

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, April 25, 2011, 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

Chairperson Burruss called the meeting to order at 3:04 p.m. and declared that a quorum was present.

PRESENT: Commissioners Boitnott, Burruss, Butler, Garner, Karnes, Smith, Witten

OFFICER PRESENT: Glenda Edwards, Secretary-Treasurer

ALSO PRESENT: Cathy Wells, VP of Resident Services and Administration; Earl Saunders, VP of Real Estate Management; Jackie Austin, VP of Finance/CFO; Roger Vest, VP of Real Estate Development; Helen Shampine, HCV Director; Joel Shank, Capital Improvements Director; Gwen Johnson, Resident Services Director; Katie Meyer, Executive Assistant; Victor Cardwell, Legal Counsel; Mark Loftis, Legal Counsel

Chairperson Burruss welcomed everyone to today's meeting.

II. REPORTS

1. Financial Report

Chairperson Burruss asked for the Financial Report.

Ms. Austin, RRHA VP of Finance/CFO, referred to page 23 of the Monthly Operations Report Finance Section and stated that Public Housing is reporting net income of approximately \$495,000 for the first six months of the 2011 Fiscal Year. Total revenues are showing a favorable variance of \$30,000 mainly due to positive variances in operating subsidies. Total expenses are showing a favorable variance of \$376,000 primarily attributable to expense categories reporting positive variances. Utilities expense is under budget \$144,000 due to the actual expenses being less than the budgeted amount. The budget estimate was based on anticipated utility rate increases that have not occurred at budgeted levels to date. Ms. Austin stated that the electric and gas companies have both filed for rate increases. Ordinary maintenance is reporting a favorable variance of \$35,000 due to costs that have not been incurred to date. General expenses are \$53,000 under budget due to insurances expenses that are under budget. Extraordinary maintenance is over budget \$31,000 due to work for sidewalk replacements, community room renovations and storm and roof drain work that is ongoing at some sites. Several sites have budgeted for replacement of equipment, capital items, betterments and additions in the operating budgets, expenses which have not been fully incurred to date.

The Central Office Cost Center (COCC) is reporting a difference in revenue and expense of \$81,000 as shown on page 32. Total revenues are slightly over budget primarily due to service fee income that is currently ahead of budget projections by \$17,000. Total expenses are showing a favorable variance of \$77,000 which is mostly attributable to administrative expenses showing a positive variance of almost \$74,000 due to expenditures that have not been incurred to date.

The Section 8 program is reporting difference in revenues over expenses of approximately \$11,000 as shown on page 33. Revenues are slightly ahead of the budget. Ms. Austin stated that last month she explained that HUD had announced that RRHA would be receiving renewal funding for a Family Self-Sufficiency (FSS) Coordinator position which would cover the variance in the FSS Subsidy revenue line. Ms. Austin stated that the FSS funding has been received. Total expenses are showing a favorable variance of approximately \$20,000, primarily attributable to administrative expenses which are approximately \$22,000 under budget due to vacant positions in the first quarter of 2011 and other expenses that have not been incurred to date.

Ms. Austin stated that the bill to fund the federal government was finalized April 12, 2011 and that Public Housing is going to be funded at 95.7%, HAP payments at 100%, HCV Administration (Admin) fees have been reduced by 8% below Fiscal Year (FY) 2010 levels, which is a 79% proration; however, since the budget funds calendar year 2011 and several months of the calendar year have already been funded based on estimates at a higher proration, the proration for the remainder of the year will likely be closer to 72%. Ms. Austin stated that Capital Funds have been reduced by 18%.

Ms. Austin stated that the funding baseline is for the period October 1, 2009 through September 30, 2010, and during that time RRHA was trying to reduce HAP expenditures due the funding shortfall experienced in calendar year 2009. Ms. Austin noted that reducing the number of vouchers also reduces Admin. Fees which are based on the number of active vouchers.

Ms. Edwards, RRHA Executive Director, stated that HUD may keep the same adjustment criteria they had in 2010. If that is the case, RRHA may qualify for an

adjustment based on HAP expenses at the end of the calendar year 2010 that were higher than HAP expenses during the baseline period. Ms. Edwards stated that if RRHA is successful in receiving an adjustment, measures may still have to be taken to reduce expenses because current HAP expenses are higher than they were in December 2010.

Commissioner Butler asked how a reduction in expenses could be accomplished. Ms. Edwards stated that in 2009 there were insufficient reserves to help with the shortfall; however, this year's federal budget does not include an offset of reserves in the funding calculation, and RRHA has approximately half a million dollars in HAP reserves to cushion the funding reduction. Ms. Edwards stated RRHA has not issued 100% of its voucher allocation, and one way to reduce expenses is to stop issuing vouchers to families on the waiting list as vouchers become available through people leaving the program. However, while this reduces HAP expenses, it also results in reduced Admin. Fees so RRHA must try to keep the maximum utilization possible within allocated funding, including HAP reserves.

Commissioner Butler asked whether Section 8 will be left with a lower Admin. Fee schedule once reserve funds are used. Ms. Edwards stated that Admin. Fees are paid based on active vouchers; thus, when less vouchers are active, Admin. Fees are consequently reduced. When expenses are reduced through lower utilization, it also affects the next year's HAP funding because this year will be the baseline for future funding calculations. An example is this 2011 funding which will be below current utilization levels because the baseline period used is the fiscal year beginning September 1, 2009, which was the period of expense reduction due to the funding

shortfall. Ms. Edwards stated that RRHA will make every effort to keep the numbers up by utilizing the reserves in order for RRHA to not be faced with future HAP funding reduction.

Vice-Chair Garner asked for the funding percentages again. Ms. Austin stated 95% for Public Housing; 100% for HAP; 79% for Admin Fees which is a 8% reduction; however, RRHA is already several months into to the 2011 fiscal year, making the Admin. Fee proration for remaining months closer to 72%; 18% reduction in Capital Funds.

Ms. Austin stated that there are two footnotes missing from the final audit for fiscal year ended September 30, 2010. It will be brought before the Board for acceptance at the May 2011 meeting.

Vice-Chair Garner referred to the equity section on page 2 of the Public Housing balance sheet and asked about the differences in February compared to March for Retained Earnings and Operating Reserves.

Ms. Austin stated that there may have been an entry error with the amounts moved from Retained Earnings to Operating Reserves. Ms. Austin stated that is may have been a reclassification, and she would check the entries.

Vice-Chair Garner stated that he is seeing some of the same discrepancies for Hurt Park and Hunt Manor. Ms. Austin stated that she check the entries and follow up with Commissioners when she has identified the source of the differences.

Ms. Austin asked if there were any other questions. There were none.

Chairperson Burruss thanked Ms. Austin for her report.

2. Executive Director's Report

Chairperson Burruss asked for the Executive Director's report.

Ms. Edwards, RRHA Executive Director, referred to her written report in the Monthly Operations Report and stated that in addition to Ms. Austin's remarks regarding the budget, funding for new Veteran Affairs Supportive Housing (VASH) vouchers is reduced by 1/3 in the 2011 federal budget. This will not affect VASH vouchers already allocated. The 2011 funding for Family Self-Sufficiency (FSS) and Resident Opportunities for Self-Sufficiency (ROSS) grants appears to be included at the same level as 2010. Ms. Edwards stated that the President's proposed 2012 budget contains changes to all of these areas with additional cuts to Capital Funds.

Ms. Edwards directed the Commissioners to a brief by the Public Housing Authority Directors Association (PHADA) that was handed out at the beginning of the meeting. Ms. Edwards stated that the brief contains references, including citations from the Code of Federal Regulations and quotes from HUD, supporting the position that operating funds and operating reserves may be used for capital improvements. This is contrary to the most recent interpretation from HUD that operating reserves cannot be used for capital improvements.

Ms. Edwards stated that the brief focuses on concerns regarding the proposed offset of reserves in the 2012 budget. Housing authorities deemed by HUD to have excess reserves would receive less than 100% operating subsidy funding while housing authorities without excess reserves would be funded at 100%. Ms. Edwards stated that there is a sense of unfairness, and this proposal appears to punish those who have managed responsibly. Ms. Edwards stated that she is aware that funding reductions are a current and future reality; however, she believes the reductions should be

distributed fairly. Ms. Edwards noted that RRHA is not asking for additional funds; the reserves represent funds that have been set aside through efficient and responsible management. RRHA has worked hard in management improvements, and has plans for use of the reserve funds.

Ms. Edwards stated that there was a software issue with the Vacant Unit Turnaround Report on pages 1 and 2 in the Real Estate Management section of the Monthly Operations Report. The completed report was handed out at the beginning of the meeting.

Ms. Edwards stated that RRHA staff attended training on the new Public Housing Assessment System (PHAS) scoring system that HUD will use to evaluate Public Housing. Ms. Edwards stated that this system is not the proposed PHAS scoring system that has been discussed in the past. The previous proposed rule that included a plan for PHAS scoring to result from onsite management reviews by HUD reached the final comment period and was ready for implementation at the time the federal administration changed in January 2009. At that time, all new regulations were put on hold pending review by the new administration. The new scoring system that was announced recently does not include HUD onsite management reviews. Instead, it relies heavily on data housing authorities enter into HUD's financial reporting system.

Vice-Chair Garner asked if the change in the scoring system will affect RRHA's goal in reaching the designation of High Performer. Ms. Edwards stated that the proposed change to onsite management reviews was never implemented. Ms. Edwards stated that HUD had suspended scoring of housing authorities after 2007 in anticipation of the adoption of the new rule. However, HUD reinstated the previous

system of self-certification in 2010. That system predated Asset Management and RRHA had shifted all of the data collection, as HUD required, for the conversion to Asset Management requirements. Ms. Edwards stated that the effort to produce the data in pre-Asset Management form was time consuming, and data had to be combined differently to obtain information for certifying under the old system. Ms. Edwards stated that it is possible that this circumstance may interfere with RRHA's goal of reaching High Performer designation.

Vice-Chair Garner asked if the proposed new system requires higher standards to be met in order to achieve the High Performer designation. Ms. Edwards stated that the standards are higher in some areas. For example, HUD had included a 95% occupancy rate standard for public housing, but the new scoring methodology includes an occupancy rate of 98%.

Commissioner Witten asked if 1,000 days turnaround time is correct for Lansdowne. Ms. Edwards stated that the number reflects raw data that includes the total number of days any unit was vacant, and Lansdowne is RRHA's largest site. Ms. Edwards stated that Net Turn Days of 87 is the number on which the site is measured. The standard is 14 days.

Commissioner Boitnott asked why the Net Turn Days is 87 for Lansdowne. Ms. Edwards stated that the site has had some difficulties with staffing due to a couple of Maintenance staff being out for extended periods of FMLA (Family Medical Leave Act) leave. Ms. Edwards stated that Lansdowne has been utilizing temporary employees and that the turnaround system has been negatively impacted by the changes in personnel. Mr. Earl Saunders, RRHA VP of Real Estate Management, stated that

temporary employees are not as well-trained as permanent RRHA employees; also, Lansdowne has some large units with cinderblock walls, resulting in greater turnaround time.

Commissioner Boitnott asked if the same temporary employees are reporting for work every day. Mr. Saunders stated that RRHA tries to keep the same temporary employees to cover absences of several months when possible.

Ms. Edwards stated that there is also a relationship between the turnaround time and the waiting list for Lansdowne. Ms. Edwards stated that the waiting list does not have many families on it at this time, and once the unit is turned the days count until the unit is leased. Marketing efforts are underway by Lansdowne management staff to increase the waiting list.

Commissioner Boitnott stated that the Board approves contracts with temporary agencies based on price and, if RRHA is not seeing a good pool of qualified personnel, that quality of personnel should be included as an evaluation factor in future procurement for temporary agency services. Ms. Edwards and Vice-Chair Garner agreed that Commissioner Boitnott raised a good point.

Ms. Edwards stated that in the past issues have been addressed with some of the temporary agencies sending employees who did not qualify under RRHA's criminal record requirements. Commissioner Boitnott stated that the contracts should be very valuable to the agencies, and they should be responding to what RRHA is asking them to do. Ms. Edwards agreed.

Chairperson Burruss asked if there were any other questions. There were none
Chairperson Burruss thanked Ms. Edwards for her report.

3. Staff Reports

Chairperson Burruss stated that there were no staff reports.

4. Committee Reports

Chairperson Burruss asked for committee reports.

Commissioner Butler stated that the Affiliates Committee met prior to the Board meeting and Mr. Roger Vest, RRHA VP of Real Estate Development, gave several updates to the committee, and there are no issues to report.

Chairperson Burruss thanked Commissioner Butler for his report.

Commissioner Karnes stated that the Personnel Committee continues to meet monthly, and there is a revised Personal Time Off Policy for consideration by the Board today. Commissioner Karnes stated that the committee continues to work on review of retirement plan options.

Chairperson Burruss thanked Commissioner Karnes for his report.

5. Commissioner comments

Chairperson Burruss asked if there were any Commissioner comments.

Chairperson Burruss stated that the Board received a large amount of paper in this month's Board materials and that all Board materials may be provided in electronic format for any Commissioner who prefers. Chairperson Burruss stated that Commissioner Boitnott already receives his materials via email and, if any other Commissioner would like electronic materials rather than paper, they should inform Katie Meyer, RRHA Executive Assistant.

Ms. Edwards stated that RRHA is happy to provide any documents electronically. She noted that many of the materials provided for the Board are converted to electronic

format for posting on the RRHA website. Ms. Edwards stated that it is RRHA's goal to make more documents available on the website for the public to access RRHA's policies and procedures. RRHA has recently added a software application that makes PDF formatted documents much easier to read by presenting them in a page turning format, rather than the user scrolling down to read the pages of a document. Ms. Edwards stated that this improves user friendliness of the website.

6. Residents or other community members to address the Board

Chairperson Burruss asked if there were any residents or other community members who would like to address the Board. There were none.

III. CONSENT AGENDA

C-1 Minutes of the Regular Meeting of the Board of Commissioners held Monday, March 28, 2011.

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

C-2 Monthly Operations Report for the month of March 2011

RECOMMENDED ACTION: File as submitted

Vice-Chair Garner Karnes introduced a motion to approve the Consent Agenda. The motion was seconded by Commissioner Butler and upon roll call the following vote was recorded:

AYES: Commissioners Boitnott, Butler, Karnes, Smith, Witten, Garner,
Burruss

NAYS: None

Chairperson Burruss thereupon declared said motion carried as introduced.

IV. REGULAR AGENDA

1. Resolution No. 3636

Ms. Cathy Wells, RRHA VP of Resident Services and Administration, asked for approval of Resolution No. 3636, formally establishing risk management as an operational priority for RRHA. Ms. Wells stated that RRHA considers risk management an operational priority as reflected in safety and driver policies as well as personnel policies that include standards of conduct. Ms. Wells stated that RRHA conducts a risk assessment review every 5 years.

Vice-Chair Garner asked if there is a central person with responsibility for risk control policies. Ms. Wells stated that Mr. Saunders, as head of the Real Estate Management Division, is responsible for specific risk control policies and practices, and Human Resources is responsible for related personnel policies, and the two divisions coordinate risk management efforts.

Commissioner Witten asked if there is a separate risk management plan or if it is incorporated into other policies. Ms. Wells stated that there is not a separate risk management plan and that RRHA uses the risk assessment to guide the direction of related policies. Ms. Edwards stated that Mr. Saunders leads a safety committee that includes representatives from all property sites. The committee meets monthly to identify needed changes to safety protocol and make recommendations for training.

Vice-Chair Garner asked if there were policies in place to review potential issues regarding safety. Ms. Wells stated that Mr. Urquhart was responsible for that area until his retirement, and it is now managed by Mr. Saunders, Ms. Edwards, and herself. Ms. Wells stated they have recognized there are items that need to be improved. Ms.

Edwards stated that the RRHA Safety Committee is seen as the best vehicle for informing and recommending change because the committee is comprised of front line employees who are in positions to see the potential for injuries to employees or liability for RRHA.

Chairperson Burruss asked if there were any questions. There were none.

Vice-Chair Garner introduced Resolution No. 3636 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY ESTABLISHING RISK MANAGEMENT AS AN OPERATIONAL PRIORITY

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) recognizes the significance of its risk management program and policies; and

WHEREAS, RRHA recognizes it is prudent and in the best interest of the agency to adhere to its risk management policies and practices for the safety and security of its assets, employees, residents, and others; and

WHEREAS, RRHA recognizes there is a realized financial benefit to the agency when its risk management policies are properly administered; and

WHEREAS, RRHA, by resolution, establishes risk management as an operational priority at least once every five years, and communicates this information to insurers, staff, and residents.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that risk management is hereby established as an operational priority of the City of Roanoke Redevelopment and Housing Authority.

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

AYES: Commissioners Boitnott, Butler, Karnes, Smith, Witten, Garner,
Burruss

NAYS: None

Chairperson Burruss thereupon declared said motion carried and Resolution No. 3636 adopted as introduced.

2. Resolution No. 3637

Ms. Edwards stated that RRHA plans to make changes in the grievance procedures in Section 8 and Public Housing, and those will be brought separately before the Board to be considered at a future meeting.

Mr. Earl Saunders asked for approval of Resolution No. 3637 approving a revised Admissions and Continued Occupancy Policy (ACOP) for the Public Housing Program. Mr. Saunders stated that some of the major changes were related to social security disclosure, community service requirements, and the HUD requirement to use the Enterprise Income Verification (EIV) system to verify double subsidies or outstanding debts to other housing authorities.

Commissioner Butler stated that the approval of the revised ACOP appeared to be an administrative procedure and asked why it needed Board approval. Mr. Saunders stated that HUD requires Board approval.

Ms. Edwards stated that RRHA subscribes to a service from Nan McKay & Associates which sends an annual list of required changes in policies to address changes in regulation or HUD policy.

Vice-Chair Garner referred to pages with a line drawn through the heading and asked if the entire exhibit was deleted. Ms. Edwards confirmed that exhibit 7-1 was deleted.

Chairperson Burruss asked if there were any other questions. There were none. Commissioner Smith introduced Resolution No. 3637 and moved its adoption as

introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY TO APPROVE A REVISED ADMISSIONS AND CONTINUED OCCUPANCY POLICY FOR THE PUBLIC HOUSING PROGRAM

WHEREAS, the Roanoke Redevelopment and Housing Authority's (RRHA) Board of Commissioners and staff are committed to providing safe and affordable housing to eligible individuals and families, including persons with disabilities; and

WHEREAS, the United States Department and Housing and Urban Development has authorized Public Housing Agencies (PHA) to administer a Public Housing Program, through the use of its Admissions and Continued Occupancy Policy (ACOP); and

WHEREAS, the ACOP must state the PHA's policies on matters for which the PHA has discretion to establish local policies; and

WHEREAS, a PHA is required to revise its ACOP as necessary to remain in compliance with the Department of Housing and Urban Development (HUD) regulations as set forth in 24 CFR 5, 8, 902, 903, 945, 960, 965 and 966; and

WHEREAS, the current ACOP of the RRHA, dated April 26, 2010 states that RRHA will review and update the ACOP at least once a year; and

WHEREAS, RRHA staff have reviewed the ACOP and made revisions to reflect changes in regulations and RRHA operations.

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

1. The Revised Admissions and Continued Occupancy Policy for Public Housing Program, with revised chapters in substantially the form circulated to the Board, is approved.
2. The Executive Director be and hereby is authorized and directed to make minor procedural changes as necessary between annual updates.

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

AYES: Commissioners Boitnott, Butler, Karnes, Smith, Witten, Garner,
Burruss

NAYS: None

Chairperson Burruss thereupon declared said motion carried and Resolution No. 3637 adopted as introduced.

3. Resolution No. 3638

Ms. Helen Shampine, RRHA HCV Director, asked for approval of Resolution No. 3638 approving a revised Administrative (Admin.) Plan for the Section 8 Housing Choice Voucher (HCV) Program. Ms. Shampine gave an overview of the changes to the Admin. Plan and stated that the entire chapter 7 had been replaced due to multiple required changes in the handling of copies Social Security cards and stated that copies must be removed from the tenant files within the next year at the direction of HUD.

Ms. Edwards asked Ms. Shampine to explain the language that was added about participants who do not pay court ordered judgments to prior landlords. Ms. Shampine stated that there are situations when a participant has leased with a new landlord before RRHA realizes the previous landlord is taking legal action to obtain a judgment for damages. Ms. Shampine stated that as a stipulation for continued participation in the HCV program, the participant is offered the opportunity to enter into a 12-month repayment agreement.

Vice-Chair Garner asked whether there is another method used for identification after the Social Security card copy is destroyed. Ms. Shampine stated that RRHA is simply shredding the physical paper copy, and the number will remain in the database.

Chairperson Burruss asked if there were any questions. There were none.

Commissioner Smith introduced Resolution No. 3638 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY TO APPROVE A REVISED ADMINISTRATIVE PLAN FOR THE SECTION 8 HOUSING CHOICE VOUCHER (HCV) PROGRAM

WHEREAS, the Roanoke Redevelopment and Housing Authority's (RRHA) Board of Commissioners and staff are committed to providing safe and affordable housing to eligible individuals and families, including persons with disabilities; and

WHEREAS, the United States Department and Housing and Urban Development (HUD) has authorized Public Housing Agencies (PHA) to administer a Housing Choice Voucher program, through the use of the PHA's Administrative Plan; and

WHEREAS, the Administrative Plan must state the PHA's policies on matters of which the PHA has discretion to establish local policies; and

WHEREAS, a PHA must administer its program in accordance with its Administrative Plan; and

WHEREAS, a PHA is required to revise its Administrative Plan as necessary to remain in compliance with the Department of Housing and Urban Development (HUD) regulations and requirements set forth in 24 CFR 5, 8, 35, 92, 882, 887, 888, 903, 908, 982, 983, 984, and 985; and

WHEREAS, the current Administrative Plan for the Section 8 Housing Choice Voucher Program of the RRHA, dated April 26, 2010, states that RRHA will review and update the Administrative Plan at least once a year; and

WHEREAS, RRHA staff have reviewed the Administrative Plan and made revisions to reflect changes in regulations and RRHA operations.

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

1. The Revised Administrative Plan for the Section 8 Housing Choice Voucher Program, with revised chapters in substantially the form circulated to the Board, is approved.
2. The Executive Director be and hereby is authorized and directed to make minor procedural changes as necessary between annual updates.

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

AYES: Commissioners Boitnott, Butler, Karnes, Smith, Witten, Garner,

Burruss

NAYS: None

Chairperson Burruss thereupon declared said motion carried and Resolution No. 3638 adopted as introduced.

4. Resolution No. 3639

Mr. Roger Vest, RRHA VP of Real Estate Development, asked for approval of Resolution No. 3639 authorizing the execution of a General Warranty Deed relative to the purchase of property from Ann Marie Bosley etals, with a plan to convey it to one of the partners in the Roanoke Neighborhood Revitalization Partnership (RNRP). Mr. Vest referred to the photo of the home and stated that house appears in better shape than it actually is and that the foundation is substantially deteriorated. Mr. Vest stated that after conferring with the other partners and having them do their independent evaluations and estimates, it was determined that this house was not eligible for rehabilitation.

Commissioner Boitnott asked if there are items within the home that can be donated to Total Action Against Poverty (TAP) or other community organizations to be reused. Mr. Vest stated that there is little opportunity for salvage because the deterioration of the foundation has warped the doors, windows, and frames, and there are asbestos concerns as well.

Commissioner Boitnott asked if RRHA's role is to use CDBG funds to purchase the property and utilize Derelict Structure funds to tear the home down. Mr. Vest stated that the City funds the Derelict Structures program using CDBG funding, and confirmed that this would be the source of funding for RRHA to purchase the property and

demolish the home.

Commissioner Boitnott asked if any of the partners in the RNRP are interested in constructing a new home on the site and stated that he does not want RRHA to acquire another piece of property and then have to hold it for an extended period of time. Mr. Vest stated that before a resolution is brought before the Board for approval to acquire, RRHA staff determines a plan for the property. Mr. Vest stated that Habitat for Humanity is interested in constructing a new home on the property.

Vice-Chair Garner asked if the price is solely based on the land value. Mr. Vest stated that the price is based only on the value of the land since the home is not eligible for rehabilitation.

Ms. Edwards stated that the property will likely come back to the Board as a property to be donated to Habitat for Humanity as part of the RNRP's efforts. With the City's approval, conveying property to nonprofit organizations to support affordable homeownership is an allowable use of CDBG funds.

Commissioner Boitnott asked if there were further funds available for the environmentalists for the project. Ms. Edwards stated that the CDBG funding provided by the City for the Derelict Structures program will cover environmental testing and remediation required for the project.

Chair Burruss asked if the home is currently occupied. Mr. Vest stated that the home has been vacant for over one and one half years.

Chairperson Burruss asked if there were any questions. There were none.

Commissioner Butler introduced Resolution No. 3639 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE EXECUTION OF A GENERAL WARRANTY DEED RELATIVE TO THE PURCHASE OF PROPERTY FROM ANN MARIE BOSLEY ETALS., LOCATED IN THE CITY OF ROANOKE, VIRGINIA AT 6 14th STREET, SW AND BEARING CITY OF ROANOKE TAX MAP NUMBER 1211104

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) operates a Derelict Structures Program utilizing Community Development Block Grant (CDBG) funding from the City of Roanoke for acquisition of housing in substantial disrepair for rehabilitation or demolition in order to improve housing stock through revitalization activities in various neighborhoods; and

WHEREAS, RRHA is participating with Total Action Against Poverty, Habitat for Humanity, and Rebuilding Together – Roanoke in the Roanoke Neighborhood Revitalization Partnership (RNRP); and

WHEREAS, RRHA's role in the Partnership is acquiring land and structures in the Hurt Park area for revitalization activities; and

WHEREAS, a house located at 6 14th Street, SW, Tax Map Number 1211104 has been identified as a derelict structure; and

WHEREAS, an option-to-purchase agreement for the acquisition of the house has been negotiated for \$10,000.00; and

WHEREAS, prior to acquisition, necessary due diligence items such as review of title and environmental report, will be completed utilizing funds provided by the City of Roanoke; and

WHEREAS, RRHA has determined that the best use of this property is to transfer it to one of the RNRP partners for rehabilitation or new construction to provide an affordable homeownership opportunity.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director be and hereby is authorized, after completing due diligence with satisfactory results, to execute a General Warranty Deed concerning the purchase of property at 6 14th Street, SW for a price not to exceed \$10,000.00 and to provide maintenance funding for the property using CDBG funds provided by the City of Roanoke to RRHA for the Derelict Structures Program.

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

AYES: Commissioners Boitnott, Butler, Karnes, Smith, Witten, Garner,
Burruss

NAYS: None

Chairperson Burruss thereupon declared said motion carried and Resolution No. 3639 adopted as introduced.

5. Resolution No. 3640

Chair Burruss stated that Ms. Wells would be presenting Resolution No. 3640 and that Mr. Victor Cardwell, Legal Counsel with Woods Roger, PLC, is also present to answer any legal questions regarding the policy.

Ms. Edwards stated that, as the Board is aware, the Executive Director and VP of Resident Services and Administration have been working with the Personnel Committee of the Board of Commissioners on a comprehensive review of RRHA's benefits package with the dual goals of maintaining an attractive benefits package for employees while managing the cost of benefits to ensure that RRHA has sufficient resources to carry out its mission. Ms. Edwards stated that she wanted to make the Board aware of the implementation cost for the policy that Ms. Wells will present. In order to transition from the current leave policies to the new Personal Time Off Policy, the projected one-time cost is \$150,000. This is the cost of paying Annual Leave balances in excess of the lower carryover limits allowed in the new policy. RRHA can afford that expense now but may not be able to afford it a year from today, given anticipated reductions in funding.

Ms. Edwards stated that under the current policy, those balances would have to be paid to employees as they leave the agency, and it will likely be more difficult in the future to pay the balances as budgets become tighter. Ms. Edwards stated that she

believes paying the leave balances now is a wise investment and will allow for a smooth transition to the new policy which will restrict annual carryover and payout upon leaving employment to a lower level.

Ms. Wells asked for approval of Resolution No. 3640 approving a Personal Time Off Policy (PTO) which is designed to replace the Vacation Leave Policy, Sick Leave Policy and the Floating Holidays benefit. Ms. Wells stated that the Personnel Committee was involved during the process of developing the policy. In addition to Committee members Chairperson Burruss, Commissioner Karnes, and Commissioner Smith, other participants included Vice-Chair Garner who attended several Personnel Committee meetings, Ms. Edwards and Ms. Wells. Ms. Wells stated that in FY 2009-2010 RRHA paid out \$64,000 in sick leave, of which \$20,000 was sick leave that was paid out in excess of RRHA's standard for unscheduled absences. Ms. Wells stated that the new policy allows employees to take leave for their own reasons and will be easier to monitor. Ms. Wells stated that, if approved for implementation by the Board of Commissioners, the new Personal Time Off policy combined with a Short Term Disability (STD) plan will generate a projected annual savings of \$36,000. Ms. Wells stated that RRHA does not currently have a STD plan and is obtaining pricing, which she anticipates will be much less than \$36,000.

Ms. Wells stated that the paying out large balances of leave hours is not only a financial burden but, when an employee leaves and has an Annual Leave balance of 337.5 hours or 9 weeks to be paid, the position may not be filled for 9 weeks because that would mean essentially paying double salary for the position for that period of time. Ms. Wells stated that for FY2009-2010, the total amount paid to departing employees

who were eligible for payment of leave balances was \$43,000; however, had RRHA been under this new policy, the total amount paid would have been \$15,000.

Ms. Wells introduced Mr. Cardwell and stated the he has reviewed the policy from a legal standpoint and has determined that it complies with applicable laws.

Ms. Wells provided a comparison sheet from the current time off policies to the new Personal Time Off Policy and pointed out that the maximum leave carry over balance was reduced from 337.5 hours to 75 hours which is more financially manageable.

Commissioner Boitnott asked if RRHA would be paying for 100% of the cost of the STD policy. Ms. Wells stated that RRHA would pay 100% of the STD premium.

Ms. Edwards stated that employees will be allowed to carry their entire current Sick Leave balance into the new plan, and the Sick Leave balance will be converted to Limited Supplement upon implementation of the new policy. Ms. Edwards stated that, under current policy, Sick Leave is not paid out when employees leave RRHA. Ms. Edwards stated that under the new plan those employees who have the maximum accrued Sick Leave will not accrue additional Limited Supplement until they are below the maximum stated in the Personal Time Off Policy.

Commissioner Witten asked why the maximum is 75 hours. Ms. Wells stated that it is 2 weeks at 37 ½ hours a week.

Commissioner Boitnott asked for a review again of the cost associated with the implementation of the new Personal Time Off Policy and whether that means the Board, in voting to approve the policy, is voting to approve an additional \$150,000 expense. Ms. Edwards stated that the estimated cost is \$150,000 based on projected Annual

Leave balances on June 30, 2011 with an implementation date of July 1, 2011. Ms. Edwards stated the accrued leave is already on the books as a liability. The payment would not be considered an operating expense; rather, it would be a cash expenditure which would have the effect of reducing the liability.

Commissioner Karnes stated that it is not going to get any cheaper. Ms. Wells stated that Commissioner Karnes is correct.

Commissioner Boitnott asked if employees with accrued balances would get paid out now. Ms. Edwards stated that they would get paid out in July. Chairperson Burruss stated that with the payout, the liability will go away.

Commissioner Boitnott stated that as the Board thinks about overall resources, he personally looks at the benefits as very rich for the employees and hopes that employees realize how rich the benefits are. Ms. Edwards stated that she is not sure there is a full appreciation from employees who may not have worked in the private sector as to how rich the benefits package is. Ms. Edwards stated that, from a business perspective RRHA has to manage benefit costs and is making a genuine effort to do that in ways that maintain an attractive benefits package for employees. Ms. Edwards stated that she looked at data reported by the Bureau of Labor Statistics which indicated that, in the private sector the average cost of benefits is 29% and in the public sector the average is 35%. RRHA's cost of benefits is approaching 40%. Ms. Edwards stated that it will be helpful in managing costs if RRHA can get close to the public sector average percentage, which will still be higher than the private sector average.

Chairperson Burruss stated that in her years as a Commissioner it is clear that updating and being contemporary with policies was not a priority with previous

executive leadership and, therefore, what RRHA has is out of step with current business practices. Chairperson Burruss stated that it is clear that RRHA senior leadership staff and the Board of Commissioners want to do what is right for employees and right for RRHA. On the other hand if there is a huge leap at one time, it feels like bad faith to the employees.

Commissioner Boitnott stated that, as RRHA moves from Cadillac plans towards more contemporary plans, employees will likely feel that it is problematic.

Commissioner Boitnott pointed out that, if employees look at other sectors, there have been no pay increases for several years and benefit packages are significantly less than what RRHA is proposing, and he stated that that it is not as tough as it could be. Ms. Edwards stated that Commissioner Boitnott made a valid point.

Chairperson Burruss asked Mr. Cardwell what rights an employer has when an employee comes to work sick and refuses to use PTO. Mr. Cardwell stated that if the employee comes in the door and is sick, the employer has the right to manage the place of employment under any circumstance and may send the employee home.

Commissioner Butler thanked the Personnel Committee for all their time and effort in formulating the new Personal Time Off policy.

Chairperson Burruss asked if there were any questions. There were none.

Commissioner Smith introduced Resolution No. 3640 and moved its adoption as introduced:

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

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) offers paid time off benefits to its employees in the form of Vacation Leave, Sick Leave, and Holidays; and

WHEREAS, RRHA has undertaken a comprehensive review of the employee benefits package with a goal of maintaining benefits that attract and retain high quality employees while maximizing RRHA's limited financial resources; and

WHEREAS, RRHA has determined that it is prudent and in the best interests of RRHA to implement a Personal Time Off Policy, which will replace Personnel Policy No. 311, Vacation, and Personnel Policy No. 313, Sick Leave, and remove the floating holidays provision of Personnel Policy No. 312, Holidays; and

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

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the attached Personnel Policy No. 311, Personal Time Off, is approved effective July 1, 2011.

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

AYES: Commissioners Boitnott, Butler, Karnes, Smith, Witten, Garner,
Burruss

NAYS: None

Chairperson Burruss thereupon declared said motion carried and Resolution No. 3640 adopted as introduced.

V. **ADJOURNMENT**

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

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

AYES: Commissioners Boitnott, Butler, Karnes, Smith, Witten, Garner,
Burruss

NAYS: None

Chairperson Burruss declared the meeting adjourned at approximately 4:27 p.m.

Gail Burruss, Chairperson

Glenda Edwards, Secretary-Treasurer



Resolution #3639 – April 25, 2011 – Agenda Item # 4 – Attachment #1

http://gis.roanokeva.gov/img_photos/121/1211104.jpeg

4/18/2011

ROANOKE VA

Print Report | Full Detail Report | Close Window

Property Information Card for: BOSLEY ANN MARIE ETALS
7040 BURLINGAME
DETROIT MI 48204



PARCEL INFORMATION

Tax Number	1211104	Property Acres	0.0000
Property Address	6 14TH ST SW	Overlay Zoning	Conservation District
Legal Description	LOT 28 BLK 4 R U W NEW MAP	Property Frontage	40 Feet
Deed Reference 1	040012300	Property Avg. Depth	120.00 Feet
Deed Reference 2	000002208	Property Area	0
Prev. Sale Date	09/08/2000	Basement Area	0
Prev. Sale Price	0	Land Assessment	\$2,800.00
Sale Date	07/09/2004	Improvements	\$27,600.00
Sale Price	\$0.00	Total	\$30,400.00
Owner	BOSLEY ANN MARIE ETALS		
Address	7040 BURLINGAME, DETROIT MI 48204		

DISCLAIMER: The information contained on this page is NOT to be construed or used as a "legal description." Map information is believed to be accurate but accuracy is not guaranteed. Any errors or omissions should be reported to the City of Roanoke Engineering Department. In no event will the City of Roanoke be liable for any damages, including loss of data, lost profits, business interruption, loss of business information or other pecuniary loss that might arise from the use of this map or the information it contains.

Resolution #3639 – April 25, 2011 – Agenda Item # 4 – Attachment #2

http://gis.roanokeva.gov/rptDetail.cfm?mapno=1211104&mapFn=mke_externalgis42246... 4/18/2011

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 regular full time staff members 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), Workers' Compensation (WC), or a serious health condition of the employee or others as defined in RRHA's FMLA Policy.

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 full time staff members 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.

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 regular full time employees are eligible for Limited Supplement accruals subject to the maximum balance stated in this policy.
- All regular full time employees are eligible for Short Term Disability coverage subject to qualifying claims.
- Part time regular employees are not eligible for LS benefits with the exception of Part Time regular 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.
- Part time employees 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 full time 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 full time and part time employees have earned at the time of transition will be placed in an individual LS bank for each employee. Regular full time employees, 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

Part time regular employees 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, WC and FMLA.

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 equal to 40% of the number of hours available under STD coverage. (*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.

ADMINISTRATIONScheduled 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 full PTO balance at time of separation.

PTO CARRY OVER

Employees with PTO balances in excess of 75 hours remaining as of the close of business on December 31 will not earn additional PTO accrual until the end of the first full calendar month after the balance falls below 75 hours. From that point, employees will accrue additional PTO according to the PTO Credit Schedule for the remainder of the calendar year.

EXAMPLE	JAN	FEB	MAR
First of Month	96*	96	58.5
Accrued	0	0	Employee will receive full accrual each month for the remainder of the year. 10 HOURS
Used	0	37.5	0
End of Month	96	58.5	68.5
	* Excess Carryover at year end is any balance greater than 75		

MANAGEMENT OF PTO

Employees are responsible for managing their PTO accounts. It is important that employees plan ahead for how to use it. 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.

EXCEPTIONS

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

Policy No. 311
 Date: December 20, 1996
 Revised 10/1/98
 Revised: 01/01/2009

VACATION LEAVE

I. PURPOSE

To provide a traditional paid-time-off benefit that will provide a restful break in year-round routine and support the RRHA's goals to attract and retain quality employees.

II. SCOPE

This policy applies to all regular full time and part time employees of RRHA.

III. POLICY

RRHA grants paid time away from work to its employees for relaxation to promote good physical and mental health.

An employee may use Vacation Leave for any purpose he or she wishes. Vacation Leave must be approved in advance by the employee's supervisor. Vacation Leave taken and not approved in advance may result in disciplinary action up to and including termination. Supervisors are given the discretion to approve Vacation Leave not approved in advance of the Leave if/when the circumstances are of an emergency nature.

IV. PROCEDURE

A. Eligibility.

Regular full-time employees will earn paid vacation hours based on their full calendar months of completed service in increments determined by the anniversary date of employment.

Regular Full Time Accrual Schedule

- Hire date through completion of 5 years continuous, regular employment
 - 8 hours per full calendar month
- More than 5 years of continuous service through 10 years of continuous, regular employment
 - 10 hours per full calendar month
- More than 10 years of continuous service through 15 years of continuous, regular employment
 - 12 hours per full calendar month
- More than 15 years of continuous service through the employee's remaining years of continuous, regular employment
 - 14 hours per full calendar month

Regular Part Time Accrual Schedule

Regular part-time employees will earn paid vacation hours based on the hours scheduled to work in a normal work day.

- Hire date through completion of 5 years continuous, regular employment
 - 1x the number of hours scheduled to work in a normal work day per full calendar month
- More than 5 years of continuous service through the employee's remaining years of

continuous, regular employment

- 1.25x the number of hours scheduled to work in a normal work day per full calendar month

B. Requesting Vacation Leave.

Vacation time may be approved any time throughout the year, based on the operational needs of the department. Vacation Leave must be approved in advance by the employee's supervisor. Vacation Leave taken and not approved in advance may result in disciplinary action up to and including termination. Supervisors are given the discretion to approve Vacation Leave not approved in advance of the Leave if/when the circumstances are of an emergency nature.

Non-Exempt employees must submit a Request for Leave form to their Supervisor for approval. Exempt employees must e-mail their Supervisor for approval.

Where conflicts develop, they will be resolved as fairly as possible. Preference will generally be given to the employee who makes the earliest request, but other factors may be considered.

An employee may be given Annual Leave in advance of his/her accrual at the recommendation of the Division Vice-President and approval of the Executive Director.

C. Carry-Over of Unused Vacation Leave.

Vacation Leave to the extent earned, may be taken in increments of not less than 1 hour. Employees are encouraged to take Vacation Leave to the extent of the amount of Leave earned.

- Employees hired **prior to 01/01/2009** may carry over unused Vacation Leave from one year to the next, but may not exceed a total of 360 hours as of January 1 of each year.
- Employees hired **after 01/01/2009** may carry over unused Vacation Leave from one year to the next, but may not exceed a total of 80 hours as of January 1 of each year.

D. Payment Upon Termination.

Employees who voluntarily separate from RRHA may be eligible for payment of their unused Earned Vacation Leave.

- Employees hired **prior to 01/01/2009** may be eligible to be paid out their full unused Earned Vacation Leave.
- Employees hired **after 01/01/2009** may be eligible to be paid out their unused Earned Vacation Leave not to exceed 80 hours.

To qualify for payment of unused Earned Vacation Leave, 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 incidents noted below, employees who are involuntarily separated from RRHA are not eligible for payout of their accrued-but-not-taken Vacation Leave.

Exceptions include:

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

- E. Non-Accrual of Annual Leave. Eligible employees who are actively at work or on paid Leave—such as Vacation Leave, Sick Leave, or Holiday—will accrue paid Vacation Leave benefits without disruption.

Employees who incur Leave without Pay for a total of 5 working days or more in any given month will not accrue paid Vacation Leave benefits for that month. This non-accrual of benefits may include employees who are receiving income replacement benefits such as Short-Term Disability, Long-Term Disability or Workers' Compensation.

When an employee is out on Leave that is protected by the Family Medical Leave Act (FMLA), he/she will continue accruing paid Vacation Leave as long as he/she is using paid Vacation Leave or Sick Leave benefits. If an employee on FMLA expends all of his/her paid leave in accordance with the agency's FMLA policy and remains unable to return to work, then the employee will not accrue paid Vacation Leave.

- F. Exceptions. The Executive Director reserves the right to approve exceptions to this policy when the best interest of the agency is served.

Approved by:

Executive Director

Date

Policy No. 312
 Date: December 20, 1996
 Revised 4/1/00
 Revised 01/01/2009

HOLIDAYS

- I. PURPOSE
To provide a competitive paid-time-off benefit to recognize traditional holidays.
- II. SCOPE
This policy applies to regular full-time and regular part-time employees.
- III. POLICY
 - A. Regular full-time and regular part-time employees are eligible for holiday pay.
 - B. The following days are recognized as company-paid holidays:

New Year's Day	Martin Luther King's Birthday
George Washington's Birthday	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	Day After Thanksgiving
Christmas Eve (1/2 day)	Christmas Day
2 Floating Holidays Each Calendar Year	

- C. Special Holidays may be observed as announced.
- D. Agency-paid holidays which fall on a Saturday will be observed on the preceding Friday; paid holidays which fall on a Sunday will be observed on the following Monday.
- E. If an Agency-paid holiday falls during an employee's scheduled vacation, the holiday will not be counted as vacation taken.
- F. To be eligible for holiday pay, an employee must work the last regularly scheduled workday preceding the holiday and the first regularly scheduled workday following the holiday or be on approved paid Leave.
- G. If an Agency-paid holiday falls during an employee's Leave Without Pay, the holiday is not paid out.
- H. Non-exempt employees required to work on a scheduled holiday will be paid their regular rate for hours worked, in addition to their regular holiday pay. A paid holiday will not be credited as hours worked to compute weekly overtime.

In addition, RRHA offers its employees two (2) floating holidays each calendar year. As with Annual Leave, floating holidays must be scheduled off in advance. Supervisors will make every effort to approve requests; however, based on business needs, approval may not be granted.

- Floating holidays cannot be carried over from year to year.
- Floating holidays cannot be taken in lieu of notice of resignation.
- Floating holidays are not paid out at the time of termination.

Policy No. 313
 Date: December 20, 1996
 Page 1 of 4

SICK LEAVE

- I. **POLICY**
 To provide income protection for employees who, because of illness or accident, are temporarily disabled and absent from work for limited periods.
- II. **SCOPE**
 This policy applies to all eligible employees suffering from illness or injury. Eligible employees employed as of **June 30, 1996**, will earn paid sick leave on the same basis as vacation leave. Eligible employees employed after **July 1, 1996**, will earn 1 day of paid sick leave per full calendar month of completed service.
- III. **POLICY**
- A. Amount of Benefit. During absence from work caused by personal illness or accident, an eligible employee's wage or salary will be continued for the amount of time accrued in the employee's sick leave account according to the following:
1. Regular part-time employees will earn paid sick leave based on their hours worked on a projected prorated basis. Regular full-time employees employed as of **June 30, 1996**, will earn paid sick leave according to the following schedule:

Periods of Completed Service	Days Earned Each Full Month
Hire date through completion of 5 yrs. continuous, regular employment	1 day/full calendar month
5-10 yrs. continuous, regular employment	1 1/4 days/full calendar month
10-15 yrs. continuous, regular employment	1 1/2 days/full calendar month
15+ yrs. continuous, regular employment	1 3/4 days/full calendar month
 2. Regular employees employed after **July 1, 1996**, will earn 1 day of paid sick leave per full calendar month of completed service.
 3. Sick leave may be accumulated to a maximum of 180 working days. However, employees will not be paid for unused sick leave.
 4. An employee off the payroll without pay for 10 working days or more than 15 calendar days during any month will not earn his/her sick leave normally accumulated for that period. In extreme circumstances, leave without pay due to

Policy No. 313
 Date: December 20, 1996
 Page 2 of 4
 Revised 11/5/97

illness beyond the sick leave entitlement may be requested and is subject to approval of the Executive Director.

IV. DEFINITIONS

- A. Sick Leave. Regular employees suffering from illness or injury are entitled to paid sick leave. This benefit is intended to protect against illness and is not additional vacation leave.
- B. Family Member. Sick leave may be used when an immediate family member is sick and the employee is needed to care for the family member. Approval for this leave will be at the discretion of the Supervisor.
- C. Use of Sick Leave. Sick leave may also be used for employees' medical appointments or when an employee needs to accompany a family member to a medical appointment.

V. PROCEDURE

- A. Minimum Unit
 Sick leave, to the extent earned, must be taken in increments of not less than one (1) hour. When sick leave is used for medical appointments, it may be taken, to the extent earned, in increments of fifteen (15) minutes.
- B. Maintenance of Contact
 When an absence exceeds three (3) consecutive workdays, employees should communicate with their supervisor frequently about their health status and anticipated return to work.
- C. Verification and Notification
 - 1. Duty to Notify. Sick leave will be reported by the employee to his/her immediate supervisor within the first working hour of the working day or as soon as possible thereafter based on the extent of illness or emergency. Failure to call in may be considered absence without authorization and result in leave without pay.
 - 2. Verification. Requests for sick leave due to exposure to contagious diseases, or to the illness of a dependent of the employee's immediate family must be supported by a medical certificate which attests to the facts concerning the contagious disease, or illness of the family member, and that the employee may be required to present evidence that such family member required his/her care and attendance. When abuse of the sick leave privilege is suspected, the appropriate supervisor has the right to request verification of absences reported as sick leave by requiring a physician's statement. Supervisors should evaluate each situation of employee sick

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 Date: December 20, 1996
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 Revised 11/5/97

leave on a case-by-case basis and may require, with advance written notice to the employee, a physician's certificate to substantiate any sick leave request regardless of the length of absence before compensation for such absence is approved.

3. Request For Leave Form. Each employee taking sick leave for an illness or any other matter under this policy is required to complete a Request for Leave Form upon returning for work. This form must also be signed and approved by the employee's Supervisor. The Request for Leave Form also must be completed for sick leave taken in the minimum unit of 15 minutes (i.e. for medical appointments).

D. Monitoring and Review

1. Sick leave usage shall be monitored and reviewed according to the following procedure:
 - a). The immediate supervisor shall monitor and review the usage of sick leave taken by employees under his/her supervisor and evaluate its effect on the workload of the department. As a benchmark, when an employee has taken six (6) days of sick leave in a fiscal year, it is recommended that the supervisor discuss with the employee the usage of sick leave and its effect on the productivity of the Authority.
 - b). The Supervisor is to make a written account of the review discussion with the employee. This written account is to document the discussion and the effect of the employee's absences on his/her work and that of the department.
 - c). Based on this discussion, the Supervisor will determine whether disciplinary action is appropriate.
 - d). The Supervisor is to continue monitoring and reviewing any subsequent absences of the employee.
2. Sick leave is available to the employee as a benefit in time of need and should only be used when necessary. It should be used with care to prevent financial hardship that might result from leave without pay status during an extended absence because available sick leave has been exhausted. **The following procedures and policy applies to abuse of sick leave and/or excessive absenteeism:**
 - a). Sick leave pay will be denied to any employee who is found guilty of making a false statement of sickness or otherwise abusing the sick leave privilege. An employee could also be considered guilty of abusing sick leave even if he/she has not used their maximum allowance. Abuse of sick leave is considered grounds for counseling and/or discipline.

Policy No. 313
Date: December 20, 1996
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- b). If it is determined that an employee is using sick leave in excess to the point that it is hindering his/her work and the work of fellow employees, the excess use of sick leave will be taken under consideration by the Supervisor and/or Department Head and appropriate disciplinary action will be taken.
- c). **Excessive absenteeism, regardless of reason(s), that renders an employee insufficiently available for work will be evaluated on a case-by-case basis to determine the merits of correctional retention or termination.**