

THE MEDFIELD HOUSING AUTHORITY

PERSONNEL POLICIES AND HANDBOOK

INTRODUCTION

This Handbook is intended to provide you with an overview of the Medfield Housing Authority's policies and procedures as they relate to your employment.

IMPORTANT: This Employee Handbook is not a contract, an employment contract, a promise or guarantee of continuing employment, or a promise or guarantee of any items this Handbook contains. It is only a statement of policies that the Medfield Housing Authority intends to follow as of the date of issue. At all times, the Authority reserves the right to delete, add to, or change any of its policies, or any of the items in this Handbook, as well as to terminate any employee in accordance with the provisions of Section VII - Separations, paragraph B, Dismissals.

SECTION I - BASIC PRINCIPLES

A. Nondiscrimination

There shall be no discrimination against employees or applicants for employment because of race, color, sex, age, marital status, ethnicity, national origin, or religion, or any political or union affiliation as per Executive Order 11246, and in accordance with the principles embodied in Title 6 of the United States Civil Rights Act of 1964 and all applicable State Statutes. The Authority shall not discriminate against handicapped individuals seeking employment and shall make reasonable accommodations to qualified handicapped individuals.

B. Hiring Procedure

When a position becomes available, the Authority will advertise the position by:

1. Advertising in appropriate newspapers, trade journals or periodicals including minority publications.
2. Post a notice in a conspicuous place within the Authority's office.
3. Notify the local tenant's organizations.

Such notice will include hour's required, specific job-related skills and experience necessary, remuneration, deadline for receipt of applications/resumes and a brief job description. The Authority will keep on file a complete job description and will make same available for applicants requesting it.

The Executive Director will review applications/resumes and interview qualified candidates. The Executive Director will determine an appropriate amount of applicants to interview depending upon the number of qualified applications/resumes received and positions available. The Executive Director will

then choose a qualified applicant for the position and make a recommendation to the Board of Commissioners of the Authority.

In the case of hiring an Executive Director of the Authority, a Search Committee will be appointed by the Board of Commissioners. The Search Committee will include at least two members of the Authority and one representative from the Local Tenants Organization.

Resumes will be date/time stamped when received and left unopened until the meeting of the Search Committee.

The Search Committee will review all resumes received and rank each according to qualifications and other allowable criteria as established by the Board. The Search Committee will then determine the number of applicants they will interview, and interview applicants. The Search Committee will then make recommendations to the entire Board, ranking the top three applicants in order of preference. The Authority's members will then choose the most qualified applicant without regard to race, color, sex, age, marital status, ethnicity, national origin, religion or disability.

C. Harassment

Any harassment of a sexual, racial, ethnic, religious, age or handicap nature will not be tolerated. Such harassment includes demeaning remarks of whatever nature, gestures or physical contact, or display or circulation of written materials or pictures derogatory to either gender or to racial, ethnic, religious, age or handicap groups.

Any violations of the harassment policy should be brought to the attention of the Executive Director and the Board of Directors as soon as possible in order that a thorough investigation may be conducted and appropriate action taken.

D. Standards of Conduct/Conflict of Interest

All employees are subject to the provisions of the Massachusetts General Laws, Chapter 268A. The provisions of this Chapter are set forth in DHCD Regulation 760 CMR 32.00, "Regulations Prescribing Standards of Conduct for Public Officials and Employees of Housing and Redevelopment Authorities".

A copy of the aforementioned regulation is available for reference upon request at the Medfield Housing Authority Office.

These regulations establish restrictions including, but not limited to, the following:

1. Employment and supervision.
2. Purchase of goods and services
3. Use of agency property
4. Solicitation of gifts and compensation
5. Eligibility for Agency services

Employees of the Medfield Housing Authority are prohibited from engaging in any activity which would be found in conflict with their employment at the Medfield Housing Authority.

E. Political Participation

Employees are subject to the provisions of the Federal Hatch Political Activities Act (5 U.S.C. Sections 1501-1508) and the limitations of Massachusetts General Laws Chapter 55.

The laws establish prohibitions which continue to be in effect while employees are on leave. These include but are not limited to the following:

1. Candidacy

An employee covered by the Hatch Act may not be a candidate for elective office in a partisan election.

2. Contributions

Employees are specifically prohibited from making campaign contributions unless he/she is a candidate.

Solicitation of contributions is similarly prohibited.

Furthermore, employee/candidates may not solicit from their fellow employees, nor from persons who are, or might be, doing business with the Agency.

3. Endorsements

While on the job or on the Agency's property, employees may not display buttons, roof racks, or other visible demonstrations of support which could be construed as an Agency endorsement.

SECTION II -BASIC EMPLOYMENT INFORMATION

A. Work Week Requirements

Executive Director -The Executive Director works a 14 hour week, Wednesday and Thursday.

Maintenance Personnel – Maintenance personnel work a 35 hour, 5day work week, Monday through Friday.

During summer months employees with Board permission may commence work one to two hours earlier per day. Effective the date of this revised policy; employees will maintain time sheets on a daily basis.

B. Employment Status

Employees of the Authority who work at least 35 hours per week shall be considered "full time" employees and shall be eligible for complete benefits as outlined below.

Part-time employees working at least 20 hours per week shall be entitled to participate in the Authority's pension, health/life insurance, deferred compensation program and shall be entitled to paid holidays as outlined below. Part-time employees who work at least 20 hours per week shall also be entitled to sick time and vacation time that is proportionate to a full-time employee in the same department.

Employees working less than 20 hours per week shall not be entitled to benefits including pension, health/life insurance, deferred compensation, sick or vacation leave or paid holidays, unless specifically approved by the Board and the Department of Housing and Community Development.

Employees hired as seasonal or temporary shall not be entitled to any benefits or paid leave regardless of hours or time worked.

C. Absences from Work

1. Holidays

New Year's Day
Martin Luther King Day
Presidents' Day
Patriot's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day and following day
Christmas Day

Such holidays shall be taken on the days on which they fall. However, if a holiday falls upon a Saturday, the preceding day shall be taken as the holiday. When a holiday falls on a Sunday, the following day shall be taken as the holiday.

2. Vacation Leave

All full-time employees and part-time employees with 20 hours or more shall be accorded earned leave with pay on account of illness or injury, whether or not received in the line of duty, except when such illness or injury has, in the opinion of the Executive Director, resulted from the employee's wrongdoing or misconduct.

Vacation leave credit shall begin at once for persons starting work on the first working day of the month, otherwise, it will start on the first day of the following month. However, vacation days are earned, but cannot be taken, until completion of a six month period of probationary employment.

Employees who are separated at the end of this probationary period forfeit vacation time earned. However, thereafter, when an employee is separated any time after the probationary period, all vacation time earned, but not taken, shall be paid to the employee at his/her rate of compensation in effect at the time of his/her separation except when his/her dismissal is due to wrongdoing or misconduct.

Unless otherwise approved by the Board, each calendar year every employee shall take vacation(s) of duration equal to the leave that he/she shall accrue for that calendar year. Upon December 31, not more than five (5) days of vacation time may be accrued and carried over to the following year.

For employment of six (6) months up to one year, five (5) days accrued vacation may be taken, for service of one (1) year but less than five (5) years, vacation leave of ten (10) days. For service of the fifth year completed up to nine (9) years of service completed, vacation leave of three (3) weeks.

For service of the tenth year and each year thereafter, vacation of four (4) weeks.

3. Personal Days

After the first year of employment, Administrative personnel will be allowed three (3) personal days per year. These days are not accruable and must be used within that calendar year.

4. Sick Time

All full-time employees and part-time employees working at least 20 hours per week shall be accorded earned leave with pay on account of illness or injury, whether or not received in the line of duty, except such illness or injury that has, in the opinion of the Executive Director, resulted from the employee's wrongdoing or misconduct.

Sick leave shall accrue at the rate of one and one fourth (1-1/4) days per month.

Sick leave shall begin at once for persons starting work on the first day of the following month.

Sick leave accrued in any calendar year shall accumulate for use in subsequent years, the maximum to be accrued and carried over being ninety (90) days.

Sick leave shall include absence on account of illness or injury to the employee or a member of an employee's household or other emergencies which, subject to the approval of the Executive Director, justify the absence of an employee.

Upon the retirement or death of an employee, they or their spouse will receive 20% of ninety (90) days sick leave (18 days) .

5. Funeral Leave

Unless otherwise on leave, all employees may be granted leave without loss of pay for a period not to exceed five working days in the event of the death of an employee's immediate family upon approval of the Executive Director or Chairman of the Authority. An employee may take up to three personal days each year for situations which may arise requiring personal attention (attending funerals other than immediate family, etc.).

6. Military Leave

An employee in continuous employment in the military service shall be paid the difference between compensation received while on reserve duty and regular compensation rates paid the employee by the Authority, such payment by the Authority shall be limited to a period not to exceed fifteen (15) days in any 12-month period, except that emergency mobilization may be considered for additional payment.

7. Court Leave

Eligible employees who are legally served a summons or subpoena requiring his/her service as a member of a jury or a witness shall be granted court leave with pay, provided that the employee promptly notifies his/her supervisor of the obligation. Court leave shall

not be granted when an employee is engaged in personal litigation.

All reimbursements received beyond routine travel and subsistence allowances shall be returned to the Agency and shall be credited against the affected employee's salary. When the employee has been granted court leave for jury or witness duty and he/she has been excused by proper court authority, he/she will report back to his/her worksite whenever the interruption in jury or witness duty will permit four or more consecutive hours of employment.

8. Maternity/Paternity Leave

Eligible employees who request leave for the purpose of childbirth shall be granted Maternity/Paternity leave without pay not to exceed twelve (12) weeks, provided that the affected employee: Has completed the six (6) month probationary period.

Gives at least two (2) weeks written notice of his/ her expected departure and intended date of return. This notice shall include a statement of the employee's intention to return to work.

Provided that the employee returns from Maternity/ Paternity Leave within twelve (12) weeks, he/she shall be entitled to return to the same, or similar, position without loss of employment benefits for which he/she was eligible on the date his/her Maternity/Paternity Leave commenced.

While on Maternity/Paternity Leave, employees shall be entitled to use earned vacation time, as well as earned sick time, under the other temporary medical disabilities.

The employee shall not accrue benefits (vacation time, sick time, holidays, etc.) nor shall the Agency be responsible for benefit premiums (insurance, etc.) or employee payments (Credit Union, etc.) during that portion of Maternity/Paternity Leave which is uncompensated. The Authority may, after the Maternity/ Paternity twelve-(12) week period of leave has expired, grant an extension of leave, if requested, or declare the position vacant.

9. Leave of Absence

Upon the request of an employee, the Executive Director may grant a Leave of Absence without pay or benefits for a period judged beneficial to both the employee and the Housing Authority.

10. Unauthorized Leave

Absences without proper authorization or approval shall be considered leave without pay and may be considered sufficient cause of suspension or dismissal.

11. Notification of Absence

Notification of absence from work shall be reported directly to the Executive Director for all employees. Such notification shall be made prior to, or at the start of, the working day, or sick leave for such absence may be forfeited.

In the case of an emergency which prevents an employee from reporting as required, he or she shall report such emergency within a reasonable period of time -as soon as possible -

not later than the close of the workday.

The Executive Director may require a doctor's certificate for any period of sick leave in excess of five (5) consecutive working days, or whenever there appears to be sick leave abuse.

For any sick leave in excess of five (5) consecutive working days, or whenever there appears to be sick leave abuse.

The Executive Director may visit the ill or injured employee to verify sick leave eligibility.

After absences of ten (10) consecutive working days, employees may be visited by an Agency-retained physician who shall report his/her findings to the Executive Director.

Employees who refuse to submit to an Agency related physician's examination for the purpose of determining a claim for Sick Leave or bodily injury shall not be entitled to sick leave.

Sick leave shall include an account of illness or injury to the employee or a member of the employee's household, or other emergencies which, in the opinion of the Executive Director, justify the absence of the employee.

SECTION III - BENEFITS/COMPENSATION

A. Health Insurance

All eligible employees are entitled to join a program for group health, medical and life insurance as administered by the State Group Insurance Commission, after two (2) full months of employment. They shall abide by all Statutes and regulations governing the same, as they may from time to time be adopted, changed or amended. Employees electing to join this system shall have the appropriate amount of money withheld from their pay on a monthly basis to cover the cost of same as determined by Statute or regulation.

B. Retirement System

In lieu of Social Security participation, all permanent employees of the Authority shall be required to participate in the Norfolk County Retirement System. Employees shall pay the required percentage of their salary to the Norfolk County Retirement System through payroll deduction.

C. Workmen's Compensation

All employees of the Authority are insured under the Workmen's Compensation Act of the Commonwealth of Massachusetts. The Medfield Housing Authority, as required by M.G.L. Chapter 1.52, Sections 21, 22 & 30 and amendments thereto, has provided for payments to injured employees by insuring with the Massachusetts Interlocal Insurance Association administered by Frank B. Hall & Co. of Mass, Inc.

All job-related injuries should be reported immediately at the time of occurrence to your immediate supervisor and the Executive Director. A form should also be filed for worker's compensation and a copy sent immediately to the Executive Director. Said reports shall include the nature of the injury, a

complete description of the occurrence and such other information as should be required by law.

D. Unemployment Compensation

All employees of the Authority are covered under the Unemployment Compensation Law of the Commonwealth of Massachusetts, Division of Employment Security.

E. Deferred Compensation

All eligible employees may join the Commonwealth Deferred Compensation Program. Through the program, participating employees may elect to defer a portion of his/her income and thereby accumulate money on a tax sheltered basis.

F. Training/Education

1. Training

The Authority shall provide new permanent employees sufficient on-the-job training and/or outside workshops, seminars, etc. (within budgetary limitations) to gain efficiency in the performance of their assigned duties and responsibilities.

Continuing "in-service" training, including outside workshops, seminars, etc. (within budgetary limitation) shall be provided permanent employees to assure increased productivity in the performance of their assigned duties and responsibilities.

The Authority shall pay the full costs of required training programs, as approved by the Board of Directors.

G. Salary Determination

1. For full-time maintenance employees whose salaries are fixed, pursuant to M.G.L. Chapter 121B, Section 29, appropriate compensation rates shall be paid in accordance with the prevailing rates by classifications as established annually by the commissioner of the Department of Labor and Industries.
2. Administrative wage rates are determined by conferring with the Department of Housing and Community Development regarding percentage increases authorized over the current fiscal year.
3. The Executive Director's wage rate is based on the Executive Office of the Department of Housing and Community Development Executive Director Salary Schedule.
4. The Board of Commissioners of the Housing Authority shall exercise discretion in authorizing salary levels within the ranges on the schedule. Salaries will be determined on an annual basis and effective upon approval of the budget by DHCD.

H. Staff Evaluations

The nature of the Authority is such that employees are generally evaluated annually and on an ongoing basis through regular contact and involvement by the Executive Director to determine their satisfactory performance and adequacy in fulfilling job responsibilities.

In promoting a positive work environment and an atmosphere of ongoing interaction and exchange, employees are encouraged at any time to discuss problems or make suggestions.

SECTION IV -GRIEVANCES, DISCIPLINE, RESTRICTIONS

A. Grievances

Any employee who is grieved by any action taken by a tenant, fellow employee, supervisor, Executive Director or board member, must submit the grievance in writing to the Executive Director. The Director shall receive and act promptly on the complaint. If the employee is not satisfied with the Director's decision, they may appeal it to the Board of Commissioners who will act on it at the next scheduled meeting or within a reasonable amount of time.

B. Discipline

Except for serious incidents of misconduct, disciplinary action will be instituted according to the following progressive disciplinary program:

1. A Verbal Warning

This is kept on record by the Director but will not be placed in an employee's file (subject to revocation after one year).

2. A Written Warning

This outlines the nature of the offense and states future disciplinary action. A copy will be kept in the employee's file.

3. Suspension

The employee will be suspended without pay for a period of 1-5 days depending on the seriousness of the offense.

4. Termination

The employee may be terminated for poor performance and/or conduct as determined by the Board of Directors through action by the Authority.

SECTION V -EMPLOYMENT RESTRICTIONS

- A. Although outside employment is not strictly prohibited, it will only be permitted by the Board of Directors if it does not conflict with the performance of the employee's duties, interfere with the operation of the Authority, adversely affect the health of the employees, or pose a risk of injury.
- B. In the event of illness or injury resulting from or aggravated by, outside employment, the affected employee may be denied Sick Leave and Workman's Compensation that may be in effect at the time.

- C. Employment by Resident: An employee shall not receive gifts or gratuities from a resident for any duties performed as part of their daily normal responsibilities.

Any non-routine duties performed by an employee at the request of a resident should not duplicate any task that is considered part of the employee's normal duty. It will be done after regular work hours or on weekends, and the rate of compensation shall be determined by the employee and resident. The Director shall be notified and will document whenever an employee is working after hours for a resident. Noted will be the date, time and locations of intended work.

SECTION VI -EMPLOYMENT PROVISIONS

A. Civil Service

Employees of the Authority, with the exception of the Executive Director, are subject to Chapter 31, Section 41 to 45 of the Massachusetts General Laws pertaining to Civil Service.

B. Promotions

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

C. Transfers

Employees shall be transferred within the Authority as far as practical to positions where their highest skills will be best utilized.

D. Demotions

An employee shall be subject to demotion under the following conditions:

1. If he/she has been found unsuited for his/her present position, but may be expected to give satisfactory service in a lower paying position.
2. If his/her position has either been abolished or reallocated to a lower paying classification and he/ she cannot be transferred to a position of equal pay, it shall be clearly indicated on all records that the transaction in no way reflects on the employee's performance or ability.

E. Suspensions

An employee may be suspended without pay until the reason for the suspension is adjudicated for one or both of the following reasons:

1. For disciplinary purposes.
2. Pending investigation of charges.

However, if the investigation does not bear out the charges and the employee is restored to full employment status, he shall be paid in full for the period of suspension, and all records shall clearly indicate that the employee has been fully cleared of the charges.

SECTION VII -SEPARATIONS

A. Resignations

An employee who desires to terminate his employment shall submit a written resignation at least two weeks in advance, setting forth his reason for resigning.

B. Dismissals

An employee who performs unsatisfactorily in his/her position and/or who is guilty of substantial violation of regulations shall be subject to notice of dismissal in writing from the Executive Director. An employee has the right of appeal based on Chapter 31 and 121B of the Laws of Massachusetts.

C. Reduction in Force

If it is necessary to reduce personnel, the selection of employees to be retained shall be based primarily on their relative efficiency and the necessity of the job entailed. Other things being equal, length of service shall be given consideration.

At least two week's notice prior to dismissal shall be given, except for persons employed for a specific period.

SECTION VIII -TRAVEL/REIMBURSABLE EXPENSES

A. General

1. Commissioners and employees of the Agency may perform, and shall be reimbursed for, official travel upon authorization of the Board of Commissioners.
2. Expenses of travel to conventions, conferences, workshops, etc., shall be considered upon the recommendation of the Executive Director and approved by the Board only when such travel is essential to the conduct of the Agency's programs.
3. Expense for out-of-state travel shall be authorized for official Federal program business only.
4. All travel expenses are subject to budgetary limitations and shall be recorded, supported by receipted bills, whenever practical, signed by the traveler, and approved by the Executive Director prior to reimbursement.
5. Reimbursement shall not be made for expenses incurred for the sole benefit of the traveler such as valet service, entertainment, laundry services, etc.

B. Transportation

The most cost effective means of travel will be utilized, and to the extent practical, trips will be coordinated to further effect economies.

When traveling on Agency business, Commissioners and employees are encouraged to use public transportation, the costs of which shall be fully reimbursed. Transportation between home and office is not reimbursable.

1. Agency-Owned Vehicles

The Agency's vehicles shall be used on official business only.

They shall be garaged each evening, unless with the approval of the Executive Director, circumstances such as an impending major snowstorm -require their non-working hour operation.

Operators are personally responsible for damage and personal injury liabilities arising from accidents if their use of the vehicle is unauthorized.

Any accident in which the Agency's vehicle is involved shall be reported immediately to the Executive Director.

Operators shall not transport a passenger or passengers other than those traveling on official business.

Expense incurred in the authorized operation of the Agency's vehicles shall be reimbursed.

Employees utilizing Authority-owned vehicles will maintain a weekly mileage log which will include an explanation of greater-than-usual mileage.

2. Privately-Owned Vehicles

Employees and Commissioners who use their own vehicles for Agency business shall receive a mileage rate which reflects the funding source of the program which necessitates their travel.

C. Accommodations

When on approved travel, reasonable charges for hotel rooms shall be reimbursable.

D. Meals

The maximum rate of reimbursement for actual meal expenses incurred, including tips, will be that rate which is authorized by the Executive Office of The Department of Housing and Community Development.

E. Incidental Expenses

Costs of taxi fares, telegrams, secretarial services and similar items necessarily incidental to the traveler's performance of official business shall be considered reimbursable items of expense. Entertainment and incidental food and beverage costs are not reimbursable.

F. Effective Date

The policies contained in this Handbook shall be effective January 1, 2004, and shall continue in effect until otherwise revised by a majority of the Board of Commissioners.

Policies updated by majority vote of the Board of Commissioners September 9, 2014 and shall continue in effect until otherwise revised.

MEDFIELD HOUSING AUTHORITY

30 POUND STREET

MEDFIELD, MA 02052

508-359-6454

June 15th, 2023

On June 15th, 2023, the Medfield Housing Authority Board of Directors met and approved to add an addendum to the Personnel Policy adding Juneteenth to the list of approved paid holidays.

Commissioner Brent Nelson motioned to approve the Juneteenth as a paid holiday. Commissioner Paul Hinkley seconded the motion. Motion passed unanimously 3-0.

Candace Avery
Executive Director