

PERSONNEL POLICIES
AND EMPLOYEE
HANDBOOK

**FAYETTEVILLE HOUSING
AUTHORITY**

PERSONNEL POLICY OF THE FAYETTEVILLE HOUSING AUTHORITY

FAYETTEVILLE, ARKANSAS

1. BASIC PRINCIPLES

- A. Merit System. The employment of personnel and all actions affecting employees shall be based solely on merit, ability, and justice.
- B. Nondiscrimination. There shall be no discrimination against employees or applicants for employment on account of race, creed, color, national origin, sex or any political union affiliation.
- C. Politics. All members, officers, and employees of the local authority shall be subject to provisions of the Hatch Act. Public Law 252, 76th Congress.
- D. Nepotism. The employment of more than one member of the same immediate family shall be avoided insofar as possible.

2. TYPES OF APPOINTMENTS

- A. Permanent Appointments. Permanent appointments shall be generally regularly established positions subject to a probationary period of six (6) months.
- B. Temporary Appointments. Temporary appointments generally not to exceed six (6) months, may be made to positions established to perform special or temporary tasks. These appointees do not accumulate vacation or sick leave.
- C. Part-time Appointments. Part-time appointments work fewer than 30 hours per week. Unless specifically stated, part-time employees are not afforded any benefits other than wages; for example they do not accrue benefits such as sick days, vacation days, health insurance or retirement.

3. COMPENSATION

- A. For maintenance and other employees whose salaries are fixed pursuant to the Contract, appropriate compensation rates shall be paid on the basis of prevailing rates in the locality, as determined by the Housing and Urban Development Administration.
- B. For all other employees appropriate compensation rates shall be determined on the basis of prevailing local public practice. Public practice as referred to here shall consist primarily of the related regulations of the municipal government.

4. AUTHORITY TO EFFECT PERSONNEL ACTIONS

- A. Authority to appoint, promote, transfer, demote and separate personnel shall be vested in the Executive Director, except that personnel action relating to key employees shall be reserved for Board Action.

5. SEPARATIONS

- A. Resignations. An employee who desires to terminate his employment shall submit a written resignation at least two weeks in advance, setting forth his/her reasons for resigning.
- B. Dismissals. An employee who gives unsatisfactory service or who is guilty of violation of regulations shall be subject to dismissal. In such cases, the employee, if he or she desires, shall be given a hearing before the Board of Commissioners.
- C. Reduction in Force. If it is necessary to reduce personnel, the selection of employees to be retained shall be based primarily on their relative efficiency and the necessity of the job entailed. Other things being equal, length of service shall be given consideration. At least two weeks notice prior to dismissal shall be given an employee except for persons employed for a specific period.

6. WORKING HOURS

- A. Regular Work Week. The regular work week shall consist of forty (40) hours.
- B. Overtime. Overtime shall be avoided as far as possible, but may be required in the interest of efficient operation. Employees may take compensation for overtime with time and half off when the work is requested by a Department Head or straight time off to accumulate time for personal use with permission of his/her Department Head. Hourly employees must be paid for overtime and compensation in the form of time off cannot be used.

7. ABSENCE FROM WORK

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

- A. The following holidays with pay shall be observed:

New Years Day	Veteran's Day
Presidents Day	Thanksgiving Day
Memorial Day	Friday following Thanksgiving
Independence Day	Christmas Day
Labor Day	Day at Christmas (determined yearly)
Martin Luther King, Jr. Day	
Personal Holiday (Birthday)	

Other holidays may be designated by the falls on Sunday, the following Monday shall be observed as a holiday. When one of the holidays falls on

a Saturday, the preceding Friday shall be observed. No employee will be paid for a holiday unless employee works the day immediately preceding and following the holiday, or is on an authorized leave with pay.

- B. Vacation Leave. Regular fulltime employees shall accumulate at the following rates based upon years of continuous service:
- (a) One year through two years of employment accumulated at the rate of 6 2/3 hours per month or 10 working days per year.
 - (b) Two years through ten years of employment accumulated at the rate of 8 hours per month or 12 working days per year.
 - (c) Eleven through twenty years of employment accumulated at the rate of 10 hours per month or 15 working days per year.
 - (d) After twenty years of employment accumulated at the rate of 12 hours per month or 18 working days per year.

Earned vacation leave may not be accumulated to exceed two years of earned vacation.

No employee shall be entitled to vacation leave unless six months of service has been completed.

- C. Sick Leave. All fulltime employees of the Housing Authority are eligible for sick leave pay which shall accumulate at the rate of 8 hours of leave for each full day calendar month of the employee's service with the Authority. All full time employees may accumulate sufficient sick leave time so the pay will be continuous during an extended illness or incapacitation of up to 128 work days.

Sick leave may not be taken during the first 90 days of employment. Sick leave taken in excess of three (3) days must have a physician's statement furnished.

- D. Leave Without Pay. An absence of an employee from duty, including any absence of one day or part of a day, that is not authorized by the Department Head shall be deemed absence without leave. Such absence shall be without pay and subject to disciplinary action. Absence without leave for three consecutive days shall be deemed sufficient grounds for dismissal.
Leave without pay may, where necessary, be granted, not to exceed two months in any one calendar year.

- E. Cash Payments in Lieu of Unused Leave. No cash payments to Employees shall be made in lieu of unused vacation or sick leave, except when an employee is permanently separated from employment. Cash

payment of unused vacation leave may be made, up to limit of the maximum allowance above (2 years of earned vacation). Cash payment of unused sick leave may be made up to a limit of 60 days. No payment of unused vacation or sick leave shall be made to any employee dismissed for cause.

8. HEALTH AND SAFETY

- A. Employees shall be provided safe, sanitary, and healthful working conditions.
- B. Employees shall be covered by Workmen's Compensation Insurance.

9. EMERGENCY LEAVE

- A. Upon prior approval of the Executive Director emergency leave with pay up to a maximum of three calendar days shall be granted to fulltime employees in the case of death or the imminence of death in the immediate family only. (Immediate family includes a spouse, child, brother, sister, parent, grandparent, grandchild, aunt, uncle, nephew, niece, brother-in-law, sister-in-law or parent-in-law).

10. MATERNITY LEAVE

- A. Maternity leave may be taken as sick leave with pay and will be treated the same as any sick leave. After all accumulated sick leave has been used, accumulated vacation may be used; thereafter maternity leave without pay will be granted. Maternity leave shall be limited to sixty (60) calendar days.

11. CIVIL LEAVE

- A. Any employee who receives a summons to jury duty or a subpoena from a State or federal court to appear as a witness shall be entitled to leave with pay for such duty.
- B. Any employee who initiates court action, volunteers to appear as a Witness, or is a defendant in a non-agency related case will be excused from work for necessary court appearances. The employee shall not be entitled to civil leave for such time however leave without pay or vacation leave may be granted.

12. INSURANCE PROGRAM

- A. The Housing Authority shall make a group health and dental insurance program available for employee's participation.
- B. Employees shall be enrolled in the programs upon their request or in accordance with the provisions of the insurance contracts, and the Housing

Authority shall participate in the cost of the program in such a manner as determined by the Board and approved by The Dept. of Housing and Urban Development. (See Resolution No. 501 attached).

13. RETIREMENT PLAN

- A. All employees shall participate in a retirement plan (After six (6) months of employment) as adopted by the Housing Authority and who is classified as a permanent employee. (See Amendment and Resolution No. 795 attached).

14. SERVICE RECORDS

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

15. TRAVEL

- A. Employees or Commissioners of the Local Authority may perform official travel upon authorization of the Board, or as authorized by the Chairman and Executive Director. Each trip to a destination outside the jurisdiction of the Local Authority (except to HUD area offices with jurisdiction and to nearby communities to carry out normal operating functions) shall be authorized by the Board approving the trip as essential to the conduct of the Housing Authority.
- B. Transportation costs for employees or Commissioners authorized to travel on official business of the Local Authority shall be paid by the Local Authority. First class surface carrier accommodations and less than first class air accommodations shall be the standard means of transportation. The difference between first class air accommodations and less than first class air accommodations is unallowable except when less than first class air accommodations are not available. Cost of registration fees, taxi fares, telephone calls, telegrams, secretarial services, and similar items necessarily incident to the performance of official business, shall be considered reimbursable item.
- C. Lodgings and meals shall be reimbursed on an actual expense basis as documented by paid receipts, in compliance with current agency guide lines.
- D. All authorized monthly local travel of the Executive Director and other staff employees of the Local Authority who use their private automobile in the conduct of Authority business shall be reimbursed at the rate of .58.5 cents per mile or as posted each year by the Internal Revenue Code of the Federal Government. Use of the Agency's vehicles is encouraged and use of Agency's credit card for gasoline. Mileage for use of private automobiles will not be paid if an Agency vehicle is available.

- E. Per Diem for Commissioner travel: The Fayetteville Housing Authority will allow a per diem for meals and incidentals based on the rates allowable by the Internal Revenue Service (Publication 1542 for the current year) and the departure and arrival times for the trip. "Meals and incidentals" include food, ground transportation to restaurants, laundry, phone, etc. as well as all tips (on meals, to skycaps, bellhops, taxi drivers, etc.) Receipts are not required for meals and incidentals. For travel to any locality not listed in Publication 1542, meals and incidentals will be reimbursed at the lowest rate in effect for the year. For locations within a 15 miles radius of a large metropolitan area, the metropolitan area rate will apply.

Any expenses in excess of the per diem will be the responsibility of the traveler. Eligibility for per diem reimbursements will be based on the departure time from Fayetteville and the return time to Fayetteville per the following chart:

Breakfast: Leave prior to 7 a.m.
Return after 9 a.m.

Lunch: Leave prior to 11 a.m.
Return after 1 p.m.

Dinner: Leave prior to 4 p.m.
Return after 6 p.m.

For travel and training within the metropolitan area (Benton, Washington, and Sebastian Counties and other counties adjacent to Washington County, per diem will be reimbursed for lunch only. Any deviation from this must be approved by the Fayetteville Housing Authority board of Directors.

No reimbursement will be allowed for meals while attending training in Fayetteville. (See Resolution No. 889)

16. ADMINISTRATION

- A. The Executive Director shall have the primary responsibility of enforcement of the provisions and purpose of this personnel policy, and shall review this policy periodically with a view toward increasing the efficiency of the Authority and promoting the general well being of the employees.

17. AMENDMENT

- A. Amendment of the above provisions shall be by action of the Board of Commissioners of the Housing Authority.

18. BONUSES AND PRESENTS

- A. Project costs shall not include the cost of any bonus payments or Christmas or other presents to employees, in cash or any other form.

19. ENTERTAINMENT EXPENSES

- A. Project cost shall not include expenses incurred for the provision of entertainment and incidental food and beverages.

20. DRUG FREE WORKPLACE POLICY AND PROCEDURES

- A. See Drug Free Workplace Policy and Procedure attached and made a part of this personnel policy. (See Resolution No. 817)

21. SMOKE FREE POLICY

- A. See Smoke Free Policy attached and made a part of this personnel policy. (See Resolution No. 817)

22. FAYETTEVILLE HOUSING AUTHORITY EMPLOYEE HANDBOOK

- A. See Employee Handbook attached and made a part of this personnel policy. (See Resolution No. 817)

23. CELL PHONE POLICY

- A. See Cell Phone Policy attached and made a part of this personnel policy. (See Resolution No. 874)

24. SECTION 23 POLICY ON VEHICLE USAGE

- A. See Section 23 Policy on Vehicle Usage attached and made a part of this personnel policy. (See Resolution No. 875)

WELCOME

Welcome to the Fayetteville Housing Authority!

Dear Employee:

You and the Fayetteville Housing Authority have made an important decision; The Agency has decided you can contribute to our success, and you've decided that the Fayetteville Housing Authority is the organization where you can pursue your career productively and enjoyably.

We believe we've each made the right decision, one that will result in a profitable relationship. The minute you start working here, you become an integral part of the Fayetteville Housing Authority and its future. Every job in our agency is important, and you will play a key role in its continued growth.

As you will quickly discover, our success is based on delivering high quality work ethics and providing unsurpassed service to our clients. How do we do it? By working very hard, thinking about our clients' needs, and doing whatever it takes. We do it by treating each other and our clients with respect. We do it by acting as a team.

Should you have any questions concerning this handbook, your employment or benefits, please feel free to discuss them with your supervisor or manager.

Again, welcome!

Introduction & Description of Agency

The mission of the Housing Authority of Fayetteville is to promote adequate and affordable housing, economic opportunity and a suitable living environment without discrimination for all.

Confidentiality Agreement

Information that pertains to the Fayetteville Housing Authority's business, including all nonpublic information concerning the Agency, its vendors, suppliers and clients, is strictly confidential and must not be given to people who are not employed by the Fayetteville Housing Authority.

Please help protect confidential information – which may include, for example, trade secrets, client information and agency financial information – by taking the following precautionary measures:

1. Discuss work matters only with other Fayetteville Housing Authority employees who have a specific business reason to know or have access to such information.
2. Do not discuss work matters in public places.
3. Monitor and supervise visitors to Fayetteville Housing Authority to insure that they do not have access to agency information.
4. Destroy hard copies of documents containing confidential information that is not filed or archived.
5. Secure confidential information in desk drawers and cabinets at the end of every business day.

Your cooperation is particularly important because of our obligation to protect the security of our clients' and our own confidential information. Use your own sound judgment and good common sense, but if at any time you are uncertain as to whether you can properly divulge information or answer questions, please consult a Fayetteville Housing Authority officer.

Conflict of Interest

Employees must avoid any interest, influence or relationship which might conflict or appear to conflict with the best interests of the Fayetteville Housing Authority. You must avoid any situation in which your loyalty may be divided and promptly disclose any situation where an actual or potential conflict may exist.

Examples of potential conflict situations include:

1. Having a financial interest in any business transaction with the Fayetteville Housing Authority.
2. Owning or having a significant financial interest in, or other relationship with, a Fayetteville Housing Authority competitor, customer or supplier, and
3. Accepting gifts, entertainment or other benefit of more than a nominal value a Fayetteville Housing Authority competitor, customer or supplier.

Anti-Discrimination & Harassment

Americans with Disabilities Act

It is the Fayetteville Housing Authority's policy that we will not discriminate against qualified individuals with disabilities with regard to any aspect of their employment. Fayetteville Housing Authority is committed to complying with the American with Disabilities Act of 1990 and its related Section 504 of the Rehabilitation Act of 1973. Fayetteville Housing Authority recognizes that some individuals with disabilities may require accommodations at work. If you are currently disabled or become disabled during your employment, you should contact your supervisor to discuss reasonable accommodations that may enable you to perform the essential functions of your job.

Equal Opportunity Policy

Fayetteville Housing Authority provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military status or any other category protected by federal, state and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, training and social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

Employment at Will

Unless expressly proscribed by statute or contract, your employment is "at will". All Fayetteville Housing Authority employees are at will, which means they may be terminated at any time and for any reason, with or without advance notice. Employees are also free to quit at any time. Any employment relationship other than at will must be set out in writing and signed by the Executive Director of the Fayetteville Housing Authority.

Compensation & Work Schedule

Attendance & Punctuality

Every employee is expected to attend work regularly and report to work on time. If you are unable to report to work on time for any reason, telephone your supervisor as far in advance as possible. If you do not call in an absence in advance, it will be considered unexcused. Unsatisfactory attendance, including reporting late or quitting early, may be cause for disciplinary action, up to and including discharge.

Overtime

Arkansas

Because of the nature of work, employees may be asked to work overtime on weekends or holidays or additional hours during the regular workday and are expected to comply with such requests.

Overtime compensation is paid to all nonexempt employees at one and one-half times their straight time rate for all hours worked in excess of 8 hours per day and 40 hours per week.

If you are nonexempt, you must receive authorization from your supervisor before working overtime. And after you have worked overtime, you must enter it on a timesheet on the day it is accrued or on the following day, at the latest.

Overtime pay is based on actual hours worked. Time taken for lunch or dinner is not included as time worked for purposes of computing overtime. And time off on holidays, sick leave, vacation leave, personal leave, training seminars or any leave of absence will not be factored in as hours worked when calculating overtime.

Pay Schedule

Employees will be paid on Thursday. If the regular payday falls on a holiday, payday will be the last regular workday before the holiday. The pay week starts at the beginning of your shift on Thursday and includes all work you perform up to the close of business on Wednesday.

A few additional facts about pay:

1. You will be paid every two weeks or 26 times per year.
2. If a paycheck is lost or stolen, notify immediately.

Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job performance and goals informally any time.

Additional formal performance reviews may be conducted to provide both supervisors and employees with the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. These formal reviews will be conducted after the first six months of employment and may be conducted once a year thereafter.

Time Records

All non-exempt employees must keep accurate time records by completing timesheets or punching a time clock when entering or leaving the building, including coming and going during lunch periods. Tampering with, falsifying or altering time records or punching another employee's time card will result in disciplinary action, up to and including discharge. Failing to record work time may also result in disciplinary action. For payroll purposes, time is rounded to the nearest quarter hour.

Conduct Standards

Company Equipment and Vehicles

When using the Fayetteville Housing Authority property, including computer equipment or hardware, exercise care, perform required maintenance and follow all operating instructions, safety and guidelines. Notify your supervisor if any equipment or machines appear to be damaged, defective or in need of repair. This prompt reporting could prevent the equipment's deterioration and could also help prevent injury to you or others. Should you have questions about the maintenance and care of any workplace equipment, ask your supervisor.

If you use or operate equipment improperly, carelessly, negligently or unsafely, you may be disciplined or even discharged. In addition, you may be held financially responsible for any loss to the Fayetteville Housing Authority because of such mistreatment.

Company Property

Please keep your work area neat and clean and use normal care in handling company property. Report any broken or damaged equipment to your supervisor at once so that proper repairs can be made. You may not use any company property for personal purposes or remove any company property from the premises without prior permission from the Executive Director.

Conduct Standards & Discipline

The Fayetteville Housing Authority expects every employee to adhere to the highest standards of job performance and of personal conduct, including individual involvement with company personnel and outside business contracts.

The Agency reserves the right to discipline or discharge any employee for violating any agency policy, practice or rule of conduct. The following list is intended to give you notice of our expectations and standards. However, it does not include every type of unacceptable behavior that can or will result in disciplinary action. Be aware that the Fayetteville Housing Authority retains the discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case.

Employees may be disciplined or terminated for poor job performance, including, but not limited to the following:

- unsatisfactory quality or quantity of work
- repeated unexcused absences or lateness
- failing to follow instructions or Agency procedures, or
- failing to follow established safety regulations.

Employees may also be disciplined or terminated for misconduct, including, but not limited to the following:

- falsifying an employment application or any other agency records or documents
- failing to record working time accurately
- insubordination or other refusal to perform
- using vulgar, profane or obscene language, including any communications or action that violates our policy against harassment or other unlawful forms of discrimination
- disorderly conduct, fighting or other acts of violence
- misusing, destroying or stealing agency property or another person's property
- possessing, selling, using or reporting to work with alcohol, controlled substances or illegal drugs on agency property or on agency time
- violating conflict of interest rules
- disclosing or using confidential or proprietary information without authorization
- violating the Agency's computer or software use and
- being convicted of a crime that indicates unfitness for a job or presents a threat to the Agency or its employees in any way.

Dating in the Work Place

Supervisors and employees under the supervision are strongly discouraged from forming romantic or sexual relationships. Such relationships can create the impression of impropriety in terms and conditions of employment and can interfere with productivity and the overall work environment.

If you are unsure of the appropriateness of an interaction with another employee of the Agency, contact the Executive Director for guidance. If you are encouraged or pressured to become involved with a client or employee in a way that makes you feel uncomfortable and is unwelcome, you should also notify the Executive Director immediately. No customer or employee of this agency has the right to subject any employee to sexual or other unlawful harassment, including requests for sexual favors, sexual advances, offensive touching, and any other unwanted verbal, graphic, conduct or communications of a sexual nature.

You should also be aware of, and are expected to comply with, the Fayetteville Housing Authority's policy against sexual and other forms of illegal harassment in the workplace.

Appropriate action, which may include, leave of absence, suspension or termination, will be taken against those who violate this policy.

Ethical and Legal Business Practices

The Fayetteville Housing Authority expects the highest standard of ethical conduct and fair dealing from each employee, officer, director, volunteer and all others associated with the Agency. Our reputation is a valuable asset, and we must continually earn the trust, confidence and respect of our suppliers, our members, our clients and our community.

This policy provides general guidance on the ethical principles that we all must follow, but no guideline can anticipate all situations. You should also be guided by basic honesty and good judgment, and be sensitive to others' perceptions and interpretations. If you have any questions about this policy, consult your supervisor.

You are expected to promptly disclose to the Executive Director of the agency anything that may violate this policy. We will not tolerate retaliation or retribution against anyone who brings violations to the Executive Director's attention.

Complying with Laws and Regulations

All our activities are to be conducted in compliance with the letter and spirit of all laws and regulations. You are charged with the responsibility of understanding the applicable laws, recognizing potential dangers and knowing when to seek legal advice.

Giving and Receiving Gifts

You may not give or receive money or any gift to or from a supplier, government official or any other organization. Exceptions may be made for gifts that are customary and lawful, are of nominal value and are authorized in advance.

You may accept meals and refreshments if they are infrequent, are of nominal value and are in connection with business discussions.

Employee Privacy and Other Confidential Information

The Fayetteville Housing Authority collects only personal information about employees that relates to their employment. Only people with a business-related need to know are given access to this information, and the Executive Director must authorize any release of the information to others. Personal information, other than that required to verify employment or to satisfy legitimate investigatory or legal requirements, will be released outside the agency only with employee approval.

If you have access to any confidential information, including private employee information, you are responsible for acting with integrity. Unauthorized disclosure or inappropriate use of confidential information will not be tolerated.

Accounting and Financial Reports

The Fayetteville Housing Authority's financial statements and all books and records on which they are based must accurately reflect the Agency's transactions. All disbursements and receipts must be properly authorized and recorded.

You must record and report financial information accurately. Reimbursable business expenses must be reasonable, accurately reported and supported by receipts.

Those responsible for handling or disbursing funds must assure that all transactions are executed as authorized and recorded to permit financial statements in accord with Generally Accepted Accounting Principles.

Compliance

Employees who fail to comply with this policy will be disciplined, which may include a demand for reimbursement of any losses or damages, termination of employment and referral for criminal prosecution. Action appropriate to the circumstances will also be taken against supervisors or others who fail to report a violation or withhold relevant information concerning a violation of this policy.

Grievances

Employees are encouraged to bring concerns, problems and grievances to management's attention. You are also obligated to report any wrongdoing of which you become aware to your supervisor or, if the situation warrants, to any Fayetteville Housing Authority officer.

Progressive Discipline

The Fayetteville Housing Authority retains the discretion to discipline its employees.

Oral and written warnings and progressive discipline up to and including discharge may be administered as appropriate under the circumstances.

Please note that the Fayetteville Housing Authority reserves the right to terminate any employee whose conduct merits immediate dismissal without resorting to any aspect of the progressive discipline process.

Zero Tolerance for Workplace Violence

The Fayetteville Housing Authority has a zero-tolerance concerning threats, intimidation and violence of any kind in the workplace either committed by or directed to our employees. Employees who engage in such conduct will be disciplined, up to and including immediate termination of employment.

If an employee feels he or she has been subjected to threats or threatening conduct by a coworker, vendor or customer, the employee should notify his or her supervisor or another member of management immediately. Employees will not be penalized for reporting such concerns.

Bereavement Leave

Full-time employees who have worked at the Fayetteville Housing Authority for at least 180 days are permitted up to 3 consecutive days with pay to attend the funeral of an immediate family member, which includes a spouse, child, brother, sister, parent, grandparent, grandchild, aunt, uncle, nephew, niece, brother-in-law, sister-in-law or parent-in-law.

Your supervisor must approve all bereavement time, and the Agency may request verification of the facts surrounding the leave and grant or deny the leave as deemed appropriate. Bereavement leave will not be paid if it occurs when the employee is on vacation or leave of absence, absent due to illness or injury, or not working due to a paid holiday.

Military Leave

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), the Fayetteville Housing Authority prohibits discrimination against persons because of their service in the Armed Forces, the Army National Guard and the Air Force

National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or emergency.

Jury Duty

The Fayetteville Housing Authority supports employees in fulfilling their civic responsibilities by serving jury duty when required and fully compensates them for time served.

However, you must inform your supervisor of your jury summons as soon as possible so that arrangements can be made to accommodate your absence. You will be expected to report for work during your jury service whenever the court schedule permits.

If applicable, insurance benefits will remain in effect and unchanged for the full term of your jury duty absence.

Time Off From Work In Connection With Court Cases

We recognize that an employee might be subpoenaed or otherwise required to serve as a witness in court cases or arbitrations. Employees called to testify will not be paid for the time they are away from work as a result of their participation in a court case or arbitration, but may use available vacation and personal days to cover their time away from work. Absence as a result of participation in a court case or arbitration will be treated the same as absence for any other reason and employees must comply with the agency's policy regarding attendance. If you are called to serve as a witness, notify your supervisor as soon as possible. (This clause will not apply when serving as a witness for the Agency and Agency duties).

GENERAL EMPLOYMENT

Employee Classifications

Employees at the Fayetteville Housing Authority are either full-time or part-time. The Agency may on occasion hire temporary or seasonal employees, who will not generally be eligible for benefits.

Part-time employees work fewer than 30 hours per week. Unless specifically stated, part-time employees are not afforded any benefits other than wages; for example they do not accrue benefits such as sick days, vacation days, health insurance or retirement. All other employees are full-time.

Your supervisor will verify whether you are a full-time or part-time employee, and also whether you are exempt or non-exempt. Exempt employees are not entitled to overtime under the Fair Labor Standards Act, while non-exempt employees can qualify for this pay.

Employee Records

An employee's personnel file consists of the employee's employment application, resume, withholding forms, reference checks, emergency information and any performance appraisals, benefits data or other appropriate employment-related documents.

It is the employee's responsibility to notify the Payroll Department of any changes in name, address, telephone number, marital status, number of dependents, military service status, beneficiaries or person to notify in case of an accident.

Misrepresentation of any fact which you have provided information for on your application, in your personnel file, or any other document is sufficient reason for dismissal.

Employment of Relatives

The Fayetteville Housing Authority may not hire relatives of employees. Relatives include an employee's parent, child, spouse, domestic partner, sibling, cousin, aunt, uncle, grandparents, in-laws or step relationships. Employees who marry or become related will not be permitted to work. Reasonable accommodations will be made when possible in the event a conflict arises.

Introductory (Probationary) Period

The first 180 days of employment are an Introductory Period for both the employee and the Agency. However, during and after this period, the work relationship will remain at will. This time period allows you to determine if you have made the right career decision and for the Fayetteville Housing Authority to determine whether your initial work performance meets our needs. Your supervisor will monitor your work performance, attitude and attendance during this time, and be available to answer any questions or concerns you may have about your new job.

Reference/Background Checks

The Fayetteville Housing Authority conducts reference and background checks on all new employees. Employees who have falsified information on their employment applications will be disciplined, which could include termination. Applicants who have provided false information may be eliminated from further consideration for employment.

Termination, Resignation and Discharge

Unless expressly proscribed by statute or contract, employment with the Fayetteville Housing Authority is on an “at will” basis and may be terminated with or without cause or notice. Similarly, employees are free to resign their employment at any time. If at any time it is necessary for an employee to resign his or her employment with the Agency, the Fayetteville Housing Authority requests at least two weeks written notice. Failure to provide notice may lead to forfeiture of accrued vacation or other benefits at the discretion of the Fayetteville Housing Authority.

Any employee who is discharged by the Fayetteville Housing Authority shall be paid only wages accrued to the effective date of the separation.

Emergency Measures (Inclement Weather)

We realize that bad weather or hazardous commuting conditions may occasionally make it impossible for employees to report to work on time.

However, you are expected to make a diligent effort to report to work when conditions have improved. If you determine that you are unable to report to work because of the conditions, inform your supervisor as soon as possible. Your absence will be charged to any allowed accrued leave bank other than sick leave.

If it becomes necessary to shut down the office due to weather or other emergency it is the policy of the Fayetteville Housing Authority that the Executive Director of the Fayetteville Housing Authority (or his/her designee in the case of his/her absence) is the **only** individual authorized to make the decision regarding inclement weather closings. The Executive Director (or his/her designee) will contact the local media to advertise the cancellation of the office no later than 7:00 a.m.

Skeleton crews will be designated in case any emergency should arise. Once the need for skeleton crews has been determined, the Executive Director (or his/her designee) will contact the Maintenance Supervisor to designate and contact the needed crew. If it is apparent that the office may be closed due to inclement weather designation of the skeleton crew can be made ahead of time by the Maintenance Supervisor and approved by the Executive Director (or his/her designee).

Any Fayetteville Housing Authority closures authorized by the Executive Director (or his/her designee), that result in services being closed to the general public, whether as the result of late opening, early closing or all day closing will result in a corresponding addition of special time off hours to be added to each skeleton crew employee's time off bank as long as they were scheduled to work and reported to work on the office's closure date. A maximum of 8 hours per closing day will be granted, and no more than 24 hours per calendar year (January 1 – December 31) will be granted.

The time added to the bank will be titled Special Time Off. This is to be used during the same calendar year as earned. No Special Time Off hours will be allowed to be carried over and used after the calendar year.

For those employees not designated as essential services during inclement weather need to check their local media station for closures. If the office will be closed it will be posted no later than 7:00 a.m. as per the above. If the Executive Director (or his/her designee) decides to close the office, it is done so to reduce road travel because travel is unsafe, therefore, all non-essential employees are not allowed to come into work unless they choose to do so at their own accord. It should be noted that there will not be any accrued "Special Time Off" as described above.

Any time off work due to the office closure authorized by the Executive Director (or his/her designee), whether as the result of late opening, early closing or all day closing will result in a corresponding allowance of inclement weather time to be used on the timesheet within the affected payroll period. A maximum of 24 hours per calendar year will be granted (these hours will be pro-rated for part-time employees to the equivalent of 3 work days and only offered if the PT employee is scheduled to work on a designated closing day.)

Inclement Weather Rules

- The maximum number of hours granted per closing is 8 hours. The maximum number of hours granted per Calendar Year (Jan. 1 to Dec. 31) is 24 hours
- These inclement weather/special time off hours are not available unless the Executive Director (or his/her designee) authorizes the office closing and they will not carry over to subsequent calendar years.
- In no instance will this Special Time Off for Inclement Weather be given to employees who were previously scheduled to be off work. The eligible employee will only accrue Special Time Off if the closing is during their regular scheduled work hours and they were not previously scheduled to be off work and/or scheduled for approved time off on the date of the inclement weather closing occurs. (i.e. previously approved vacations, employees not scheduled to work...)

- No Special Time Off hours will be allowed to be carried over and used after the calendar year.
- No Special Time Off hours for inclement weather are paid out at voluntary or involuntary termination of employment.
- Any closures that result in time off beyond the 24 hours of granted leave may be covered using the employees allowed accrued leave bank other than sick leave. If the employee does not have any accrued leave available, the time may be charged to leave without pay.

Communications and Technology

Use of Agency Communication Systems

Because the Fayetteville Housing Authority reserves the right to access any personal communication without prior notice, employees should not use the agency systems to transmit any messages or to access any information that they would not want a third party to hear or see. Although incidental and occasional personal use of the agency's systems is permitted, any such personal use will be treated the same as all other communications under this policy. However, employees are at all times prohibited from accessing or downloading information from the Internet for personal use. Please note, Agency computers are to be used by employees of the Fayetteville Housing Authority only.

Telephone Usage

The telephone system including voicemail at the Fayetteville Housing Authority is the property of the agency and is provided for business purposes. The Fayetteville Housing Authority may periodically monitor the usage of the telephone systems to ensure compliance with this policy. Therefore, employees should not consider their conversations on the agency's telephone system to be private.

Personal Mail

All mail delivered to the agency is presumed to be related to agency business. Mail sent to you at the agency will be opened by the office and routed to your department. If you do not wish to have your correspondence handled in this manner, please have it delivered to your home.

Employee Benefits

The Fayetteville Housing Authority employees are entitled to a wide range of benefits. A number of the benefit programs-such as Social Security, workers' compensation, state disability and unemployment insurance-cover all employees as required by law.

Eligibility for most other benefits depends upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. You can find the details of many of these programs in separate written summaries.

Some benefit programs require contributions from employees, but many are fully paid by the Fayetteville Housing Authority. We reserve the right to add, amend, modify or terminate any employee benefit plans or programs.

Medical Insurance

The Fayetteville Housing Authority offers and bears a substantial cost of this plan for the employee. Refer to the printed information from the insurance provider for details of eligibility and coverage. Coverage will start approximately 60 days after initial employment for full-time employees.

Retirement Plan

The Fayetteville Housing Authority provides a retirement savings plan for full-time employees who have completed any mandatory Introductory Period and otherwise qualify to participate. The plan includes a provision for employee tax deferred compensation contributions. The plan trustee is the Executive Director. You can request a full copy of the plan summary description from the Executive Director.

Travel & Expenses

Employees will be reimbursed for all reasonable and necessary expenses they incur while traveling on Fayetteville Housing Authority business. Use your discretion, but try to keep costs low. When it's necessary to travel for the Fayetteville Housing Authority business, please contact the Executive Director. This agency will be responsible for making all your travel arrangements. Mileage for use of private automobiles will not be paid if a Agency vehicle is available.

You must record all travel and business activities on the Agency's Travel Expense Report Form and submit it to the Executive Director. If business travel requires you to be out of the office for an extended period, your report must cover no less than one week and no more than one month of expenses. All Travel Report Forms should be submitted no later than five business days after the last day of the month.

Worker's Compensation

The Fayetteville Housing Authority provides insurance to compensate for any illness or injury an employee might suffer while working on the agency's premises, traveling on official agency business, or attending an activity officially sponsored by the Agency. If you become ill or injured, please get medical attention at once.

You must also report the details to your supervisor immediately. And you must complete a report for every injury, no matter how small, to keep the coverage in force and to get any benefits or other compensation to which you may be entitled.

Vacation and Holidays

Holiday

The Fayetteville Housing Authority observes the following holidays:

New Year's Day	Veterans Day
Memorial Day	Presidents Day
Independence Day	Martin Luther King Jr. Day
Labor Day	Personal (Birthday) Day
Thanksgiving and the day after	
Christmas and the day after or before	

You will be paid for these holidays if you:

- are a full-time employee who has worked at least 90 days at the Agency, and
- have worked the full day before and the full day after the holiday, unless time off has been approved in advance as vacation or personal days.

Holidays that fall on a weekend will be observed either on a Friday or Monday. To avoid confusion, all holidays will be announced in advance. Due to business needs, some employees may be required to work on agency holidays. Your supervisor will notify you if this may apply to you.

Sick Days

Full-time employees are eligible to earn sick day credits not to exceed 96 paid sick hours for the employment year and can accrue up to 1,024 hours.

To be eligible for a sick day, you must call in each day to your supervisor no later than 15 minutes after your usual start time for work. If you do not call in, the absence will be considered unexcused and you will not be paid for it.

All full-time employees are eligible to receive sick days at their supervisor's discretion. Sick leave taken in excess of three (3) days must have a physician's written statement furnished. If such a written statement is requested and you cannot provide it, the absence may be considered unexcused, and you will not be paid for it.

Vacation

Only active, full-time employees are eligible for paid vacation, and all vacation must be earned before being taken. Should an Agency holiday occur during your vacation, you may add an additional day, either at the beginning or end of the vacation period, with your supervisor's approval.

The Fayetteville Housing Authority reserves the right not to approve a vacation request if it will interfere with the Agency operations or adversely affect coverage of job and staff requirements. Whenever possible, employees' requests for vacation will be accommodated, but where scheduling conflicts arise, seniority will prevail.

For your first two years of employment – 80 hours per year
Two to ten years of employment-96 hours per year
Ten to twenty years of employment-120 hours per year
Twenty-one years and up of employment-144 hours per year

You may only accrue up to two years of vacation time or the excess will be lost at the end of each year.

CELL PHONE POLICY

Unless otherwise authorized, Fayetteville Housing Authority provided cell phones must be used only for business purposes. In addition, employees should use a Fayetteville Housing Authority provided cell phone only when a less costly alternative does not exist. Employees must fully reimburse the Housing Authority for any personal use of a Housing Authority provided cell phone.

The Housing Authority is committed to providing a good working environment and service to the public. When we look at a reasonable cell phone policy there are three components to consider:

- how we consider the taxpayers
- from an administrative standpoint
- how we consider the needs of our employees

1. Consistent with the goal of expending public funds in the most economical manner, the following guidelines will apply to the use of Fayetteville Housing Authority issued cell phones.
 - a. Fayetteville Housing Authority employees will limit cell phone usage. Whenever possible, calls will be made on a conventional telephone if one is reasonably available.
 - b. Each Fayetteville Housing Authority cell phone must be placed on the most cost-effective plan to satisfy the work-related needs of the employees. The employee's supervisor must approve the appropriate plan that fulfills the employee's reasonable needs. Extra features and upgrades such as roaming, anytime minutes, and "free" long distance shall be included only when justified as necessary and cost-effective features for the employee's work functions.
 - c. Only employees with a Fayetteville Housing Authority business need should be given a cell phone for use.
 - d. According to being frugal with the tax payer dollar, personal calls on Fayetteville Housing Authority cell phones should generally be limited to emergencies and pressing circumstances and lasting only as long as necessary in order to handle the emergency and pressing problem.
2. The Executive Director will monitor and approve the bills and all details generated by the employee's usage.
 - a. When presented with a detailed bill, the employee will identify business calls and any personal calls shown on such bills. Employee will then be required to either sign off that no personal calls were made or pay for any personal phone calls made that month.
 - b. A "personal call" means communication for purposes other than in the conduct of the employee's public duties for the Fayetteville Housing Authority.
 - c. Employees should use a phone directory and will NOT make cell phone operator assisted calls unless it is absolutely necessary. The cost ranges between \$1.00 and \$1.50 for these calls. You call it you pay for it.

- d. Employees will reimburse the Fayetteville Housing Authority for any personal calls that result in any increased expense to the Fayetteville Housing Authority when personal calls have resulted in the employee exceeding the total minutes allows. Such reimbursement shall be on a monthly basis and shall cover the actual extra cost incurred by the Fayetteville Housing Authority.
 - e. Employees are prohibited from using cell phones while driving agency vehicles. Allow voice mail to handle your calls and return them at your safe convenience. If an employee needs to place or receive a call while driving on agency business, the employee must pull off the road to a safe location. If there is a passenger in the vehicle, that person may place or take the call.
3. Violation of any part of this policy may result in disciplinary actions up to and including termination.

**FAYETTEVILLE HOUSING AUTHORITY
#1 NORTH SCHOOL AVE.
FAYETTEVILLE, AR 72701-5928
PH#479-521-3850/FAX#479-442-6771**

**DRUG FREE WORKPLACE POLICY
AND PROCEDURE**

PURPOSE:

The purpose of this directive is to establish a specific policy for dealing with controlled substance abuse in the workplace.

POLICY:

Drug use and abuse in or at the workplace is of utmost concern. Drugs in the workplace not only affect productivity, but the safety and the well being of all employees, the public at large, may result in damage to property due to impaired judgment. Therefore, it is the policy of the Fayetteville Housing Authority that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in or at the employee's workplace is prohibited. Any employee violating this policy will be disciplined up to and including termination.

"Controlled substance" is defined as any drug listed in 21 U.S.C. Section 812 and other Federal Regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to heroin, marijuana, cocaine, PCP, and "crack". Also included are "legal drugs" which are not prescribed by a licensed physician.

There will be no distinction drawn between drug users and drug pushers or sellers. Any employee who gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on the job or at the workplace is subject to discipline up to and including termination.

REQUIREMENTS AND PROCEDURES:

1. The Fayetteville Housing Authority requires that all employees, as a condition of employment or continued employment, execute a "Drug Free Workplace Policy Acknowledgement Statement" (Attachment A). The statement is required by the Federal Government for employees directly engaged in the performance of work pursuant to federal grant and/or contract, and the Fayetteville Housing Authority requires this statement for all employees.
2. The signed and dated original statement is to be kept in the employee's personnel File in the Personnel Office, with a copy being kept by each employee's supervisor.

3. All employees must abide by the terms of the statement.
4. Notification must be made to the Fayetteville Housing Authority, through his/her immediate supervisor, of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
5. The supervisor of an employee so convicted must immediately report the conviction to his/her management. The Fayetteville Housing Authority must notify the granting agency within ten (10) days after receiving notice from the employee of a conviction.
6. Within thirty (30) days of receiving notice of a drug statute conviction from an Employee, appropriate disciplinary action against the employee up to and including termination, must have been affected and/or the employee required to participate in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state, or local health, law enforcement, or other appropriate agency.

DRUG FREE WORKPLACE CERTIFICATION:

The granting agency will require a certification of a drug free workplace pursuant to the Drug Free Workplace Act of 1988. The granting agency form will be the same or similar to the HUD form included as an exhibit. This certification must be completed and submitted to the agency as a prior condition to being awarded a grant.

FAYETTEVILLE HOUSING AUTHORITY

#1 NORTH SCHOOL AVE.
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PH: 479-521-3850/FAX: 479-442-6771

SMOKE FREE POLICY

STATEMENT OF POLICY:

Due to Ordinance No. 4512 as passed by the City of Fayetteville, Arkansas and to protect and enhance indoor air quality and contribute to the health and well-being of all employees, the Fayetteville Housing Authority shall be smoke free, effective March 18, 2004.

Smoking will be strictly prohibited within all inside company work areas and public spaces including conference rooms, reception areas, restrooms, stairwells, hallways and work stations. This policy applies to all employees, clients, contractors and visitors.

Copies of this policy shall be distributed to all employees. Prominent signs displaying the following statement will be posted at all entrances throughout the building where applicable.

SMOKING IS PROHIBITED IN THIS AREA, PURSUANT TO THE REGULATION TO PROHIBIT SMOKING IN ENCLOSED OFFICE/PUBLIC PLACES. REPORT VIOLATIONS TO THE FAYETTEVILLE HOUSING AUTHORITY AT PHONE NUMBER 521-3850.

ASSISTANCE TO SMOKERS

Those employees who smoke and would like to take this opportunity to quit smoking are invited to:

-Contact the Washington County Health Department at 479-521-8181 for a referral to smoking cessation services in the community.

ENFORCEMENT OF POLICY

The success of this policy will depend upon the thoughtfulness, consideration and cooperation of smokers and nonsmokers. All employees share in the responsibility for adhering to and enforcing the policy.

Complaints

Persons observing a violation of this policy should bring it to the attention of their supervisor or other designated individuals.

Investigations

Supervisors or other designated individuals receiving a complaint will investigate and take action to resolve the issue as soon as possible.

Violators

Persons found to have violated this policy will be subject to disciplinary action in the same manner and magnitude as violations of other agency policies.

SECTION 23
POLICY ON VEHICLE USAGE

I. POLICY SUMMARY:

The vehicle use policy is intended to establish clear rules governing the use and availability of the Fayetteville Housing Authority owned vehicles.

Vehicles are utilized to assist personnel in accomplishing responsibilities, movement of personnel, supplies, materials, equipment and related activities. The operation of the Fayetteville Housing Authority vehicles for personal use is strictly prohibited.

All drivers will be required to provide the Fayetteville Housing Authority with a copy of their valid Arkansas driver's license upon hire. The Fayetteville Housing Authority may prohibit staff from operating vehicles if the employee's motor vehicle record shows a pattern of reckless behavior, moving violations or a general disregard of vehicle rules and regulations. All drivers shall comply with all applicable laws, ordinances and regulations while operating the Fayetteville Housing Authority vehicles. It is the responsibility of all drivers to immediately inform their supervisor if their license has been suspended, restricted or revoked. Any accidents and/or traffic violations in the Fayetteville Housing Authority vehicles must be reported to the Executive Director to determine driver competency and to recommend appropriate disciplinary action. Non-compliance with procedures or abuse of a vehicle shall be subject to disciplinary action.

II. MOTOR VEHICLE ASSIGNMENTS

Vehicle assignments will be made under the following classifications; Domicile and Non-Domicile Vehicles.

1. Domicile Vehicles

Vehicles may be assigned on a twenty-four (24) hour basis for use by employees who meet the following criteria:

An employee whose position clearly requires twenty-four (24) hour emergency response capability. In such instances employees will be required to provide justification for such a need.

Executive Staff positions whose duties require twenty-four (24) hour access to the use of a vehicle as determined and assigned by the Executive Director.

2. Non-domicile vehicles:

Vehicles may be assigned to specific employees or departments for Authority business use during the employees assigned work shift when the following criteria are met:

The employee or department demonstrates a need for daily travel on the Fayetteville Housing Authority business which requires access to a vehicle.

These vehicles will be parked on the Fayetteville Housing Authority property when not in use. No vehicles are taken home unless there is approval from the Executive Director.

III. USE OF VEHICLES:

All the Fayetteville Housing Authority vehicles shall be used solely for official business. The operation of these vehicles for personal use is strictly prohibited. The only occasions on which vehicles may be used for personal use are de minimis personal use such as stopping for lunch while driving a Fayetteville Housing Authority vehicle for business.

Only Housing Authority staff is allowed to accompany the driver in the vehicle-no other persons are permitted. Hitchhikers are not permitted in the vehicles, except in emergency situations when drivers are rendering assistance to disabled motorists.

All drivers shall comply with all applicable city and state laws, ordinances and regulations while operating a Fayetteville Housing Authority vehicle. Drivers are personally responsible for the cost of all traffic citations and parking tickets.

Under no circumstances should employees drive Fayetteville Housing Authority vehicle if they are utilizing alcohol or illegal drugs including prescription or non-prescription medication whose side effects may impair their ability to drive.

Smoking is not permitted in the vehicle.

Violations of this policy will result in the appropriate disciplinary action up to and including discharge.

IV. TAXABLE BENEFIT:

In order to comply with IRS regulation as stated in publication #917 addressing the "Business Use of a Car" the Fayetteville Housing Authority must calculate the value of personal use of a business vehicle to employees. The taxable valuation, according to IRS guidelines, will be \$3.00 per day for employees who have car assignments and use the car for commuting. This amount will be added to those employees' taxable income. On an annual basis, this will increase those employees' income by \$780.00 per annum.

V. FUEL

Fuel for all Fayetteville Housing Authority vehicles will be purchased using the agency's pre-approved credit card. However, under extenuating circumstances a driver must obtain fuel from an outside source, a petty cash slip must be completed and submitted to a supervisor for reimbursement. (Petty cash cannot be used for expenses totaling over

\$25.00). When gasoline is purchased the mileage will be tracked on the receipt and given to the immediate supervisor. A mileage log book is kept in all vehicles. Each person that drives the vehicle is responsible for logging in the book the miles traveled on each trip. Once a month the mileage book will be compared to the invoices scheduled for payment.

VI. ACCIDENTS/DAMAGES/STOLEN VEHICLES/EMERGENCY SERVICE:

In case of an accident/stolen involving the vehicle, the driver of the vehicle must:

Report the accident promptly to the local law enforcement agency. (If the police do not respond or complete an accident report, and the accident has caused bodily injury; vehicle property damage is \$1,000.00 or more; and/or \$200.00 or more in damage is done to government-owned property (does not include vehicles), the driver must submit a completed SR-1 Arkansas Motor Vehicle Accident Report to the Department of Transportation).

Contact your supervisor as soon as practical and report the accident.

In the event of a breakdown requiring emergency repairs employees should phone their supervisor to obtain authorization for repair. If emergency service is needed and the employee is unable to reach his/her supervisor then the employee should use reasonable judgment to secure the vehicle to prevent further damage while awaiting authorization to repair.

VII. COMPLIANCE:

Non-compliance with these procedures or abuse to Fayetteville Housing Authority vehicles shall be subject to disciplinary action up to and including discharge. Reports of all accidents, damage incidents and traffic violations will be reviewed by the appropriate Executive Director to determine driver competency and to recommend appropriate disciplinary action.

SOCIAL MEDIA AND INTERNET USAGE POLICY

Most Housing Authority employees will require access to computers, email addresses, and/or the Internet to perform their Housing Authority job duties. The security, integrity, and proper usage of Housing Authority computers, email addresses, and internet access is a necessity for the effective conduct of Housing Authority business. The intent of this policy is to safeguard the security and integrity of the Housing Authority's information system, assure reasonable access to computer based information, and prevent inappropriate use of Housing Authority computers, email addresses, or internet access.

A. Applicability

This Policy covers all Housing Authority owned or issued Computers, email addresses, and Housing Authority provided Internet access, regardless of the time or location of use.

****Please note:** this includes, but is not limited to, email or internet access obtained through Housing Authority issued electronic communications devices such as cellular phones, smart phones, and PDAs.

This policy applies to all employees of the Housing Authority. Additionally, this policy applies to all outside contractors and consultants who have been given authorized access to any of the Housing Authority's computer based information systems.

B. Prohibited Uses

Housing Authority employees may not engage in misuse of Housing Authority computers, Housing Authority email addresses, or Housing Authority provided internet access. Examples of such misuse include, but are not limited to:

- 1) Downloading software without approval from a supervisor; software that is approved for downloading must be registered to the Housing Authority.
- 2) Copying software, unless such copying is for legitimate, back-up purposes and has been approved by a supervisor or the Information Technology Department ("IT Department").
- 3) Knowingly introducing a computer virus, worm, "Trojan horse," or any other contaminating or destructive features into the Housing Authority's computers;
- 4) Transmitting copyrighted materials without permission;
- 5) Downloading files from the Internet except for an express business purpose;
- 6) Transmitting, forwarding, or downloading material that is offensive, abusive, pornographic, obscene, profane, discriminatory, harassing, fraudulent, or otherwise prohibited by federal, state, or local law;
- 7) Using e-mail or the Internet for any purpose that is illegal, against company policy, or contrary to the Housing Authority's best interest;
- 8) Transmitting or disseminating confidential Housing Authority or resident information or other proprietary materials without an express business purpose or authorization;
- 9) Sending or forwarding any chain e-mail, broadcast e-mail, or spam;
- 10) Gambling
- 11) Use a Housing Authority e-mail address or Internet access for personal gain including outside employment, self-employment, and family-owned businesses;

- 12) Use social media, visit chat rooms, use listservs, or use instant messaging, or news groups when not business-related
- 13) Post their Housing Authority e-mail addresses on the Internet when not business-related;
- 14) Receive or forward unsolicited e-mails that violate company policy;
- 15) Download radio, video, or music transmissions from Internet sites without Housing Authority approval;
- 16) Attempt to defeat any security mechanisms to gain unauthorized access to computer files or other information on the Housing Authority's telephone systems, electronic communication systems, or information systems;
- 17) Attempting to read, intercept, copy, or delete e-mails sent or received by other users;
- 18) Posting or transmitting any message anonymously or under a false name or permitting any other individual to do so;
- 19) Impersonating another person;
- 20) Collecting information about others, including e-mail addresses, without their consent.
- 21) Browsing through information or files on Housing Authority computers or networks not directly related to the employee's job.

Misuse of Housing Authority computers, email addresses, or internet access may result in disciplinary action up to and including termination. In addition, such misuse may also be reported to appropriate federal, state, or local authorities.

C. Ensuring Compliance

The Housing Authority has the right, but not the duty, to monitor any and all aspects of its computer system, including employee e-mail, and internet usage to ensure compliance with this policy. Therefore, employees should be aware of the following:

- 1) Employees should not have an expectation of privacy in anything they create, send, or receive using a Housing Authority computer, email address, or any other form of electronic communication.
- 2) All information generated on the computer is the property of the Housing Authority and is subject to subpoena for legal purposes.
- 3) Unless otherwise provided by law, any document, file, or other record a Housing Authority employee creates, sends, or receives using a Housing Authority computer, email address, or other electronic communications device will be subject to disclosure under the Arkansas Public Records Law.
- 4) Department Heads have the responsibility to assure that vigilant computer security procedures are followed for their area. Records should be kept regarding employee authorization to use computers. These records should be kept up to date, with changes to the records made promptly as employees are hired or leave the Housing Authority.

D. Compliance Agreement

Without exception, all employees will be given a copy of this policy and will be asked to sign a Receipt for Computer, Internet and Email Usage Policy ("Receipt") prior to gaining access or authorization to use Housing Authority computers, email addresses, Internet access or electronic devices. Employees already

having access at the time of the establishment of this policy will also be asked to sign the Receipt in order to retain access.

SOCIAL MEDIA

The Housing Authority recognizes the increasing use of social media as a communication tool. This Social Media Policy addresses Housing Authority employees' use of social media. For the purpose of this Policy, the Housing Authority considers the term "social media" to include, but not be limited to:

- personal websites;
- web logs ("blogs") or microblogs (e.g., "Twitter");
- "wikis";
- social networking websites (e.g., "Facebook", "MySpace", "LinkedIn");
- online media sharing websites (e.g. "YouTube," "Flickr");
- online forums, message boards, or bulletin boards.

The Housing Authority acknowledges that some of its employees may choose to use social media on their own time for personal purposes. Housing Authority rules and policies apply to the conduct and communications of Housing Authority employees while using social media just as those rules and policies apply to conduct and communications in any other setting. In addition, Housing Authority employees are prohibited from using social media in any manner that:

- 1) Violates any federal, state, or local laws or regulations;
- 2) Violates any Housing Authority policy, rule, standard, or requirement, including but not limited to the:
 - a. Harassment, Discrimination, and Retaliation Policy;
 - b. Confidentiality Policy;
 - c. Conflicts of Interest Policy;
 - d. Political Activity Policy; and
 - e. Outside Employment Policy.
- 3) Disrupts or hinders the Housing Authority's operations;
- 4) Infringes on any third party rights, including but not limited to intellectual property rights such as copyrights or trademarks;
- 5) Is defamatory, libelous, or might be construed as harassment or disparagement on the basis of race, color, religion, sex, national origin, age, disability or any other legally protected status;
- 6) Discloses confidential information related to Housing Authority business, residents, employees, or other matters;

Employees are reminded that information (e.g., comments, blog entries, photographs, videos) posted or communicated using social media may often be accessible by virtually anyone with internet access. This may include other Housing Authority employees, such as supervisors and subordinates, as well as Housing Authority residents. Also, once information is posted or uploaded onto a social media website or network, it can be nearly impossible to completely remove or eliminate. Housing Authority employees are therefore encouraged to use good judgment if they use social media.

Employees are also reminded that, pursuant to the Computer, Email, and Internet Usage Policy, and the Electronic Communications Policy, they have no expectation of privacy with respect to the use of any Housing Authority owned or issued computer or electronic communications device.

Use of social media by a Housing Authority employee in violation of this Policy may result in disciplinary action up to and including termination.