merely a guide.

The rules and regulations for the Code of Conduct are divided into three (3) groups to reflect degree of severity of offenses. In each group and for each rule, consideration will be given to the severity of the offense, the cost involved, the time interval between violations, the length and quality of service records, and the ability of the employee concerned. In each case where the penalty is modified from the recommended standard penalties, the reason for such modification will be noted.

5.2.1 Group I Rules and Regulations

Normally, violations of Group I Rules and Regulations will be disciplined as follows:

First Offense - Verbal warning and instructions.

Second Offense - Written reprimand and instructions

Third Offense - One to Five day suspension without pay.

Fourth Offense - Dismissal

The following Rules and Regulations violations fall under Group I:

- a) Failure to work assigned hours, including overtime; working overtime without prior approval.
- b) Not working, wasting time, loitering or leaving assigned work areas during working hours without permission.
- c) Taking more than specified time for meals or rest periods.
- d) Productivity or workmanship not up to required standards of performance.
- e) Mistakes due to carelessness.
- f) Disregarding job duties by loafing or neglect of work during work hours.
- g) Where the operations are continuous, an employee will not leave his post at the end of his/her scheduled shift until he/she is relieved by his/her supervisor or his/her relieving employee on incoming shift.
- h) Reporting for work while obviously under the influence of alcohol or drugs.
- I) Tardiness - reporting to assigned work area after reporting time.
- j) Chronic absenteeism - frequent unexcused absences.
- k) Absent without permission or leave (A.W.O.L.)

- l) Violating a safety rule or safety practice.
- m) Failure to report an accident or personal injury in which the employee was involved while on the job.
- n) Engaging in horseplay, scuffling, wrestling, throwing things, malicious mischief, distracting the attention of others, demonstrations on the job, or similar types of disorderly conduct.
- o) Creating or contributing to unsafe and unsanitary conditions or poor housekeeping.
- p) Failure to pay just debts due to failure to make reasonable payment of such debts, thereby causing annoyance or embarrassment to the Authority.
- q) Failure to keep the department and/or personnel notified of proper address or telephone number (if any).

5.2.2 Group II Rules and Regulations

Normally, violations of Group II Rules and Regulations will be disciplined as follows:

First offense - Written reprimand and suspension of up to five (5) days without pay

Second offense - Dismissal

Rules and Regulations violations that fall under Group II offenses would be (but not limited to) the following:

- a) Provoking or instigating a fight, or fighting at any time on Authority property.
- b) Threatening, intimidating, or coercing a fellow employee or supervisor (includes abusive language).
- c) Sleeping during work hours.
- d) Reporting to work or working while unfit for duty either mentally or physically.
- e) Leaving the job during regular working hours without permission.

- f) Mistakes due to carelessness which affects the safety of personnel, equipment, tools or property.
- g) Unauthorized posting or removal of any matter on bulletin boards on Housing Authority property.
- h) Distributing written or printed matter of any description on premise unless authorized by the Executive Director.
- I) Failure to report to Executive Director a request for information from an outside agency (e.g., receipt of a subpoena from a law firm, court, or attorney).
- j) Use or possession of another employee's tools or equipment without the employee's consent.
- k) Refusal to give testimony in accident investigations.
- l) Causing materials, parts, or equipment to be lost, damaged or scrapped due to carelessness.
- m) Receipt from any person of any fee, gift or other valuable thing in the course of work, when such fee, gift or other valuable thing is given in the hope or expectation of receiving a favor or better treatment than that afforded other persons.
- n) Smoking in restricted areas.
- o) Gambling or any game of chance on Authority property at anytime.
- p) Parking of Authority vehicles in areas other than designated parking areas.
- q) Violation of Authority's policy concerning political activities.

5.2.3 Group III Rules and Regulations

Normally, violations of Group III Rules and Regulations will be disciplined as follows:

First offense - Dismissal

Rules and Regulations violations that fall under Group III offenses would be (but not

limited to) the following:

- a) Wanton and willful neglect in the performance of assigned duties.
- b) Deliberate misuse, destruction, or damaging of any Housing Authority property or property of any employee.
- c) Falsification of personal or Authority records including employment applications, accident records, purchase orders, time sheets, or other reports, records on applications, or work records.
- d) Making false claims or misrepresentations in an attempt to obtain sickness or accident benefits, or Workman's Compensation benefits.
- e) Insubordination by the refusal to perform work assigned or to comply with written or verbal instructions of the supervisory force or discourtesy to persons with whom he/she come in contact while in the performance of his/her duties.
- f) Unauthorized possession of firearms, explosives, or weapons on Authority property.
- g) Theft or removal from Authority locations without proper authorization, any Authority property or property of an employee, resident or any other person on Housing Authority property.
- h) Immoral, unlawful, or improper conduct or indecency either on or off the job which would tend to affect the employee's relationship to his/her job, his/her fellow workers, his/her reputation or good will in the community. Sexual harassment as defined in the personnel policies.
- i) The use and/or sale of illegal narcotics in any form.
- j) Proven incompetence or inefficiency in the performance of assigned duties in his/her position.
- k) Use or attempted use of a political influence or bribery to secure an advantage of any manner.
- l) Concerted curtailment or restriction of production or interference with work in or about the Authority's work stations.
- m) Hiring of employees by other employees who are in any type of supervisory

capacity to perform personal work during non-working hours.

- n) Use of Authority equipment and/or vehicles for personal use.
- o) Refusal to sign for Authority equipment, vehicles, tool, etc. in accordance with Section 5.3.
- p) Violation of Authority equipment and/or vehicles for personal use.
- q) Working on non-Authority work during work hours
- r) Refusal to acknowledge a written reprimand by not signing reprimand form.
- s) Solicitation by supervisory employees of subordinates for employment to perform personal services during non-working hours.

5.3 Housing Authority Equipment

All equipment, vehicles, tools, etc., must be signed out prior to use by employees on Authority form. The form acknowledges the employee's receipt of and accountability of Authority equipment, vehicles, tools, etc. An employee's signature is mandatory on the form. All employees are held accountable for assigned equipment, vehicles, tools, etc. Refusal by an employee to sign the form prior to sign out of equipment, vehicles, tools, etc. shall be considered a violation of Group III Rules and Regulations. All employees are held accountable for assigned Authority's equipment, vehicles, tools, etc.

At the time of separation and prior to final payment, all records, assets, and other items of Authority property in the employee's custody shall be transferred to the Executive Director or his/her designee and certification to this effect shall be signed by the employee. Any amount due because of a shortage in the above shall be withheld from the employee's final compensation or proceeds from the employee's pension plan.

The use of any of the Authority's equipment, vehicles, tools or employees for any purpose other than carrying out the normal official duties is strictly forbidden on or off the Housing Authority's premises. No equipment, vehicles, tools, etc., are to be loaned out or utilized for private benefit for any employee, resident, member of the Board of Commissioners, or any other person.

All equipment, vehicles, tools, etc. must be signed out prior to use. All employees are held accountable for assigned equipment.

5.3.1 Authority Vehicles

No Authority owned maintenance vehicles may be driven home, unless authorized by the Executive Director. All other maintenance vehicles must be parked each night at the Central Shop. In no case are the maintenance vehicles to be used for personal business or pleasure.

No Authority owned administrative vehicles may be driven home, with the exception of the Department Heads, unless authorized by the Executive Director.

5.4 Rights of Employees

Employees who separated shall receive payment for all earned salary, pay, and all earned annual leave less any amounts due the Authority under Section 5.3 of the manual.

6.0 GRIEVANCES AND APPEALS

6.1 Policy

It is the policy of the Housing Authority that any permanent status career employees should have an opportunity to present their work-related complaints and to appeal management decisions through a dispute resolution or grievance procedure. The Authority will attempt to resolve promptly all grievances that are appropriate for handling under this policy.

6.2 Definition

An appropriate grievance is defined as an employee's expressed feeling of dissatisfaction concerning any interpretation or application of a work-related policy by management, supervisors, or other employees. Management rights are generally excluded from the grievance procedure. However, grievances concerning these management rights will be considered bonafide, if they focus on disparate treatment of an employee and are corroborated by supportive comparative data. Examples of matters which may be causes of grievances appropriate under this policy include:

- a) A belief that Authority policies, practices, rules, regulations, or procedures have been applied in a manner detrimental to an employee.
- b) Treatment considered unfair by an employee, such as coercion, reprisal, harassment, or intimidation.
- c) Alleged discrimination because of race, color, sex, age, religion, national origin, marital status, or disability.
- d) Improper or unfair administration of employee benefits or conditions of employment such as scheduling, vacations, fringe benefits, promotions, retirement, holidays, performance review, salary, or seniority.

6.3 Procedure

Employees must notify the Authority, in a timely fashion, of any grievance considered appropriate for handling under this policy. The grievance procedure is the exclusive remedy for employees with appropriate grievances. As used in this policy, the terms "timely fashion," "reasonable time," and "promptly" will mean five (5) working days.

Employees are not to be penalized for proper use of the grievance procedure. However, it is not considered proper if an employee abuses the procedure by raising grievances in bad faith or solely for the purposes of delay or harassment, or by repeatedly raising grievances that a reasonable person would judge have no merit. Initiation of the grievance procedure by an employee does not limit the right of the Authority to proceed with any disciplinary action which is not in retaliation for the use of the grievance procedure.

Grievances are to be fully processed until the employee is satisfied, does not file a timely appeal, or exhausts the right to appeal. A decision becomes binding on all parties whenever any employee does not file a timely appeal or when a decision is made in the final step and the right of appeal no longer exists.

Employees who feel they have an appropriate grievance should proceed as follows:

- a) Step One - Promptly bring the grievance to the attention of the immediate supervisor. The grievance must be presented in writing. If the grievance involves the supervisor, then it is permissible to proceed directly to Step Two. The supervisor is then to investigate the grievance, attempt to resolve it, and give a decision to the employee within a reasonable time. The supervisor should prepare a written and dated summary of the grievance and proposed resolution for file purposes.
- b) Step Two - Appeal an unsatisfactory decision by a Supervisor to the Executive Director. The timeliness requirement and procedures to be followed are similar to those in Step One. The Executive Director will take the necessary steps to review and investigate the grievance and will then issue a written, final, and binding decision.

Final decisions on grievances will not be precedent-setting or binding on future grievances unless they are officially stated as Authority policy. When appropriate, the decisions will be retroactive to the date of the employee's original grievance.

Information concerning an employee grievance is to be held in strict confidence. Supervisors, Department Heads, and other members of management who investigate a grievance are to discuss it only with those individuals who have a need to know about it or who are needed to supply necessary background information.

Time spent by employees in grievance discussions with management during their normal working hours will be considered hours worked for pay purposes.

7.0 RULES AND REGULATIONS

7.1 Overview

Every organization has certain guidelines which were developed to reflect good business practices. In establishing any rules of conduct, the Authority has no intention of restricting the personal rights of any individual. Rather, we wish to define the guidelines that protect the rights of all employees and to ensure maximum understanding and cooperation. Therefore, employees are expected to be:

- On-time and alert when scheduled to be at work.
- Careful and conscientious in performance of duties.
- Thoughtful and considerate of other people.
- Courteous and helpful, both when dealing with the public and with other employees.
- Neat in appearance, wearing the proper attire for Authority business.

7.2 Absenteeism and Tardiness

The Housing Authority of the City of Clayton, Georgia expects employees to be at work on time and to work a full day. Maintenance employees who will be absent from work because of illness must call 706-682-6467 by 7:30 a.m. to report their absence from work. All other employees must call 706-682-6467 by 8:30 a.m. to report their absence from work due to illness. In the event of failure to comply with the call in procedures, the employee will be charged on the payroll as leave without pay. Repeated absenteeism and/or tardiness may lead to disciplinary action up to and including termination of employment.

7.3 Safety

The Housing Authority of the City of Clayton, Georgia expects its employees to conduct themselves in a safe manner. Please use good judgement and common sense in matters of safety, observe any posted safety rules, and follow all OSHA and state safety regulations. The Executive Director is designated as the Safety Officer and any problems or comments should be directed towards this employee. The use of seat belts in vehicles so equipped is MANDATORY for ALL Authority employees.

If injured on the job, the employee is required to report the accident to the supervisor immediately when possible, but in all cases no later than twenty-four (24) hours after the injury is incurred. The supervisor must ensure that a written report of the accident and injury is then completed and turned in to the Executive Director on a timely basis.

7.4 Substance Abuse and the Drug-Free Workplace

7.4.1 Introduction

In recognition of the continued and growing problem of substance abuse, it is the policy of the Housing Authority of the City of Clayton, Georgia that the Housing Authority of the City of Clayton, Georgia shall take all reasonable measures to assure that drug and/or alcohol use by employees or other persons does not jeopardize the safety of our operations or otherwise adversely affect the Housing Authority of the City of Clayton, Georgia, its employees, the community or the public's trust in our ability to carry out our responsibilities.

The Housing Authority of the City of Clayton, Georgia cannot and will not tolerate lapses in employee control of their abilities to operate safely and productively. Substance abuse can produce such lapses resulting in errors in judgment, loss of vigilance, and poor coordination, causing accidents and loss of public trust. Therefore, our goal is to establish and maintain a safe work environment within the Housing Authority of the City of Clayton, Georgia, free from the effects of substance abuse.

7.4.2 Substance Abuse Policy

The following is the Housing Authority of the City of Clayton, Georgia's Substance Abuse Policy:

- a) The use, possession, sale or distribution, or presence in body, of alcohol, drugs or controlled substances in the workplace is strictly prohibited. Violators will be subject to disciplinary action up to and including discharge. For purpose of this policy "drugs or controlled substances" includes legal and illegal (street) drugs taken for non-medical reasons. It does not include prescription medication taken in accordance with a physician's instructions.

Appropriate law enforcement agencies will be notified of any controlled or illegal substances found on Housing Authority of the City of Clayton, Georgia property and these substances will be disposed of in accordance with their instruction. Some of the drugs which are illegal under Federal, State or Local laws include among others marijuana, heroin, hashish,

cocaine, hallucinogens, inhalant and designer drugs, depressants and stimulants not prescribed for current personal treatment by a licensed physician.

- b) Urine tests may be used for drugs and controlled substances. Breath or blood tests may be used for alcohol. All tests will be conducted off site at a private medical laboratory under the supervision of the Director of Human Resources. A positive screening test may be followed by a more detailed confirmation test in cases involving severe disciplinary penalty to an employee.
- c) The privacy interests of employees and the legitimate interests of the Housing Authority of the City of Clayton, Georgia in implementing and maintaining a substance abuse program will be accomplished by (1) limiting the extent of the inquiries to that necessary to effectuate the substance abuse policy; (2) assuring disclosure of, and access to, information is on a strict need-to-basis; and (3) informing employees of the purpose for which the information is sought.
- d) All applicants for employment will be required to do the following as part of the employment process:
 - 1. Sign a Substance Abuse Coverage Form which states that the applicant has read, understands and is subject to the Substance Abuse Policy as a condition of employment. The signed form will be retained in the applicant's personnel file.
 - 2. Sign a Test Consent Form authorizing appropriate test to identify the presence of drugs or controlled substances and alcohol and release of tests results to the Director of Human Resources. The signed form will be retained in the applicant's personnel file.
 - 3. At the Housing Authority of the City of Clayton, Georgia's discretion and expense take a prescribed test for drugs and controlled substances as a part of a pre-employment medical examination. Refusal of the applicant to sign the test consent form or the Substance Abuse Coverage Form or failure to receive a negative test result on the pre-employment medical exam will remove the applicant from consideration for employment on the basis of their not meeting all of the qualifications for the position.
- e) At the Housing Authority of the City of Clayton, Georgia will make a public announcement of it's Substance Abuse Policy. Further, employees

communications will be undertaken to ensure that each individual employee understands the policy's requirements and his or her obligation to cooperate fully in the testing program.

- f) All employees will be expected to cooperate in submitting urine, and/or breath or blood samples under the following guidelines as a condition of continued employment:
 - 1. For-Cause Test for substance abuse where management has reasonable cause to suspect that job performance, work place incident, or unusual behavior may be related to substance abuse. For-Cause Test must be scheduled through the Director of Human Resources or his/her delegate. Each case will be reviewed on it's merit before a referral is made.
 - 2. Where an employee is involved in an accident at work resulting in a compensable injury or property damage.
 - 3. The number of employees requested by management to participate in a For-Cause test may range from a single employee to all personnel who were involved in an accident or who were working in or has access to the work area in which the incident occurred.
- g) Supervisory employees are to be constantly alert for any infractions of this policy and are responsible for identifying personnel whose behavior indicates they may be using prohibited substances. The supervisor is also responsible for ensuring that appropriate and prompt disciplinary action is taken.
- h) Refusal to submit a urine, and/or breath or blood sample will result in the employee being considered as having refused to follow reasonable instructions connected with a condition of employment and subject to disciplinary action up to and including discharge.
- I) Any employee who on a voluntary basis and not in violation of this policy may ask for medial assistance due to alcohol, drug or other controlled substance abuse and will be provided referral assistance to medical and/or community resources by the Executive Director. Such employees will be eligible for health care benefits as provided by the Group Health Insurance Plan, sick leave and as required an unpaid medical leave of absence. Such employees will not be subject to disciplinary penalty. An admission of substance abuse during the disciplinary process due to a violation of this policy will to preclude the imposition of disciplinary penalty.

The Substance Abuse Policy will assist in establishing and maintaining a safe work environment free from the effects of substance use. Employees having questions concerning this policy should contact their supervisor or the Executive Director.

7.5 Consideration of Smokers and Non-smokers

In keeping with the Housing Authority's intent to provide a safe and healthful work environment, smoking in the workplace is prohibited except in those locations that have been specifically designated as smoking areas. In situations where the preferences of smokers and non-smokers are in direct conflict, the preferences of non-smokers shall prevail.

This policy applies equally to all employees, customers, and visitors.

7.6 Personal Appearance of Employees

It is the policy of the Housing Authority of the City of Clayton, Georgia that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation.

Employees are expected at all times to present a professional, business-like image to customers and the public. Favorable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with the Authority. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.

The personal appearance of the office workers and any employees who have regular contact with the public is to be governed by the following standards:

- a) Employees are expected to dress in a manner that is normally acceptable in similar business establishments.
- b) Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.
- c) Sideburns, moustaches, and beards should be neatly trimmed.
- d) At his/her discretion, the Executive Director may designate certain days or events where casual attire is permitted and encouraged.

The personal appearance of employees who do not regularly meet the public is to be governed by the requirements of safety and comfort, but should still be as neat and business-like as working conditions permit.

Certain employees may be required to meet special dress, grooming, and/or hygiene standards depending on the nature of their job, or may be required to wear employer supplied uniforms.

Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Any work time missed because of failure to comply with this policy will not be compensated, and repeated violations of this policy will be cause for disciplinary action.

7.7 Identification Badges

Employees have not been issued badges; however, all employees should identify themselves and show identification when requesting entry to occupied apartments.

7.8 Conflict of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Housing Authority wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

All employees and their immediate families are prohibited from transacting any business with the Authority for himself or on behalf of any business, or for any business with which the employee or a member of his family has a substantial interest. Such business transactions include bidding on vehicles, equipment or tools sold as surplus by the Authority.

Employees are prohibited from taking possession of any personal property items remaining in a unit vacated by a resident. Employees are also prohibited from taking possession of any personal property items left on the public housing premises as a result of an eviction of a resident from a public housing unit. Such personal property items must be properly disposed of or donated to charitable organizations.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Housing Authority's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or

leases, it is imperative that he or she disclose to an officer of the Housing Authority as soon as possible the existence of any actual or potential conflict of interest so the safeguards can be established to protect all parties.

Personal gain may result not only in cases where any employee or relative has a significant ownership in a firm with which the Housing Authority does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Housing Authority.

The materials, products, designs, plans, ideas, and data of the Housing Authority are the property of the Authority and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any employee who participates in such a practice will be subject to disciplinary action, up to and including termination of employment.

7.9 Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their job with the Housing Authority. Employees should consider the impact that outside employment may have on their health and physical endurance. All employees will be judged by the same performance standards and will be subject to the Housing Authority's scheduling demands, regardless of any existing outside work requirements.

If the Housing Authority determines that an employee's outside work interferes with performance or the ability to meet the requirements of the Housing Authority as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the Housing Authority.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the Housing Authority for materials produced or services rendered while performing their jobs.

7.10 Confidentiality

The Authority has certain information about residents that is unique to the Housing Authority of the City of Clayton, Georgia. Keeping such records private is a requirement of the Federal Privacy Act.

All employees are asked to agree to keep information about residents confidential. An employee who divulges confidential information may be terminated and may also be subject to certain federal fines or imprisonment.

7.11 Personnel Files

It is the policy of the Housing Authority to maintain personnel records for applicants, employees, and past employees in order to document employment-related decisions, evaluate and assess policies, and comply with government record keeping and reporting requirements.

The Authority strives to balance its need to obtain, use, and retain employment information with each individual's right to privacy. To this end, it attempts to restrict the personnel information maintained to that which is necessary for the conduct of its business or which is required by federal, state or local law.

The Executive Director is responsible for overseeing the record keeping for all information and will specify what information should be collected and how it should be stored and secured.

Employees have a responsibility to make sure their personnel records are up to date and should notify the Executive Director in writing of any changes in at least the following:

- a) Name
- b) Address
- c) Telephone Number
- d) Marital status (for benefits and tax withholding purposes only)
- e) Number of dependents
- f) Address and telephone numbers of dependents and spouse or former spouse (for insurance purposes only).
- g) Beneficiary designations for any of the Authority's insurance, disability, pension, and profit sharing plans
- h) Persons to be notified in case of emergency

In addition, employees who have a change in the number of dependents or marital status must complete a Form W-4 for income tax withholding purposes within ten days of the change, if the change results in a decrease in the number of dependents.

Only supervisory and management employees who have an employment-related need-to-know for information about another employee may inspect the files of that employee. Such an inspection must be approved by the Executive Director and should be recorded in the file inspected.

Employees are to refer all requests from outside the Authority for personnel information concerning applicants, employees, and past employees to the Executive Director. The Authority normally will release personnel information only in writing and only after obtaining the written consent of the individual involved. Exceptions may be made to cooperate with legal, safety, and medical officials who have need to know specific employee information. In addition, exceptions may be made to release limited general information, such as the following:

- a) Employment dates
- b) Position held
- c) Location of job site

7.12 Telephone Use

Telephones are a vital part of our business since much of our business is handled on the phone. Personal use of the telephone should be limited to emergencies and unusual circumstances. Also, personal calls should be brief. Personal long distance calls not billed to the employee may not be made. Failure to adhere to this policy shall subject the employee to the appropriate disciplinary actions.

7.13 Gifts and Gratuities

All employees are strictly forbidden to accept gifts, gratuities, or courtesies from any person or organization that may seek to use the relationship for securing favorable considerations. Employees may not accept anything (including lunches, sports tickets, receptions, gifts, etc.) From any current, past or future vendor, business firm, landlord, engineer, architect, banker, etc. If a need arises for an employee to have a meal with a vendor, architect, engineer, etc., to discuss Authority business, the employee's meal must be paid for by the employee. The requirement that the employee's meal must be paid for by the employee must be made clear prior to going for a meal with any such person or firm. Any unsolicited gifts received from vendors during the holidays or other times of the year, etc., must be immediately turned over to the Executive Director who will donate the gifts to the Inter-Development Resident Association.

7.14 Political Contributions

In accordance with the provisions of the "Hatch Act", 5 USCS Chapter 15, 5 CFR Part 151, employees shall not take an active part in politics or political campaigns during work hours as defined in the Act.

No employee shall engage in personal political activity during work hours; be required to, solicit for, or act as a custodian of funds for political partisan purpose; coerce or compel contributions by another employee of the Housing Authority of the City of Clayton, Georgia for political purposes; or use any Authority supplies, materials, or equipment for political purposes. Employees do, however, have the right to join or affiliate with organizations of a political or partisan nature outside of work.

7.15 Solicitations and Distributions

Employees must not solicit other employees for any purpose during work time. This does not include meal times. Employees are not permitted to distribute literature of any kind at any time on Authority property, unless prior approval has been given by the Executive Director.

People who don't work for the Authority or are not approved vendors are prohibited from distributing literature of any kind or soliciting employees for any purpose at any time on Authority property.

7.16 Protection of Authority and Employee Property

Respect and protection of Authority property and employee personal property is everyone's concern. If you find property missing or damaged, report it to your supervisor immediately.

7.17 Authority Premises

All employees are required to leave the Housing Authority's premises as soon as practical after their designated working hours. Non-employees must receive prior approval when the need arises to access non-public areas of the Authority's premises.

7.18 Release of Information

Except for records and information that we are legally required to provide to government agencies, no information will be released unless there is a signed authorization form from the employee on file, and the request is in writing.

7.19 Employment of Relatives

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at

work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Employment of relatives is prohibited in so much as possible. If circumstances arise where the employment of a relative is the most beneficial choice for the Authority, prior approval must be obtained by the Executive Director.

7.20 Employment of Commissioners

A former member of the Board of Commissioners shall not be employed by the Housing Authority during his/her tenure or for one year thereafter in a salaried position; such an employment relationship would constitute a conflict of interest under Section 515 of the ACC. A HUD waiver of the ACC requirement would be required from the HUD Field Office to authorize an exception to this requirement.

8.0 LEAVE AND BENEFITS

8.1 Annual Leave (Vacation)

All permanent employees, are eligible to accrue vacation leave as outlined below. Temporary, seasonal and other part-time or substitute employees are not eligible for vacation leave.

Eligible employees shall accrue vacation leave from the date of employment and may be taken as accrued after completion of one month's employment. Full-time employees shall accrue vacation leave per the following schedule:

1 to 5 years	2.31 hours per week
6 to 10 years	2.77 hours per week
11 plus years	3.24 hours per week

Permanent part-time employees shall accrue annual leave proportionally as their normal hours of work compare to the 40-hour work week. Leave may be accumulated and carried over at the end of the calendar year for a total of no more than two hundred forty (240) hours.

Employees shall schedule vacation time through a schedule presented to employees at the beginning of each year. Vacations shall be scheduled in such a way as not to hamper the operations of the department of Authority. The supervisor shall resolve conflicts between employee vacation schedules. Every employee shall be afforded the opportunity of taking at least ten (10) days annual leave if properly requested. All disputes shall be reviewed by the Executive Director with that decision being final.

Requests for annual leave must be submitted and approved two weeks prior to the beginning of the leave. Requests for vacation time to exceed three weeks must be approved by the Executive Director.

Vacations not used beyond the accumulation of two hundred forty (240) hours will be forfeited. No payment shall be made for forfeited vacation days. Employees shall not be granted additional pay in lieu of vacation days not taken.

8.2 Holidays

Full-time and part-time employees are eligible for holiday pay.

The following paid holidays will be observed:

New Year's Day	January 1
MLK Holiday	2 nd Monday in January
President's Day	3 rd Monday in February
Good Friday	Friday before Easter
Memorial Day	Last Monday of May
Independence Day	July 4
Labor Day	1 st Monday of September
Columbus Day	2 nd Monday of October
Veteran's Day	November 11
Thanksgiving Day	4 th Thursday of November
Day after Thanksgiving	Friday Following Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25

Employees may not elect financial compensation in lieu of taking time off for a holiday. If an employee is requested to work on a holiday, an alternate day off will be allowed in lieu of taking the holiday. If a non-exempt employee is requested to work on a holiday, he/she will be paid at the applicable overtime rate.

Employees who have an unexcused absence on the day prior to, or the day immediately following the holiday will not be paid for the holiday.

If a holiday falls on a weekend, the holiday will be observed on the closest Friday or Monday, or on the customary day.

8.3 Sick Leave

Employees are granted sick leave if their absence is due to their personal sickness, bodily injury, quarantine, required physical or mental examinations or treatment, exposure to a contagious disease, or when continuing work might jeopardize the health of others. Sick leave may also be taken for medical appointments. Employees are strongly encouraged to schedule appointments for early morning or late afternoon.

A physician's certificate, identifying the employee, the nature of the illness/injury, the time period of the absence (if applicable), and the extent to which the employee's job would be damaging to health, shall be provided by all employees when on sick leave with pay for three or more

consecutive working days. The Department Head in consultation with the Executive Director shall ensure that the employee shall not endanger his or her own health or the health of others by being on duty during an illness, injury, or pregnancy.

An employee who sustains an injury on the job just at the time of the injury or as soon as possible thereafter, notify his supervisor who shall follow the Authority procedures for reporting job related accidents or injuries. Employees who are otherwise eligible for sick leave accumulation and receive injury arising out of and in the course of employment shall be paid for the lost time as a result of the job related injury for the first seven (7) days (i.e., until Worker's Compensation benefits begin), through the use of accrued sick leave available. When lost time as a result of an on-the-job injury is covered by the State Worker's Compensation Act, the employee shall be paid those payments received as Worker's Compensation benefits.

All permanent employees, working full or part-time and career employees serving temporarily in substitute of acting capacities, are eligible to accrue sick leave as outlined below. Temporary, seasonal, and other part-time or substitute employees are not eligible for sick leave.

Full-time eligible employees shall accrue sick leave at the rate of 2.3 hours per week. Permanent part-time employees shall accrue sick leave proportionally as their normal hours of work compare to the 40-hour work week.

Sick leave may be carried over from year to year, up to a maximum of 120 days. An employee who is separated shall not be paid for accumulated sick leave.

Sick leave is not to be considered a right which an employee may use at his discretion, but a privilege not to be abused. Supervisors who feel an employee is abusing their sick leave privileges may require the employee to furnish a doctor's certificate for each period of absence regardless of the length. Supervisors will be responsible for making sure that sick leave privileges are not abused.

8.4 Leave of Absence

A written request for a leave of absence, providing full explanation of the circumstances, must be presented to the employee's immediate supervisor at least two weeks before the start date of the leave of absence. Requests are made to the Executive Director for final approval. If the absence exceeds thirty (30) days, the cost of benefits may be charged directly to the employee.

8.5 Disability Leave of Absence

Any employee medically unable (including maternity) to perform his/her assigned work is eligible for a Disability Leave of Absence (Leave). The employee must request the Leave in writing, and the request must be accompanied by a doctor's written statement explaining the reason for and the anticipated duration of the Leave. Such leave usually begins either at the time of the accident or disabling illness or at the latest date prior to the planned medical procedure, provided that the employee remains fully able to perform his/her assigned job duties and the employee's doctor agrees that the employee is medically able to continue working. If the Leave exceeds thirty days, the cost of benefits may be charged directly to the employee.

The Authority the right to have the employee examined at any time, at its expense, by its doctor, whose opinion on the employee's ability to work shall be final. During the Leave, the employee shall provide the Authority with doctor's reports as to his/her medical condition at times and frequencies appropriate to the particular medical situation or at the Authority's request. The Leave will be granted for a maximum of eight work weeks; however, at the Authority's discretion, it may be extended upon receipt of proof that the employee cannot perform his/her assigned duties. Prior to the employee's return to work, the Authority must be provided with a written return to work statement from the employee's doctor that the employee is medically able to resume his/her specifically assigned duties. If the employee does not return to work within three working days from the time the doctor determines that the employee can resume his/her assigned duties, the employee will be deemed to have resigned.

At the end of the Leave, the Authority will restore the employee to his/her prior position or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. Any employee returning to work after the Leave shall receive the rate of pay in effect at that time for the job to which he/she returned. An employee on Leave may take all or a portion of any unused vacation and any other paid time off prior to commencing the Leave.

8.6 Military Leave of Absence

An employee who is drafted for service in the armed forces shall take a military leave of absence. Upon return from service, the employee will be eligible for re-employment and will be reinstated in the same or substantially similar position.

An employee who is a member of the Armed Forces Reserve or the National Guard and who is required to attend active duty for training or other short-term reserve or Guard duty (i.e. forest fire fighting, police duty for natural disaster, etc.) is eligible for a military leave of absence. Such time off will not be considered vacation time. The employee will be allowed up to eighteen(18) days of military service with no reduction in pay. During such military leave, the employee shall be paid a sum equal to the difference between the military pay received for such period of active duty and normal Authority salary.

8.7 Civil Leave of Absence

Authority policy is to encourage employees to serve on jury panels. Any pay an employee receives from the court will be in addition to their regular salary or pay. The Housing Authority will pay an employee who serves on a jury regular pay. Employees who are excused from jury duty must return to work.

At the discretion of the Executive Director, an employee may also be granted Civil leave with pay when performing emergency duty with the Civil Defense in connection with a national emergency of disaster or for the purpose of voting when the polls are not open at least two hours before or after the employee's scheduled working hours.

Please be sure to schedule this time off with your supervisor to ensure proper coverage of your work station.

8.8 Emergency Leave

Special or emergency leave with pay may be granted by the Executive Director to any employee to cover such personal emergencies as serious illness, special declared holidays, hazardous weather condition, natural disasters, etc. Such leave may be counted against vacation leave, sick leave, or compensatory leave. Special or emergency leave is not to be considered as right which the employee may use at his discretion. Such leave will be approved by the Executive Director only in emergency situations. Employees will be required to document emergency situation before approval will be granted to use leave.

8.9 Bereavement Policy

Any permanent employee in the service of the Authority shall be entitled to bereavement leave without financial loss for a period of three (3) days in the event of a death in an employee's immediate family. Immediate family is defined as spouse, children, parent of employee and/or spouse, brother, sister, grandparent of employee or nieces and nephews of the employee.

8.10 Inclement Weather

It is the policy of the Authority to provide service to its clients even during inclement weather. The following guidelines will govern Authority operations whenever snow, ice, or other hazardous conditions exist:

- a) Generally, the Authority will be open for business.

- b) When weather is such that conditions may not be safe, the Executive Director may close the Authority at his/her discretion. However, unless otherwise specified by the Executive Director, one person must remain on call to provide emergency service to clients.

An employee who leaves work on approved leave status will usually not have the hours of leave reduced by the early closing time.

8.11 Maternity Leave

In order to be granted maternity leave, a pregnant employee must notify her supervisor in writing within two weeks following confirmation of pregnancy. The notification must contain plans for leave including date she will leave her job, approximate leave time required following birth, and estimated total leave time required including sick leave, annual leave, compensatory leave, and leave without pay. The notification shall be accompanied by a doctor's certificate stating the last day she will be able to work. In the event of a dispute the Authority may request a certificate from a second doctor.

Upon return, the employee will be reinstated to her original job or to a position of like status and pay and without loss of service credits. In the event an employee fails to return to work on the date established without authorized approval, her employment with the Authority shall be considered terminated and no special re-employment rights shall be given.

If the employee chooses not to take a leave of absence she must supply the Housing Authority with a physician's certificate stating the last day she will work, and that she is physically able to perform her job duties with the same efficiency as a non-pregnant employee. In the event of a dispute, the Authority may require a certificate from a second physician.

8.12 Leave Without Pay

When it is deemed in the best interest of the Housing Authority, a permanent status career employee may be granted leave without pay for personal or other reasons, provided such leave is recommended by the Supervisor and approved by the Executive Director. The Executive Director may grant leave without pay for a period no to exceed one year. Valid reasons for such leave shall include, but not be confined to, the following: prolonged illness or disability of the employee or a member of employee's household, educational or training enrichment, pregnancy and childbirth, and military service.

Application for leave without pay shall be submitted in writing in advance showing the employee's reason for requesting such leave and shall contain a statement that he/she intends to return to the Authority service upon expiration of the leave, and that he/she agrees to the terms and conditions

outlined in this manual.

Employees granted leave without pay shall be considered to have effected a break in service except as outlined below:

- a) In cases of leave without pay exceeding two calendar months, the effective date of an employee's merit increase shall be adjusted month for month for each month he/she is on leave without pay in excess of two months.
- b) In the case of an probational status employee (either from initial or promotional appointment) the effective date of the probationary period shall be adjusted month for month for each month he/she is on leave in excess of two months.
- c) For purposes of retirement benefits for eligible employees, breaks in service shall be as defined in the retirement plan.
- d) Continuation of Insurance benefits for eligible employees during the time the employee is on leave without pay shall be in accordance with the provisions of employee group insurance contracts, and provided that such employees reimburse the Authority the cost of premiums on such insurance during the leave period.
- e) Employees granted leave without pay under this policy shall not accrue sick and annual leave or seniority credits beyond two months while in leave status. However, any sick leave accrued at the time leave is granted shall be continued upon return to duty. Any employee who fails to return to duty and is terminated shall forfeit any sick leave that had been accumulated.

8.13 Medical Coverage

All full-time employees, and part-time employees who work more than 30 hours per week on a regular basis are eligible for medical insurance as offered through various plans. Temporary and par-time employees who work less than 30 hours per week are not eligible on the Housing Authority's plan. Benefits start on the first day of the month after ninety (90) days of employment.

This Medical Plan was selected to ensure the employees are not burdened with extreme medical costs. This comprehensive policy was developed for the benefit of all full-time employees. You are encouraged to take sick leave for medical appointments. Please schedule appointments for early morning or late afternoon.

The specific coverage and cost of the Plan will be provided to all employees during the orientation process.

8.14 Life Insurance

A group Life Insurance Plan has been provided to give basic protection to all full-time and part-time employees working more than 30 hours per week on a regular basis. Temporary and part-time employees working less than 30 hours per week are not eligible on the Housing Authority plan. This Group Policy is in force for the employee on the first day of acceptance by the life insurance carrier.

The specific coverage of the plan will be given to all employees.

8.15 Retirement Plan

All employees of the Housing Authority are required to participate in the Retirement Plan. Employees are eligible to participate after six (6) months of continuous uninterrupted employment. The Authority will pay into the Retirement Plan the full amount of the employee's contribution which will be used in part to pay the life insurance premiums. No participating employee may withdraw from the Retirement Plan as long as he/she continues to be an employee of the Authority.

All participants in the plan become fully vested after five years at the rate of 20% per year.

The specific coverage of the plan will be given to all employees.

8.16 Worker's Compensation

Worker's compensation is provided by the Authority to employees who are injured on the job. Employees who are injured on the job will still have an income even though an injury prevents them from working.

If injured on the job, the employee is required to report the accident to the supervisor immediately when possible, but in all cases no later than twenty-four (24) hours after the injury is incurred. The supervisor must ensure that a written report of the accident and injury is then completed and turned into the Executive Director on a timely basis. An Authority approved panel of physicians is posted on the employee's bulletin boards and at the office of the Executive Director. The Executive Director will provide employees with assistance in contacting an approved physician as needed. Employees are required to obtain medical treatment, if necessary, from an Authority approved physician. Before being treated the employee should inform the authorized medical personnel that the injury was job related so that the proper forms can be filled out as required by the Georgia Worker's Compensation Board. An employee is obligated to cooperate and any fraudulent activities is grounds for termination of employment.

8.17 Continuation of Benefits

Upon separation from the Authority, employees and their dependents may be eligible to continue certain fringe benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA) and any other applicable federal regulations. The Act contains a requirement for extension of health insurance benefits to employees and eligible family members. All terminated eligible employees shall be supplied with a package for coverage selection. The package will be supplied when a qualifying event occurs and the Authority is aware of that event.

8.18 Family and Medical Leave Act of 1993

All provisions for the Family and Medical Leave Act of 1993 shall be complied with by the Authority. A summary of the Act follows:

1. On February 5, 1993 President Clinton signed the Family and Medical Leave Act. The Act applies to public and private employers and will take effect on August 5, 1993. For employers subject to collective bargaining agreements, the Act will take effect on the earlier of : (1) the date of termination of the agreement after August 5, 1993, or (2) February 5, 1994. The federal Act describes the minimum benefits to be provided. In states which already have family and medical leave laws, any benefits provided by state or local law which are greater than federal benefits must still be provided.
2. Under the Act, covered employees are entitled to 12 work weeks of unpaid leave during any 1-year period. Such leave must be granted for the following reasons:
 - a) the birth or adoption of a child;
 - b) to care for a spouse, child, or parent with a serious health condition; or
 - c) a serious health condition makes the employee unable to perform required job functions.
3. Definitions:
 - a) A **serious health condition** is an illness (physical or mental) or injury requiring inpatient hospital care or continuing healthcare treatment.
 - b) A **covered employee** is one who has been employed for at least one year, who has worked for at least 1,250 hours during the previous twelve months and who works at a facility whose employer has 50 or more employees within 75 miles of that location. The Act applies equally to make and

female employees.

- c) **Son** and **daughter** include biological, adopted, stepchildren legal wards and “a child of a person standing” “*in loco parentis*” (for example, foster children). The terms include children under 18 and older children who are “incapable of self-care because of mental or physical disability.”
- d) **Parent** means the biological parent or other person who stands “*in loco parentis*” to the employee.
- e) **Spouse** means husband or wife.

4. Scheduling:

- a) Other than leave for birth or adoption, leave may be taken intermittently when medically necessary, including leaves of less than one day. Employees who take intermittent leave may be required to transfer temporarily to another job with equivalent pay and benefits that is less disruptive of operations.
- b) If possible, an employee must give at least 30 days’ notice before taking leave and must make a reasonable effort to minimize the disruption of the employer’s operations.
- c) The Act makes special provisions for elementary and high schools, noting that the intermittent absence for a teacher for more than 20% of classroom time is considered disruptive. The Act therefore allows the school to require the instructor to transfer to another position or take a continuous leave.
- d) Leave for birth or adoption must be scheduled for 12 consecutive weeks, unless the employer agrees to a different schedule.

5. An employer may require employees to use **vacation, personal leave, etc.**, for family leave and may require use of **sick leave** for personal medical leave. Such accrued leave does not count toward the total 12 weeks the employer is required to provide.

6. Seniority and employment **benefits** do not accrue during leave, however, the employer must maintain the employee’s group health coverage. If the employee fails to return from leave, the employer may recover the premium paid during the leave period.

7. Proof of Illness

- a) An employer may require medical certification for leaves involving a serious health condition affecting either the employee or a family member. This certification must include the date of the onset of illness, the probable duration and other appropriate medical facts.
 - b) Where an employee takes leave to care for a family member, the certification must state that the employee is needed to care for the family member. This certification must include the date of the onset of illness, the probable duration and other appropriate medical facts.
 - c) If an employer has reason to doubt the validity of a certification, the employer may require a second opinion. If the health care providers disagree, a third provider approved jointly will be the final authority of the matter. Second and third opinions are at the employer's expense. However, the employer may not use a doctor or other health care provider that it employs on a regular basis to supply second and third opinions. The employer may require the employee to obtain subsequent recertification on a reasonable basis.
8. When employees return from leave they must be returned to their original positions or to positions with equivalent pay and benefits. An exception applies to highly compensated employees (top 10% within a 75 mile radius) where restoration would cause "substantial and grievous economic injury."
9. Employers who discriminate against employees for exercising their rights under the Act may be liable for back pay and benefits, actual monetary losses, interest, attorneys' fees, expert witness fees, liquidated damages (an additional amount equal to the sum of all other damages and interest) and litigation costs.

The employee must notify the Executive Director of their intention to utilize benefits outlined in the FMLA. All appropriate forms must be completed and submitted to the Executive Director.

9.0 TRAVEL REGULATIONS

9.1 Overview

This policy establishes the procedures to be followed for all out-of-town travel outside the reasonable commuting distance of the Authority when using Authority funds for travel. The policy provides a reasonable, systematic means for establishing the cost of travel and related expenses for budget preparation. Also, the policy will be used to control expenses.

9.2 Authorization

The Authority will reimburse the traveler for actual costs for necessary expenditures on authorized trips. All requests for overnight travel must be submitted in writing from the Supervisor to the Executive Director two weeks prior to departure unless it is an emergency situation. The Executive Director, or designee, will determine an estimate of the amount of money needed in advance based on the following: 1) the cost of the hotel room and whether a deposit was made; 2) cost of food in the area of travel, whether or not meals are provided in the registration; and 3) cost of transportation (taxi, airport limo etc.) in the area of travel, etc.

9.3 Responsibility of Traveler

The traveler shall prepare the voucher for reimbursement in accordance with Authority policies. The traveler shall submit a travel voucher and receipts no later than 72 hours of return. The traveler shall not submit reimbursement claims which are not in accordance with this policy.

9.4 Transportation

The most economical means of travel shall be authorized using criteria established by the Authority. The Authority will determine the nature and urgency of the business. The most efficient and economical means of travel will be selected considering the time of the traveler and the cost of the mode of transportation. The Authority will also consider the number of people making the trip and the distance that will be traveled.

9.4.1 Authority Vehicles

Authority vehicles should be used for travel whenever it is possible subject to mileage limitations or other considerations stipulated in this policy. When using Authority vehicles, all expenses accumulated for the operation for the vehicle should be documented with a receipt.

9.4.2 Private Automobile

Private vehicles may be authorized if the use of an Authority vehicle is not feasible or where the Authority is better served by this arrangement. Employees will be reimbursed at the current government rate per IRS allowable. The employee is required to document on the travel expense voucher the odometer reading from the beginning to the end of the trip.

9.4.3 Commercial Aircraft

For trips over 200 miles, the feasibility of air transportation should be considered. The fare should not exceed the regular tourist fare except when no tourist accommodations are available. A copy of the paid ticket must be submitted if the traveler pays for the ticket personally. An overnight weekend stay may be required.

9.4.4 Other Modes of Transportation

If a rental car is used, all receipts should accompany the travel voucher. Travel by train, bus, or other means of transportation may be used if they are the only practical way to travel. Again, all receipts should be submitted. Travelers shall not be allowed mileage when they are transported by another traveler who is entitled to mileage or transportation expenses.

9.5 Lodging

Travel to a conference or convention should be accompanied by a stay in the hotel where the event is being held. If it is necessary to make alternative plans, the accommodations shall have comparable rates. For routine business, the actual cost of lodging at the single room occupancy rate will be reimbursed. The Authority recognizes that the cost of lodging varies among cities and will reimburse travelers suitable accommodations based on a single occupancy rate or double, depending on the number in the party. Travelers must submit receipts for lodging costs.

9.6 Meals

Travelers will be reimbursed for food expenses while traveling for costs which are reasonable. Employees must submit a request for reimbursement along with all receipts. Any reimbursable expense item, including meals, shall be submitted with a receipt. The employee will be reimbursed for actual reasonable costs with properly documented receipts (ie. the conference, reason for the travel, etc must be on the receipt or the reimbursement request). The cost of alcoholic beverages will not be reimbursed to the traveler.

9.7 Incidental Expenses

The following costs will be reimbursed to the traveler while on official business;

1. Ferry fares and bridge, road, and tunnel costs
2. Parking fees
3. Conference and convention registration fees upon submittal of a receipt
4. Taxi, bus, and subway fares
5. Tips and gratuities
6. Telephone and telegraph charges for conducting official business
7. Valet or laundry service if the trip is longer than five days

9.8 Travel Authorization

Travel request and authorization forms shall be submitted and approved by the Executive Director. Travel must be fully described and justified. Funds may be advanced to the traveler at the time of authorization.

10.0 TRAINING AND EDUCATION

The Authority encourages staff development of full-time employees through both Education and Training. These costs will be covered by the Authority if the education received expands the employees knowledge of the Authority's work. In-service training shall be provided to aid employees in gaining efficiency in their work. Training shall generally mean short-term workshops, seminars, conventions, etc. Requests for training may be initiated in writing by either employee or supervisor. Approval of training programs must be granted by the Executive Director. In addition, employee training shall be a function of every supervisor.

APPENDIX

The Housing Authority of the City of Clayton, Georgia

ACKNOWLEDGEMENT OF RECEIPT

This policy is provided to you for information and immediate reference. Read it carefully and completely.

Policies included are subject to unilateral change by the Authority from time to time, with or without notice, in writing, verbally or in practice.

All employees are at-will and the Personnel Policies and Procedures Handbook is not to be construed as a contract of employment.

Please acknowledge receipt of this Policy/Handbook by signing and returning this page to your supervisor.

Employee Signature

Date

Executive Director Signature

Date

**THE HOUSING AUTHORITY OF THE CITY
OF CLAYTON, GEORGIA**

Substance Abuse Coverage Form

I, _____, have read and understand the Housing Authority of the City of Clayton, Georgia Substance Abuse Policy.

I further understand that the use, possession, sale or distribution of alcohol, drugs or controlled substances in the workplace is strictly prohibited, for purposes of this policy. “Drugs or Controlled Substances” include legal and illegal (street) drugs taken for non-medical reasons. It does not include prescription medication taken in accordance with a physician’s instructions. I also understand that the presence of such substances in my system during work hours places unacceptable risk and burden on the safe and efficient operation of my job, and consequently, is strictly forbidden.

I also understand that if arrested and/or convicted of off-job drug and alcohol activities, including driving under the influence, the Housing Authority of the City of Clayton, Georgia may take action against me, taking into consideration among other things, the nature of the charge, job assignment, and record with the Housing Authority of the City of Clayton, Georgia.

I fully understand that my cooperation with and adherence to the Housing Authority of the City of Clayton, Georgia policies and procedures regarding substance abuse are conditions of my continued employment and that, if I violate, or am insubordinate by refusing to cooperate with any of these policies and procedures, I am subject to discipline, up to and including discharge.

Employee Signature

Date

Employee Social Security Number

5. I certify that I have not adulterated for substituted any sample given.

Date

Applicant's Signature

Date

Executive Director Signature

Use back of form if more space is needed

The Housing Authority of the City of Clayton, Georgia

EQUIPMENT RETURN CHECKLIST

I, _____, certify that I do not have in my possession any equipment, tools, supplies, or materials owned by the Housing Authority. The checklist below verifies that I have returned all Authority-owned property/items.

Item	Date Returned	Supervisor's Initials
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employee Signature

Date

Supervisor's Signature

Date

The Housing Authority of the City of Clayton, Georgia

TERMINATION CERTIFICATE

This is to certify that I do not have in my possession nor have I failed to return, any documents, data, resident lists, resident records, sales records, or copies of them, or other documents or materials, equipment or other property belonging to the Authority, its successors and assigns.

I further agree, I will not discuss confidential information, knowledge, data or other information relating to residents, processes, test data, resident lists or other subject matter pertaining to any business of the Authority or any of its clients, customers, consultants, licensees, or affiliates.

Employee Signature

Date

Executive Director Signature

Date

Supporting Document

Housing Authority of the City of Clayton

Annual Plan

Fiscal Year 07/01/2008 – 06/30/2009

Pet Policy

1. **Purpose:**

In compliance with Section 227 of Title II of the Housing and Urban-Rural Recovery Act of 1983, and with 24 CFR Parts 5, 243, 842, and 942, Final Rule, the Housing Authority will permit residents of public housing developments to own and keep common household pets in their apartment. This policy sets forth the conditions and guidelines under which pets will be permitted. This policy is to be adhered to at all times.

The purpose of the policy is to ensure that pet ownership will not be injurious to persons or property, or violate the rights of all residents to clean, quiet, and safe surroundings.

Common Household Pets are Defined as Follows:

Birds: Including canary, parakeet, finch and other species that are normally kept caged; birds of prey are not permitted.

Fish: Tanks or aquariums are not to exceed 20 gallons in capacity. Poisonous or dangerous fish are not permitted. Only one (1) tank or aquarium is permitted per apartment.

Dogs: Not to exceed 30 pounds at time of maturity. All dogs must be neutered or spayed.

Cats: All cats must be neutered or spayed and declawed.

Exotic pets such as snakes, monkeys, rodents, etc. are not allowed.

2. **Registration:**

Every pet must be registered with the Housing Authority's management prior to moving the pet into the unit and updated annually thereafter. Registration requires the following:

- a. A certificate signed by a licensed veterinarian, or a state or local authority empowered to inoculate animals (or designated agent of such authority), stating that the animal has received all inoculations required by the state and local law, if applicable (dogs, cats).
- b. Proof of current license, if applicable (dogs, cats).
- c. Identification tag bearing the owner's name, address, and phone number (dogs, cats.)
- d. Proof of neutering/spaying and/or declawing, if applicable (dogs, cats.)
- e. Photograph (no smaller than 3x5) of pet or aquarium.
- f. The name, address, and phone number of a responsible party that will care for the pet if the owner becomes temporarily incapacitated.
- g. Fish - size of tank or aquarium must be registered.

3. Licenses and Tags:

Every dog and cat must wear the appropriate local animal license, a valid rabies tag and a tag bearing the owner's name, address and phone number. All licenses and tags must be current.

4. Density of Pets:

Only one (1) dog or cat will be allowed per apartment. Only two (2) birds will be allowed per apartment. The Housing Authority only will give final approval on type and density of pets.

5. Visitors and Guests:

No visitor or guest will be allowed to bring pets on the premises at anytime. Residents will not be allowed to Pet Sit or House a Pet without fully complying with this policy.

Feeding or caring for stray animals is prohibited and will be considered keeping a pet without permission.

6. Pet Restraints:

- a. All dogs must be on a leash when not in the owner's apartment. The leash must be no longer than three (3) feet.

- b. Cats must be in a caged container or on a leash when taken out of the owner's apartment.
- c. Birds must be in a cage when inside of the resident's apartment or entering or leaving the building.

7. Liability:

Residents owning pets shall be liable for the entire amount of all damages to the Housing Authority premises caused by their pet and all cleaning, defleaing and deodorizing required because of such pet. Pet owners shall be strictly liable for the entire amount of any injury to the person or property of other residents, staff or visitors of the Housing Authority caused by their pet, and shall indemnify the Housing Authority for all costs of litigation and attorney's fees resulting from such damage. Pet liability insurance can be obtained through most insurance agents and companies.

8. Sanitary Standards and Waste Disposal:

- a. Litter boxes must be provided for cats with use of odor-reducing chemicals.
- b. Fur-bearing pets must wear effective flea collars at all times. Should extermination become necessary, cost of such extermination will be charged to pet owner.
- c. Pet owners are responsible for immediate removal of the feces of their pet and shall be charged in instances where damages occur to Authority property due to pet or removal of pet feces by staff.
 - (i) All pet waste must be placed in a plastic bag and tied securely to reduce odor and placed in designated garbage container and/or trash compactor.
 - (ii) Residents with litter boxes must clean them regularly. Noncompliance may result in removal of the pet. The Housing Authority reserves the right to impose a mandatory twice weekly litter box cleaning depending on need. Litter box garbage shall be placed in a plastic bag and deposited outside the building in the garbage container and/or trash compactor.
- d. All apartments with pets must be kept free of pet odors and maintained in a clean and sanitary manner. Pet owner's apartments may be subject to inspections once a month.

9. General Rules:

The resident agrees to comply with the following rules imposed by the Housing Authority:

- a. No pet shall be tied up anywhere on Authority property and left unattended for any amount of time.
- b. Pet owners will be required to make arrangements for their pets in the event of vacation or hospitalization.
- c. Dog houses are not allowed on Authority property.

10. Pet Rule Violation and Pet Removal:

- a. If it is determined on the basis of objective facts, supported by written statement, that a pet owner has violated a rule governing the pet policy, the Housing Authority shall serve a notice of pet rule violation on the pet owner. Serious or repeated violations may result in pet removal or termination of the pet owner's tenancy, or both.
- b. If a pet poses a nuisance such as excessive noise, barking, or whining which disrupts the peace of other residents, owner will remove the pet from premises upon request of management within 48 hours. Nuisance complaints regarding pets are subject to immediate inspections.
- c. If a pet owner becomes unable, either through hospitalization or illness, to care for the pet and the person so designated to care for the pet in the pet owner's absence refuses or is unable physically to care for the pet, the Housing Authority can officially remove the pet. The Authority accepts no responsibility for pets so removed.

11. Rule Enforcement:

Violation of these pet rules will prompt a written notice of violation. The pet owner will have seven (7) days to correct the violation or request an informal hearing at which time the Authority's Grievance Procedure will be followed.

12. Grievance:

Management and resident agree to utilize the Grievance Procedure described in the Lease Agreement to resolve any dispute between resident and management regarding a pet.

13. Damage Deposit:

A "Pet Damage Deposit" will be required for dogs and cats only, however, all pet owners must comply with registration rules for all other pets. The "Pet Damage Deposit" must be paid in advance and is to be used to pay reasonable expenses directly attributable to the presence of the pet in the project including (but not limited to) the cost of repairs and replacements to, and fumigation of, the resident's dwelling unit. The amount of the "Pet

Damage Deposit” will be \$265 for a pet less than six (6) months old (\$65 will be refunded with evidence of spaying or neutering). A deposit of \$200 is required for a pet over six (6) months of age (with evidence of spaying or neutering).

14. Exceptions:

This policy does not apply to animals that are used to assist persons with disabilities. This exclusion applies to animals that reside in the development, as well as animals used to assist persons with disabilities that visit the development. Pets used for the purpose of aiding residents with disabilities must have appropriate certification. The Authority shall maintain a list of agencies that provide and/or train animals to give assistance to individuals with disabilities.
