

MINUTES OF A REGULAR MEETING OF THE
COMMISSIONERS OF THE
CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

The Commissioners of the City of Roanoke Redevelopment and Housing Authority met for a regular session on Monday, October 22, 2018, in the offices of the City of Roanoke Redevelopment and Housing Authority, 2624 Salem Turnpike, NW, in the City of Roanoke, Virginia.

I. CALL TO ORDER – ROLL CALL

Chair Garner called the meeting to order at 3:00 p.m. and declared that a quorum was present.

PRESENT: Commissioners Anguiano, Burruss, Garner, Karnes, Kepley, Smith

Commissioner Witten arrived at 3:03 p.m.

ABSENT: None

OFFICER PRESENT: Mrs. Glenda Edwards Goh, Secretary-Treasurer

ALSO PRESENT: Jackie Austin, VP of Finance/CFO; David Bustamante, VP of Housing; Stephanie Cooperstein, Section 3 Manager; Betsy Crow, VP of Human Resources and Administration; Frederick Gusler, Director of Redevelopment and Revitalization; Mark Loftis, Legal Counsel; Suzette McCoy, Site Manager; Joel Shank, VP of Operations; Amanda Sparks, HCV Manager; Kelly Martin, Senior Executive Assistant; Shaheed Omar; Safiyyah Omar and child

Chair Garner welcomed everyone to today's meeting.

REPORTS

1. Financial Report

Chair Garner stated that Mrs. Austin provided a Financial Narrative along with a Financial Report.

Chair Garner asked if there were any comments or questions. There were none.

2. Executive Director's Report

Chair Garner asked for the Executive Director's report.

Mrs. Goh informed the Board that federal programs administered by the U.S. Department of Housing and Urban Development (HUD) are being funded under a Continuing Resolution until December 7, 2018. This means that RRHA's October 1, 2018 budget is still based on estimates, and RRHA is receiving the same level of funding as last year. She stated that actual funding amounts for the year will not be known until a funding bill is approved.

Mrs. Goh stated that HUD has notified housing authorities that there was a distribution of additional Capital Funds; RRHA will receive \$37,572 which will be applied to planned capital improvements.

Responding to Commissioner Burruss' question concerning the length of time available to spend the FY18 Capital Fund grant, Mr. Shank explained that, from the date the funds are awarded, HUD allows RRHA two years to obligate the funds and four years to expend.

Replying to Chair Garner's inquiry as to the anticipated time frame for notification of the Rental Assistance Demonstration (RAD) Program Commitment for Housing Assistance Payments (CHAP), Mr. Gusler said that RRHA should be notified in early November. Chair Garner asked for additional information concerning the front

end civil rights review through HUD's Fair Housing Division. Mr. Gusler explained that it does not appear that HUD will actually complete the civil rights review until after the CHAP is issued. He stated that the review includes HUD evaluation of the location of planned units, including census tract data such as poverty and minority concentration.

Chair Garner asked if there were any other comments or questions. There were none.

3. Staff Reports

Staff Reports

Chair Garner asked if there were any Staff Reports. There were none.

4. Committee Reports

Chair Garner asked if there were any committee reports, comments or questions. There were none.

5. Commissioner Comments

Chair Garner asked if there were any Commissioner comments. There were none.

6. City Council Liaison Comments or Discussion

Chair Garner asked if there were any City Council Liaison comments or questions. There were none.

7. Residents or other community members to address the Board

Chair Garner asked if there were any residents or community members who would like to address the Board.

Mr. Omar stated that he would like to address the Board. He distributed a handout to the Board concerning the eviction of his daughter and granddaughter on

September 21, 2018 and the safety of the site where they lived. He asked the Commissioners to review the documents before the next Board meeting and stated that he will return at that time to discuss the situation. Materials handed out by Mr. Omar were not included in the minutes because they contained personally identifiable information.

Chair Garner asked if there were any additional residents or community members who would like to address the Board. There were none.

CONSENT AGENDA

C-1 Minutes of the Regular Meeting of the Board of Commissioners held Monday, September 24, 2018.

RECOMMENDED ACTION: Dispense with the reading thereof and approve as recorded.

C-2 Monthly Operations Report for the month of September 2018.

RECOMMENDED ACTION: File as submitted

Commissioner Burruss introduced a motion to approve the Consent Agenda.

The motion was seconded by Commissioner Smith and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Garner, Karnes, Kepley, Smith, Witten

NAYS: None

Chair Garner thereupon declared said motion carried as introduced.

II. REGULAR AGENDA

1. Resolution No. 3982

Mr. Shank introduced Resolution No. 3982, asking the Board to award a contract for electrical distribution improvements, Phase 2, for Hunt Manor under Capital Fund Program (CRP) Grant Number VA36P01150118. He explained that this will continue work started over a year ago upsizing transformers and underground conductors to the units. Mr. Shank said that these are infrastructure improvements, which will enable the development to handle upgrades in the future.

He said that RRHA received two bids, from H&M Electric and Construction, Inc. and Russell's Remodeling, LLC. Russell's Remodeling self-certified as Section 3 and the difference between the bids was small enough that the Section 3 preference will result in award to Russell's Remodeling.

Mr. Shank responded to Commissioner Witten's inquiry stating that RRHA is comfortable with Russell's Remodeling's Section 3 self-certification.

Commissioner Smith introduced Resolution No. 3982 and moved its adoption as introduced:

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND
HOUSING AUTHORITY AWARDING A CONTRACT FOR ELECTRICAL
DISTRIBUTION IMPROVEMENTS, PHASE 2, FOR HUNT MANOR UNDER
CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150118**

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has been awarded a grant from the Department of Housing and Urban Development (HUD) Capital Fund Program (CFP), grant number VA36P01150118 in the amount of \$3,265,133; and

WHEREAS, Upgrade Electrical Infrastructure for Hunt Manor was included on the Annual Statement detailing the planned use of CFP grant number VA36P01150118, which was approved by the RRHA Board of Commissioners by Resolution 3957 on May 21, 2018; and

WHEREAS, RRHA needs a qualified contractor to complete Electrical Distribution Improvements, Phase 2, for Hunt Manor, Asset Management Project (AMP) No. 259; and

WHEREAS, RRHA issued an Invitation for Bid on September 2, 2018, with bids being due on October 2, 2018; and

WHEREAS, RRHA received two (2) responsive bids to the invitation, which were opened for consideration, such bids being as follow:

<u>Bidder</u>	<u>Total Bid Amount</u>
H & M Electric and Construction, Inc.	\$223,840
Russell's Remodeling, LLC (Self-certified as Section 3 Business Concern)	\$225,000

WHEREAS, HUD regulations at 24 CFR 135.1 state that "section 3 of the Housing and Urban Development Act of 1968 (12 U. S. C. 1701u) (section 3) directs that employment and other economic opportunities generated by certain HUD financial assistance shall to the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, be directed to business concerns which provide economic opportunities to low- and very low-income persons."; and

WHEREAS, the amount of the allowable HUD Section 3 preference in award of contracts when the amount of the low bid is at least \$200,000, but less than \$300,000, is the lesser amount of 8% of the low bid amount or \$21,000; and

WHEREAS, the amount of the allowable HUD Section 3 preference for award of a contract for Electrical Distribution Improvements, Phase 2, for Hunt Manor is \$17,907.20; and

WHEREAS, Russell's Remodeling, LLC self-certified as a Section 3 Business Concern; and

WHEREAS, the difference between the low bid amount and the amount of the bid submitted by Russell's Remodeling, LLC is \$1,160; and

WHEREAS, the allowable HUD Section 3 preference is a determining factor in the procurement; and

WHEREAS, the amount of the bid submitted by Russell's Remodeling, LLC, was determined to be fair and reasonable for the work specified when compared to the amount of the independent cost estimate based on R S Means Cost Data, for the project; and

WHEREAS, review, evaluation, and confirmation of bid documentation has been completed, and Russell's Remodeling, LLC has been found to be capable and in all other respects acceptable to RRHA; and

WHEREAS, the Vice President of Operations recommends an award to Russell's Remodeling, LLC; and

WHEREAS, the Executive Director has determined that this procurement complies with RRHA's Procurement Policy and that it is in the best interests of RRHA to accept such bid and execute an appropriate contract.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that:

- (1) The bid submitted by Russell's Remodeling, LLC be and hereby is accepted.
- (2) The Executive Director be and hereby is authorized and directed to execute a standard contract for construction, which by reference is inclusive of all plans, specifications, addenda and related project documents, between Russell's Remodeling, LLC and RRHA for the fixed price of \$225,000.
- (3) The Executive Director be and hereby is authorized to take such other actions as may be necessary to fulfill the intent of this Resolution.

The motion was seconded by Vice Chair Anguiano and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Garner, Karnes, Kepley, Smith, Witten

NAYS: None

Chair Garner thereupon declared said motion carried and Resolution No. 3982 adopted as introduced.

2. Resolution No. 3983

Ms. Crow introduced Resolution No. 3983, requesting the Board to approve a revised personnel policy regarding personal time off. She explained that the revision is partially related to cost of the short-term disability plan associated with the Virginia Retirement System Hybrid Plan, which is currently the retirement plan for more than half of RRHA employees. She noted that Limited Supplement accruals would be

replaced by an extended illness bank, which employees can contribute to if they have personal time off balances in excess of the annual carryover limit. The extended illness bank will be available to employees for their own serious medical condition or maternity or paternity leave. Ms. Crow stated that the changes will also simplify the accrual method. She said that personal time off accruals have been slightly increased as a result of the elimination of the limited supplement accruals and employees will accrue time on a bi-weekly basis as reflected in the new policy. She mentioned that other policies were impacted by this change but only in regards to procedures and not policies that need Board Approval.

Chair Garner asked if there were any comments or questions. There were none.

Commissioner Smith introduced Resolution No. 3983 and moved its adoption as introduced:

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND
HOUSING AUTHORITY APPROVING A REVISED PERSONNEL POLICY
REGARDING PERSONAL TIME OFF**

WHEREAS, the City of Roanoke Redevelopment & Housing Authority (RRHA) has undertaken a review of its personnel policies to ensure they are relevant, meet the needs of the agency and are legally compliant; and

WHEREAS, RRHA has reviewed and is proposing revisions to Personnel Policy No. 311 regarding Personal Time Off, dated July 2, 2011, and previously revised on May 1, 2012, April 1, 2014, March 1, 2016, and August 1, 2017; and

WHEREAS, RRHA has determined it necessary to eliminate accrual of Limited Supplement based on the changes to Short- and Long-Term Disability plans under the Virginia Retirement System for those employees in the Hybrid plan; and

WHEREAS, a new component called Extended Illness Bank is added to allow for employees to save excess annual PTO benefits for use during extended medical absences; and

WHEREAS, the revised policy changes the annual PTO Leave to be accrued on a biweekly basis to be more consistent with the capabilities of RRHA's existing HR and Payroll System, Sage Abra Suite; and

WHEREAS, the Personnel Committee of the RRHA Board of Commissioners supports and recommends approval of this revised policy.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the attached revised Personnel Policy No. 311, Personal Time Off, is approved effective November 1, 2018.

The motion was seconded by Commissioner Witten and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Garner, Karnes, Kepley, Smith, Witten

NAYS: None

Chair Garner thereupon declared said motion carried and Resolution No. 3983 adopted as introduced.

3. Resolution No. 3984

Ms. Crow introduced Resolution No. 3984, requesting the Board to approve a revised personnel policy regarding workplace violence. She stated that the revisions are related to the Safety and Compliance Manual for RRHA that was approved in May 2018 under Resolution No. 3959. The employee handbook policy has been revised to be consistent with that manual and no substantive changes have been made to the policy. She explained that in order to avoid redundancy, this policy has been shortened to refer to the safety and compliance manual whenever appropriate.

Chair Garner asked if there were any other comments or questions. There were none.

Commissioner Smith introduced Resolution No. 3984 and moved its adoption

as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING A REVISED PERSONNEL POLICY REGARDING WORKPLACE VIOLENCE

WHEREAS, the City of Roanoke Redevelopment & Housing Authority (RRHA) has undertaken a review of its personnel policies to ensure they are relevant, meet the needs of the agency and are legally compliant; and

WHEREAS, RRHA has reviewed and is proposing revisions to Personnel Policy No. 410 regarding the Workplace Violence, dated December 12, 1996, and previously revised on July 1, 2012; to allow for consistency with the Safety Manual and streamline the policy for better understanding; and

WHEREAS, the Personnel Committee of the RRHA Board of Commissioners supports and recommends approval of this revised policy.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the attached revised Personnel Policy No. 410, Workplace Violence, is approved effective November 1, 2018.

The motion was seconded by Commissioner Burruss and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Garner, Karnes, Kepley, Smith, Witten

NAYS: None

Chair Garner thereupon declared said motion carried and Resolution No. 3984 adopted as introduced.

4. Resolution No. 3985

Mr. Bustamante introduced Resolution No. 3985, asking the Board to authorize a modification to the current contract with Waste Management for RRHA's bulk trash removal. He stated that this is a cooperative agreement with the Department of General Services (DGS). This modification will be for five months commencing November 1, 2018 and ending March 31, 2019. He explained that this is the last

modification that can be done because it brings the contract total up to five years.

Responding to Commissioner Witten's question Mr. Bustamante stated RRHA would be looking for a government contract to join, but if none is identified, then RRHA will have to do its own procurement.

Chair Garner asked if there were any comments or questions. There were none.

Commissioner Smith introduced Resolution No. 3985 and moved its adoption as introduced:

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND
HOUSING AUTHORITY AUTHORIZING EXECUTION OF A
MODIFICATION TO AN AGREEMENT FOR BULK CONTAINER
SERVICE FOR RRHA HOUSING DEVELOPMENTS**

WHEREAS, the Department of Housing and Urban Development (HUD) procurement regulations allow RRHA to join intergovernmental cooperative agreements; and

WHEREAS, the Commonwealth of Virginia Department of General Services and Waste Management contract fully satisfies HUD's five (5) intergovernmental cooperative agreement requirements; and

WHEREAS, on April 1, 2014, the City of Roanoke Redevelopment and Housing Authority (RRHA) joined the Commonwealth of Virginia Department of General Services (DGS) and Waste Management contract, which had a term ending date of October 31, 2017 with five (5) renewal option years; and

WHEREAS, the agreement between RRHA and Waste Management requires modification of the end date and not-to-exceed amount to allow RRHA sites to have access to Waste Management's bulk container service for the renewal period of November 1, 2018 to March 31, 2019, which is consistent with the maximum 5 year contract term allowed by HUD.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is authorized to execute modifications to RRHA's agreement with Waste Management, executed pursuant to the contract between the Virginia Department of General Services and Waste Management, extending the ending date from October 31, 2018, to March

31, 2019; and increasing the not-to-exceed amount from \$266,117.43 to 298,316.78, a net increase of \$32,199.35, with all other agreement terms remaining unchanged.

The motion was seconded by Commissioner Burruss and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Garner, Karnes, Kepley, Smith, Witten

NAYS: None

Chair Garner thereupon declared said motion carried and Resolution No. 3985 adopted as introduced.

5. Executive Session

Commissioner Smith moved that the Commissioners enter into Executive Session for the purpose of consultation with legal counsel retained by RRHA regarding specific legal matters requiring the provision of legal advice by such counsel; and discussion of specific personnel matters of RRHA, in accordance with Virginia Code Sections 2.2-3711(A) (1) and (8).

The motion was seconded by Commissioner Burruss and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Garner, Karnes, Kepley, Smith, Witten

NAYS: None

The Board of Commissioners entered into Executive Session at 3:18 p.m.

Vice Chair Anguiano left the session at 3:55 p.m.

Certification

Commissioner Burruss introduced a motion stating that the members of the

Board of Commissioners hereby certify to the best of their knowledge that only public business matters lawfully exempted from open meeting requirements and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered by the Board in the immediately preceding Executive Session.

The motion was seconded by Commissioner Kepley and upon roll call the following vote was recorded:

AYES: Commissioners, Burruss, Garner, Karnes, Kepley, Smith, Witten

NAYS: None

The Board reconvened into open session at 3:59 p.m.

III. ADJOURNMENT

There being no further business to come before the Board, Commissioner Burruss moved that the meeting be adjourned.

The motion was seconded by Commissioner Kepley and upon roll call the following vote was recorded:

AYES: Commissioners Burruss, Garner, Karnes, Kepley, Smith, Witten

NAYS: None

Chair Garner declared the meeting adjourned at 4:00 p.m.



Ed Garner, Chair



Glenda Edwards Goh

Glenda Edwards Goh, Secretary-Treasurer



Policy No. 311

PERSONAL TIME OFF**I. PURPOSE**

The purpose of this program is to provide an uncomplicated method of providing paid time off that will reward employee dedication. Employees need to spend time away from work for a variety of individual reasons such as illness, family time and vacations. One of the main goals of this program is to provide individual flexibility – recognizing the unique demands on employees' time and their individual, diverse needs.

II. SCOPE

This policy applies to all regular full time employees (scheduled to work 30 or more hours per week) with a paid time off benefit and part time employees will accrue a percentage of PTO

III. POLICY

RRHA's PTO program provides each employee the flexibility and choice as to how they want to use their paid time away from work. This PTO program combines traditional vacation and sick time, thus it does not restrict how many days may be taken for one type of absence versus another. This program can provide additional time away for those employees who are not often sick.

Employees of RRHA begin accruing PTO biweekly (based on the schedule below) upon completion of their first full pay period following his/her date of hire. New employees are eligible to use the time as needed, but will not be eligible for any pay out of their unused accrued PTO if their employment is terminated, by either party and for any reason, during their initial employment period.

Length of Service	PTO Hours Per Year	PTO Hours Accrued Per Pay Period
Hire – 36 months	132 (11 hrs/mo)	5.059
36 months – 120 months	180 (15 hrs/mo)	6.899
120 months – 240 months	216 (18 hrs/mo)	8.279
240 months and up	240 (20 hrs/mo)	9.199

Note: PTO is accrued biweekly. RRHA reserves the right to alter or amend the PTO schedule and/or eligibility requirements at any time for any reason.

Regular Part Time:

Regular part-time employees will accrue a percentage of PTO as listed for regular full time employees. The percentage is calculated based on the number of hours the part time employee is regularly scheduled to work as compared to a regular schedule of 37.5 hours. Example: An employee who works regularly works an 18.75 hour schedule will accrue 50% of the PTO hours earned by a regular full time employee.

Reemployment:

If an employee who separated voluntarily from RRHA is reemployed, PTO will be earned beginning with completion of the first full calendar month of reemployment. If an employee is reemployed within one (1) year of voluntary separation, the employee will be awarded full prior service credit for purposes of application of the PTO Credit Schedule. No past service credit is awarded for employees reemployed after one (1) year away from the agency.

Extended Illness Bank

Effective November 1, 2018, all employees will transition from Limited Supplement Banks to an Extended Illness Bank. Each full-time (over 30 hours) employee is eligible to have an Extended Illness Bank, which allows him or her to bank time in the case of and an approved FMLA leave related to **the employee's own serious health condition, maternity or paternity leave.** This bank will work in conjunction with the Short-Term Disability plan through Mutual of Omaha or the Reed Group when those benefits are utilized. This bank is not eligible for any type of cash payout. If an employee's employment is terminated, by either party and for any reason, the Extended Illness Bank is forfeited. All eligible employees with outstanding Limited Supplement balances at the time of this policy revision will have their balances convert to the Extended Illness Bank. (*Employees who have hours from their Sick Leave bank prior to Limited Supplement will still maintain that bank and will not be eligible to roll any time into the Extended Illness bank until the end of the first full calendar month after their LS bank balance is below 195).*

Maximum Accrual:

The maximum accrual for the Extended Illness Bank is 195 hours. (*Employees who have hours from their Sick Leave bank prior to Limited Supplement will still maintain that bank and will not be eligible to roll any time into the Extended Illness bank until the end of the first full calendar month after their LS bank balance is below 195).*

The Board of Commissioners has established this policy and delegates responsibility for establishing or modifying procedures for implementation of the policy to the Executive Director. Current procedures are detailed below.

IV. PROCEDURE

Carry Over of PTO

At the end of the PTO plan year (January 1 – December 31), up to 75 hours of unused PTO may be carried over into the next plan year. Any additional unused PTO time will be rolled into the employee's Extended Illness Bank up to a maximum allowed bank of 195 hours.

Increases in PTO allowance

Increases according to the accrual schedule will become effective on the employee's anniversary date. If the date falls within a pay period, the accruals will be prorated for the new accrual schedule.

Payout of PTO

Refer to the Separation from Employment section regarding payout of PTO time.

Management of PTO

Employees are responsible for managing their PTO accounts. It is important that employees plan ahead for how to use it and being aware of the status of their PTO balance when making requests for time off. This means developing a plan for taking vacations, as well as time off for other reasons. It also means holding some time in reserve for the unexpected, such as emergencies and brief illness. Any questions regarding time off, available time, and PTO accruals and balances should be directed to Human Resources.

Management bears the responsibility of considering the best interest of the agency when approving time off for employees. Managers will have a plan for time off completed by January 31st of each year. The plan should allow for employees to schedule at least 75% of their annual accrual throughout the year so as to allow for the agency to be staffed properly. Although the employee ultimately bears responsibility for lost leave time, management preparation will lessen the chances that employees will lose leave time at the end of the year. While it is understandable that employees will need to plan for the unexpected, scheduling in advance will also help the agency meet its staffing needs.

Accessing Extended Illness Bank

Accumulated time in the Extended Illness Bank *may only be used under limited circumstances under the FMLA including the employee's own serious health condition, or maternity/paternity leave.* In order to use time from the Extended Illness Bank, the employee must complete the appropriate FMLA paperwork showing that the employee has been physically unable to work for a period of more than 7 consecutive calendar days (5 work days) and be approved for FMLA for **their own serious health condition or maternity/paternity leave.** The extended illness benefit will become available once the paperwork has been approved by the HR Department.

You may access the Extended Illness Bank to supplement and STD or LTD benefit so that you can maintain up to 100% of your regular compensation under the circumstances listed in this policy. Upon approval for STD, you will be able to credit 5 days back to your PTO allowance from the Extended Illness Bank (if available) to cover the elimination period.

Again, the only way to access the Extended Illness Bank is by actually being approved for a qualifying leave under the FMLA and only in the circumstances of the employee's own serious health condition or maternity/paternity leave (see FMLA policy for more details related to FMLA).

Exceptions

The Executive Director may approve exceptions to this policy when the best interest of the agency is served.

Original Approval: July 2, 2011

Revised: 05/01/2012; 04/01/2014; 03/01/2016; 8/1/2017; 11/01/2018

Policy No. 311

PERSONAL TIME OFF

DEFINITIONS

Paid Time Off (PTO) provides all regular full and part-time staff members with paid time away from work that can be used for vacation, personal business, and brief personal or family illness. PTO must be scheduled in advance and have supervisory approval, except in the case of an unexpected illness or emergency.

Limited Supplement (LS) provides all active employees who work a regular schedule of 30 hours or more per week a benefit that may be used to supplement pay up to the 100% level of compensation during qualifying events in connection with Short Term Disability (STD), Long Term Disability (LTD), RRHA approved ADA Accommodations, Workers' Compensation (WC), or a serious health condition of the employee or others as defined in RRHA's FMLA Policy.

The payment of LS is available following the satisfaction of seven (7) calendar days waiting period for STD and WC qualifying events. The payment of LS is available for a qualifying FMLA absence as described above when the absence exceeds seven (7) consecutive calendar days.

Special Note:

- *LS benefits include no provision of job protection nor do they alter RRHA's policy as relates to Employment-At-Will.*
- *LS banks are intended for the sole use of employees in "active" status; therefore, LS is not paid out upon termination of employment nor does this benefit extend beyond active employment.*

Short Term Disability (STD) is an insurance plan designed to provide all active regular employees who work a regular schedule of 30 hours or more per week with a percentage of salary should an employee be qualified as temporarily disabled due to illness or accident for a period exceeding seven (7) days.

Long-Term Disability (LTD) is an insurance plan designed to provide all active regular employees who work a regular schedule of 30 hours or more per week with a percentage of salary should an employee be qualified as disabled due to illness or accident for a period exceeding ninety (90) days.

ELIGIBILITY

- All regular full and part-time employees are eligible to earn PTO.
- All regular full time employees with outstanding Sick Leave balances at the time of transition to PTO are eligible for conversion of this balance to Limited Supplement.
- All active employees who work a regular schedule of 30 hours or more per week are eligible for Limited Supplement accruals subject to the maximum balance stated in this policy.
- All active employees who work a regular schedule of 30 hours or more per week are eligible for Short Term Disability coverage subject to qualifying claims.
- All active employees who work a regular schedule of less than 30 hours per week are not eligible for LS benefits with the exception of employees who have Sick Leave

balances on the effective date of this policy. Those balances will be converted to LS; however, no additional LS hours will be provided.

- All active employees who work a regular schedule of less than 30 hours per week are not eligible for Short Term Disability.
- Temporary and contract employees are not eligible for PTO, Limited Supplement or Short Term Disability.

PTO CREDIT SCHEDULE

Regular Full Time:

Earned PTO is credited following the end of each full calendar month of completed service based on the following schedule:

<i>Period of Continuous Regular Employment</i>	<i>Per Full Calendar Month of Service</i>
Hire date to 2 year anniversary	9 Hours
2 year anniversary to 5 year anniversary	11 Hours
5 year anniversary to 10 year anniversary	13 Hours
10 year anniversary to 20 year anniversary	15 Hours
20 year anniversary to all following years	17 Hours

New Hires:

New hires begin earning PTO upon completion of their first full calendar month of employment.

Regular Part Time:

Regular part-time employees will accrue a percentage of PTO as listed for regular full time employees. The percentage is calculated based on the number of hours the part time employee is regularly scheduled to work as compared to a regular schedule of 37.5 hours. Example: An employee who works regularly works an 18.75 hour schedule will accrue 50% of the PTO hours earned by a regular full time employee.

Reemployment:

If an employee who separated voluntarily from RRHA is reemployed, PTO will be earned beginning with completion of the first full calendar month of reemployment. If an employee is reemployed within 5 years of voluntary separation, the employee will be awarded full prior service credit for purposes of application of the PTO Credit Schedule. No past service credit is awarded for employees reemployed after 5 years away from the agency.

LIMITED SUPPLEMENT CREDIT SCHEDULE

All accrued Sick Leave that active employees have earned at the time of transition will be placed in an individual LS bank for each employee. Active employees who work a regular schedule of 30 hours or more per week, who have not reached the maximum number of hours of accrued LS allowed, will accrue LS following each full calendar month of completed continuous service.

<i>Period of Continuous Regular Employment</i>	<i>Per Full Calendar Month of Service</i>
Hire date to 2 year anniversary	3 Hours
2 year anniversary to 5 year anniversary	5 Hours
5 year anniversary to 10 year anniversary	6 Hours
10 year anniversary to 20 year anniversary	7 Hours
20 year anniversary to all following years	8 Hours

Active part-time employees who work a regular schedule of less than 30 hours per week may have a transitional LS bank but will not accrue additional LS. Transitional LS banks for part time regular employees will remain active until hours are depleted by qualifying events under STD, LTD, WC and FMLA.

Active part-time employees who work a regular schedule of 30 hours or more per week will accrue a percentage of LS as listed for regular full time employees. The percentage is calculated based on the number of hours the part-time employee is regularly scheduled to work as compared to a full-time schedule of 37.5 hours. Example: An employee who regularly works a 30 hour schedule will accrue 80% of the LS earned by a regular full-time employee.

New Hires:

New hires begin earning LS upon completion of their first full calendar month of employment.

Maximum Accrual:

The maximum accrual for LS is 195 hours. (*Employees who transitioned hours into LS from their Sick Leave bank may carry a higher maximum; however, they will not earn additional LS until the end of the first full calendar month after their LS bank balance is below the stated maximum.*) Employees who have the maximum accrual as of the end of any calendar month will not earn additional LS hours for that month. If the full accrual amount for any given month would bring the employee's LS hours above the maximum, the employee will earn only the number of hours required to reach the maximum.

ADMINISTRATION

Scheduled PTO (SPTO)

SPTO may be scheduled any time throughout the year, based on the operational needs of the department. SPTO must be approved in advance by the employee's supervisor. SPTO may be scheduled in increments of fifteen minutes.

It is expected that employees provide a minimum 2 week notice (or as far in advance as possible) for SPTO requests of 2 or more days in duration to their Supervisor for approval. RRHA will make reasonable efforts to accommodate the employee's request; however, all SPTO requests are subject to the business needs of the agency. Where conflicts develop, the supervisor will make every effort to resolve the issue as fairly as possible. Preference will be based on the priority work needs of the department.

If medical reasons cause a staff member to request SPTO in excess of three consecutive work days, a doctor's Fitness for Duty release is required before the staff member may return to work regardless of whether the absence qualifies for Short Term Disability, Workers' Compensation

or FMLA. Such release should be submitted to the staff member's supervisor and then forwarded to the Human Resources Department.

Unscheduled PTO (UPTO)

PTO that is not scheduled and approved by the close of the previous business day is considered to be an unscheduled PTO (UPTO) incident. If advance notice is not possible, notification by phone must be given by the employee to his or her Supervisor. Notification calls must be made within the first hour of the workday on the first day of UPTO. If the Supervisor is not available, then the Department Director or Division VP must be contacted. Consecutive UPTO days are counted as a single occurrence.

Supervisors will require employees to maintain contact for any period of UPTO on a day-to-day basis, unless the employee has provided a doctor's certification covering a specified period.

An employee's failure to notify his or her Supervisor as noted in this policy is considered a violation of RRHA's standards of employee conduct and may result in disciplinary action, up to and including termination.

UPTO will be monitored for compliance with agency attendance policy and for noted patterns of misuse. The use of UPTO is addressed through formal and informal performance evaluation and also through the disciplinary process. It is expected that both the supervisor and employee work together in an attempt to avoid occurrences of UPTO in excess of RRHA's attendance policy or noted patterns of misuse. UPTO in excess of the agency's attendance policy may result in disciplinary action up to and including termination.

FMLA, Workers' Compensation, Bereavement, Court, Uniform Services and Short Term Disability absences are not included in the UPTO calculations as relates to meeting the agency's attendance policy. UPTO taken in excess of the PTO bank will be Leave without Pay and will be subject to the Leave without Pay policy.

If medical reasons cause a staff member to incur UPTO in excess of three consecutive work days, a doctor's Fitness for Duty release is required before the staff member may return to work regardless of whether the absence qualifies for Short Term Disability, Workers' Compensation, or FMLA. Such release should be submitted to the staff member's supervisor and then forwarded to the Human Resources Department.

Other

RRHA reserves the right to require employees to use PTO on those occasions where the best interest of the agency will be served.

Employees absent without notice for three (3) consecutive scheduled workdays will be considered to have voluntarily resigned.

When non-exempt employees incur PTO during a given work week and subsequently work hours beyond their regular schedule, the Supervisor will charge the PTO balance with only the number of hours necessary to result in payment for the full work schedule for that week. Example: Monday: 7.5 SPTO, Tuesday 9.5 Regular Hours, Wednesday 9.5 Regular Hours, Thursday 7.5 Regular Hours, Friday 7.5 Regular Hours. Total: 41.5 hours. The Supervisor will

reduce the SPTO hours to 4.0 in order to adjust the compensation for the full work schedule of 37.5 hours.

Employees may not borrow against PTO hours expected to be awarded in future months.

PAYMENT OF UNUSED PAID TIME OFF

At the time of separation, employees who separate voluntarily from employment with RRHA will be paid for the balance of unused PTO, to a maximum of 75 hours.

To qualify for payment of unused PTO, the employee voluntarily departing RRHA must work at least a full two week notice, without interruption, directly prior to separation. No Leave, either approved or unapproved, may be taken during the time the employee works his/her notice.

With the exception of those situations noted below, employees who are involuntarily separated from RRHA are not eligible for payout of their PTO balance.

Exceptions include:

- Reductions-in-Force
- Serious Health Condition (as defined by FMLA)
- Exhaustion of FMLA
- Workers' Compensation
- Death
- Exceptions approved by the Executive Director

Employees who meet the exception criteria will be paid out their accrued but not yet taken PTO not to exceed 75 hours at time of separation.

PTO CARRY OVER

At the end of the PTO plan year (January 1 – December 31), up to 75 hours may be carried over into the next plan year. Any additional unused PTO time as of the first pay period in January will be forfeited.

MANAGEMENT OF PTO

Employees are responsible for managing their PTO accounts. It is important that employees plan ahead for how to use it and being aware of the status of their PTO balance when making requests for time off. This means developing a plan for taking vacations, as well as time off for other reasons. It also means holding some time in reserve for the unexpected, such as emergencies and brief illness. Any questions regarding time off, available time, and PTO accruals and balances should be directed to Human Resources.

Management bears the responsibility of considering the best interest of the agency when approving time off for employees. Managers will have a plan for time off completed by January 31st of each year. The plan should allow for employees to schedule at least 75% of their annual accrual throughout the year so as to allow for the agency to be staffed properly. Although the employee ultimately bears responsibility for lost leave time, management preparation will lessen the chances that employees will lose leave time at the end of the year. While it is

understandable that employees will need to plan for the unexpected, scheduling in advance will also help the agency meet its staffing needs.

EXCEPTIONS

The Executive Director may approve exceptions to this policy when the best interest of the agency is served.

Original Approval: July 2, 2011

Revised: 05/01/2012; 04/01/2014; 03/01/2016; 8/1/2017

Policy No. 410

WORKPLACE VIOLENCE

I. PURPOSE

The purpose of this policy is to provide employees guidelines designed to create and maintain a work environment free of violence and/or the threat of violence. In addition, this policy identifies unacceptable behavior and conduct from which all employees must refrain and details the consequences associated with such behavior.

II. SCOPE

This policy against threats and acts of violence applies to all persons involved in the operation of the Agency, including, but not limited to, Agency employees and other personnel, contract and temporary workers, consultants, contractors, customers, vendors, visitors and anyone else on the Agency's premises.

III. POLICY

The safety and security of employees is of vital importance to RRHA. Therefore, the Agency has adopted a zero-tolerance policy concerning workplace violence. Threats or acts of violence - including intimidation, bullying, physical or mental abuse and/or coercion - that involve or affect agency employees or that occur on the Agency's premises, will not be tolerated.

RRHA considers violent acts and threatening behavior to be a major infraction. As such, any employee who exhibits such behavior shall be subject to disciplinary action, up to and including termination and may be subject to criminal prosecution.

RRHA will investigate all complaints filed. Retaliation against a person who makes a complaint regarding violent behavior or threats of violence made to him/her or others is also prohibited. RRHA will maintain a Workplace Violence Prevention Program as part of their Safety Program. This program will be reviewed and updated annually.

The Board of Commissioners has established this policy and delegates responsibility for establishing or modifying procedures for implementation of the policy to the Executive Director. Current procedures are detailed below.

V. PROCEDURE

A. Reporting Acts or Threats of Violence

In order for this agency to respond timely and appropriately, NOTIFICATION IS CRITICAL. **DO NOT ASSUME** that RRHA knows of violent behavior or threats of violence affecting employees.

Any employee who is the victim of violence or believes he/she has been threatened with violence, or witnesses an act or threat of violence towards anyone shall take the following steps:

1. Report the incident to the appropriate supervisor or manager. If the employee believes the supervisor is the perpetrator, the employee may report to any manager of the Agency, including but not limited to the Vice

President of Human Resources and Administration and the Executive Director. A complaint may be presented verbally or in writing.

2. If an emergency exists and the situation is one of immediate danger, the employee shall contact the local police officials by dialing 9-1-1, and may take whatever steps are appropriate to protect, him/her from immediate harm, such as leaving the area.

Failure by a Supervisor or any employee who becomes aware of violent or threatening behavior to immediately report such behavior to a member of management, to the Executive Director or the Vice President of Human Resources and Administration may result in disciplinary action, up to and including termination.

Investigations:

It shall be the duty of the Executive Director and the Vice President of Human Resources and Administration to investigate alleged incidents of workplace violence.

It shall be the duty of these individuals to investigate such complaints and, where warranted, to take such disciplinary or corrective action as is reasonable and necessary to prevent the incident from recurring.

Investigation of any type of workplace violence complaints shall be fair, prompt, complete and thorough within the bounds of reason and propriety. Interviews of all relevant witnesses shall be conducted. Summaries of witness statements and the investigator's findings and recommendations shall be reduced to writing.

Confidentiality

Persons conducting investigations shall not communicate the fact that an investigation is pending nor shall they communicate the contents or findings of such investigation except to such parties as are necessary to the investigation.

Persons from whom information is being sought within the course and scope of the investigation shall only be informed that a complaint of workplace violence has been brought and that the information sought of such persons is a necessary part of the investigation.

Breach of confidentiality may result in disciplinary action up to and including termination. The written contents and findings of investigations shall be maintained by Human Resources in a place of security and limited access.

Searches:

When RRHA reasonably suspects that an individual is violating this policy, at the direction of the Executive Director, or designee, RRHA is authorized to conduct searches of RRHA property at the time with or without notice and with or without the individual being present.

Should an employee be present at the time a search is conducted and impedes the search in any way, such behavior will result in disciplinary action, up to and including termination of employment.

Policy against Retaliation:

If a report of violence is made in good faith and is found to be erroneous, the reporting employee shall not be subject to discipline. Retaliation or discipline is strictly forbidden against any person who makes a good faith report of unsafe, criminal or potentially violent actions in the workplace.

However, if an individual intentionally makes a false and malicious complaint of workplace violence, as opposed to good faith reporting, the individual may be subject to disciplinary actions.

Notice Requirement:

RRHA will post notices at all entrances to Authority offices stating that it is unlawful to carry a handgun, concealed or otherwise, on the premises.

Awareness:

RRHA recognizes that prevention and awareness is the best tool to deter workplace violence. RRHA will review the Workplace Violence Prevention Program and Policy with staff annually focusing on reporting procedures and the need to be professional, respectful, productive and safe in all dealings. General workplace security practices seminars will be conducted every other year.

General workplace security training includes, but is not limited to, the following:

- Preventive measures to reduce the threat of workplace violence
- Procedures for reporting workplace security hazards
- Methods to diffuse hostile or threatening situations
- Escape routes.
- Full review of the Workplace Violence Prevention Policy.

Employee Assistance Program

RRHA maintains an Employee Assistance Program (EAP), which provides referrals in the community for victims of workplace violence to have access to counseling services, should they request it. The EAP is also available for anger management services to prevent or minimize acts of violence and other mental health issues.

Date: December 20, 1996

Revised: 7/1/2012, 11/1/2018

Policy No. 410
Date: December 20, 1996
Revised: July 1, 2012

WORKPLACE VIOLENCE

I. PURPOSE

The purpose of this policy is to provide employees guidelines designed to create and maintain a work environment free of violence and/or the threat of violence. In addition, this policy identifies unacceptable behavior and conduct from which all employees must refrain and details the consequences associated with such behavior.

II. SCOPE

This policy applies to all employees of the RRHA, contract and temporary employees, contractors, vendors, and invited or uninvited visitors.

III. POLICY

RRHA is committed to maintaining a work environment that is free from prohibitive behavior of a violent or threatening nature, either implied or direct. All forms of workplace violence committed by or against employees are prohibited.

RRHA considers violent acts and threatening behavior to be a major infraction. As such, any employee who exhibits such behavior shall be subject to disciplinary action, up to and including termination and may be subject to criminal prosecution.

All RRHA employees, vendors, and contractors are prohibited from carrying a weapon while in the course and scope of performing their assigned duties, whether they are on RRHA property at the time or not. This policy also prohibits weapons at any RRHA sponsored function.

Regardless of whether an employee, contractor, or vendor possesses a concealed weapons permit or is allowed by law to possess a weapon, weapons are prohibited on any RRHA property while in the course and scope of performing his/her assigned duties.

The only persons allowed to carry a weapon, concealed or otherwise, are law enforcement and persons who have been given written consent by the Executive Director to carry a weapon while performing specific tasks on the agency's behalf.

Possession of a weapon may be authorized by the Executive Director, or her/his designee, to allow security personnel or a trained employee to have a weapon when this possession is determined necessary to secure the safety and security of RRHA employees or residents.

RRHA will investigate all complaints filed. Retaliation against a person who makes a complaint regarding violent behavior or threats of violence made to him/her or others is also prohibited.

IV. DEFINITIONS

Workplace Violence:

Workplace violence is the act of violence or the threat of violence against employees of RRHA. It can occur at or outside the workplace and can range from threats and verbal abuse to physical assaults. This conduct can be in person or made electronically, either way it is prohibited.

Workplace violence may include, but is not limited to, the following list of prohibited behaviors directed at or by a co-worker, supervisor, or member of the public.

1. Direct threats or physical intimidation
2. Implications or suggestions of violence
3. Stalking
4. Possession of weapons of any kind on RRHA property by an employee, contractor or vendor while in the course and scope of performing his/her assigned duties
5. Assault of any form
6. Physical restraint, confinement
7. Dangerous or threatening horseplay
8. Loud, disruptive or angry behavior or language that is clearly not part of the typical work environment
9. Blatant or intentional disregard for the safety or well-being of others
10. Commission of a violent felony or misdemeanor by an employee on RRHA property
11. Any other act that a reasonable person would perceive as constituting a threat of violence
12. Blatant or intentional disregard of RRHA property or that belonging to RRHA employees, residents, visitors, vendors, etc.

Domestic Violence:

Domestic Violence, while often originating in the home, can significantly impact workplace safety and the productivity of victims as well as co-workers. For the purposes of this policy, "domestic violence" is defined as abuse committed against an adult or fully emancipated minor or anyone living in the household. Abuse is the intentional reckless attempt to cause bodily injury, sexual assault, threatening behavior, harassment, or stalking, or making annoying phone calls to a person who is in any of the following relationships: Spouse or former spouse, domestic partner or former domestic partner, cohabitant or former cohabitant, and/or other household members, a person with whom the victim is having, or has had a dating or engagement relationship, or a person with whom the victim has a child. RRHA recognizes that domestic violence may occur in relationships regardless of the marital status, age, race, or sexual orientation of the parties.

Prohibited Weapons:

Prohibited weapons include any form of weapon or explosive restricted under local, state or federal regulation, including, but not limited to, all firearms, incendiary devices, illegal knives, any chemical whose purpose is to cause harm to another person, or other weapons restricted by the law. (Legal pepper spray dispensing devices that are sold commercially for personal protection are not covered by this policy.)

RRHA Premises/Property:

Used in its broadest sense, this refers to all land, property, buildings and other structures controlled by the agency, vehicles owned or leased by RRHA, or including anywhere that RRHA business is conducted, such as community events, resident's homes, trade shows, restaurants, company event venues, and personal vehicles while use on agency

business. Further, RRHA provided equipment such as desks, storage areas, tool boxes, file cabinets, etc., is considered RRHA property.

V. PROCEDURE

Notification:

In order for this agency to respond timely and appropriately, NOTIFICATION IS CRITICAL. DO NOT ASSUME that RRHA knows of violent behavior or threats of violence affecting employees.

Any employee who is the victim of violence or believes he/she has been threatened with violence, or witnesses an act or threat of violence towards anyone else MUST IMMEDIATELY NOTIFY his/her supervisor. If an employee believes that the supervisor to be the perpetrator, the supervisor's supervisor should be notified.

A complaint may also be filed with any member of the management team, the Vice President of Resident Services/Administration (Human Resources) or the Executive Director.

If any employee believes there is an immediate threat to the safety of themselves and/or others, then he/she may contact the proper law enforcement authorities without first notifying management.

A complaint may be presented verbally or in writing.

Failure by a Supervisor or any employee who becomes aware of violent or threatening behavior to immediately report such behavior to a member of management, to the Executive Director or the Vice President of Resident Services may result in disciplinary action, up to and including termination.

Human Resources and the Executive Director have the responsibility of investigating and resolving complaints of workplace violence. The Authority will treat all complaints as confidentially as possible.

Investigations:

It shall be the duty of the Executive Director and the Vice President of Resident Services/Administration (Human Resources) to investigate alleged incidents of workplace violence.

It shall be the duty of these individuals to investigate such complaints and, where warranted, to take such disciplinary or corrective action as is reasonable and necessary to prevent the incident from recurring.

Investigation of any type of workplace violence complaints shall be fair, prompt, complete and thorough within the bounds of reason and propriety. Interviews of all relevant witnesses shall be conducted. Summaries of witness statements and the investigator's findings and recommendations shall be reduced to writing.

Confidentiality:

Persons conducting investigations shall not communicate the fact that an investigation is pending nor shall they communicate the contents or findings of such investigation except to such parties as are necessary to the investigation.

Persons from whom information is being sought within the course and scope of the investigation shall only be informed that a complaint of workplace violence has been brought and that the information sought of such persons is a necessary part of the investigation.

Breach of confidentiality may result in disciplinary action up to and including termination.

The written contents and findings of investigations shall be maintained by Human Resources in a place of security and limited access.

Searches:

RRHA provided equipment such as desks, file cabinets, storage areas, vehicles etc., are agency property.

When RRHA reasonably suspects that an individual is violating this policy, at the direction of the Executive Director, or designee, RRHA is authorized to conduct searches of RRHA property at the time with or without notice and with or without the individual being present.

Should an employee be present at the time a search is conducted and impedes the search in any way, such behavior will result in disciplinary action, up to and including termination of employment.

Frivolous and Groundless Complaints: Sanctions:

Where the results of an investigation reveal that a complaint of workplace violence is wholly frivolous or groundless, the employee having made such complaint may be subject to disciplinary action, up to and including termination.

Policy against Retaliation:

Where there is a good faith belief that an act of workplace violence may have occurred, the employee having brought such complaint or those who were interviewed as a result of the complaint, shall not be subject to retaliation by management, co-workers, or any other persons.

Persons who engage in actions of retaliation may be subject to disciplinary action, up to and including termination.

Notice Requirement:

RRHA will post notices at all entrances to Authority offices stating that it is unlawful to carry a handgun, concealed or otherwise, on the premises.

Awareness:

RRHA recognizes that prevention and awareness is the best tool to deter workplace violence. RRHA will review the Workplace Violence Policy with staff annually focusing on reporting procedures and the need to be professional, respectful, productive and safe in all dealings. General workplace security practices seminars will be conducted every other year.

General workplace security training includes, but is not limited to, the following:

- Preventive measures to reduce the threat of workplace violence
- Procedures for reporting workplace security hazards
- Methods to diffuse hostile or threatening situations
- Escape routes.
- Full review of the Workplace Violence Prevention Policy.