

McHENRY COUNTY HOUSING AUTHORITY

PERSONNEL POLICIES HANDBOOK

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TABLE OF CONTENTS	Section Number
INTRODUCTION	1.0
Mission Statement	1.1
Adopting and Amending Policies	1.2
GENERAL EMPLOYMENT POLICIES	2.0
Equal Employment Opportunity	2.1
Political Activities	2.2
Employee Classification	2.3
Nepotism	2.4
Provisional Employee	2.5
Transfer	2.6
Resignation	2.7
Americans With Disabilities Act	2.8
Employee Protection (Whistleblower) Policy	2.9
HEALTH AND SAFETY POLICIES	3.0
Accidents	3.1
Health and Safety Training	3.2
Workplace Safety	3.3
Threatening Behavior Policy	3.4
Harassment Free Workplace	3.5
HOURS OF ATTENDANCE/WORK SCHEDULES	4.0
Overtime	4.1
Emergency Closing	4.2
PAYROLL	5.0
On-the-job Expenses	5.1
EMPLOYEE BENEFITS	6.0
Health Insurance	6.1
Disability Insurance	6.2
Life Insurance	6.3

COBRA	6.4
Holidays	6.5
Leaves of Absence	6.6
Bereavement Leave	6.6-1
Family and Medical Leave	6.6-2
Jury and Witness Duty	6.6-3
Leave Without Pay	6.6-4
Personal Leave and Other Leaves of Absence	6.6-5
Victims of Domestic Violence Leave	6.6-6
Sick Leave	6.7
Military Leave	6.8
Vacation	6.9
Lactation Accommodation	6.10
Mandatory Retirement Plan	6.11
Voluntary Retirement Plans	6.12
COMPENSATION PLAN	7.0
CONFLICT RESOLUTION	8.0
Grievance Procedure Policy & Procedure	8.1
Disciplinary Policy and Procedure	8.2
PERFORMANCE APPRAISAL	9.0
EMPLOYEE CODE OF CONDUCT	10.0
Acceptance of Gifts and Gratuities	10.1
Confidentiality	10.2
Conflict of Interest	10.3
Employee's Personal Items	10.4
Stolen, Lost or Damaged Equipment	10.5
Employment By Client	10.6
Personal Appearance	10.7
Smoke-Free Workplace	10.8
Drug and Alcohol-Free Workplace	10.9
Telephone Calls and Mail Usage	10.10
Internet Use	10.11
Vehicle Operation and Policy	10.12
Anti-Fraud Policy	10.13
Employee Code of Contact Statement	10.14

SECTION NUMBER: 1.0

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: INTRODUCTION

Welcome to the McHenry County Housing Authority. This manual, while not an implied or expressed contract, states in general terms the conditions of employment for your guidance. It is the policy of the Housing Authority that all employees are employed at the will of the Housing Authority. We place special emphasis at the Housing Authority on our employees as individuals and recognize that no manual can cover all situations. It is our hope that everyone will be able to achieve the highest level of performance and job satisfaction possible. Neither this manual, nor any other communication, shall bind the Housing Authority to employment.

The purpose of this manual is to set forth the personnel and administrative policies relative to the employees of the Housing Authority. It also explains benefits that you may receive as an employee. You are encouraged to discuss any questions you may have with your immediate supervisor or with the Executive Director.

Clients of the Housing Authority shall be provided with the best possible quality service. Employees shall treat clients, vendors, co-workers and the public with courtesy, appropriate distance, and respect.

This manual shall be amended from time to time in accordance with the Adopting and Amendments Policy. It is your responsibility to keep your manual current. Revision and changes shall be supplied to you and will be available as soon as possible after adoption.

As an employee “at will” with the ability by law to resign at any time, we hope to provide a work environment which will stimulate you to remain with the program. Likewise, the employer may discharge an employee at will with or without cause and without notice at any time. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing and signed by an authorized executive of the Housing Authority.

SECTION NUMBER: 1.1

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: MISSION STATEMENT

The McHenry County Housing Authority exists to assist low income individuals and families to maintain an affordable, sanitary and decent living environment, and to provide them with the means to avoid crisis situations and achieve economic independence.

SECTION NUMBER: 1.2

APPROVED BY: McHenry County Housing Authority
Board of Commissioners

EFFECTIVE DATE: October 16, 2023

SUBJECT: ADOPTING AND AMENDING POLICIES

This policy manual has been adopted and approved by the Board of Commissioners (the Board)

This policy manual will be reviewed at least every year. Recommendations for changes to the policy manual should be directed to the Executive Director.

SECTION NUMBER: 2.0

APPROVED BY: McHenry County Housing Authority
Board of Commissioners

EFFECTIVE DATE: October 16, 2023

SUBJECT: GENERAL EMPLOYMENT POLICIES

SECTION NUMBER: 2.1

APPROVED BY: McHenry County Housing Authority

Board of Commissioners

EFFECTIVE DATE: October 16, 2023

**SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY AND REASONABLE
ACCOMMODATION POLICY**

Policy Statement

Housing Authority is an Equal Employment Opportunity employer. It is against the Housing Authority's policy for any employee to discriminate against an applicant for employment or another employee on the basis of race, color, and religious creed, sex (including pregnancy), age, marital status, sexual orientation, gender, gender identity, national origin, or any other classification protected by applicable discrimination laws. Race discrimination includes actions taken against an individual based upon traits historically associated with race, including, but not limited to, hair texture and hair styles, such as braids, locks, and twists. Pregnancy discrimination includes actions taken against an individual on the basis of pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth. Furthermore, no employee of the Housing Authority is to discriminate against any applicant or fellow employee on the basis of a disability or status as a disabled veteran. The Housing Authority will make reasonable accommodations, including modification of the Housing Authority policies and procedures in appropriate cases for qualified individuals with disabilities, if it can do so without undue hardship. The Housing Authority will also make reasonable accommodations for employees who have work-related limitations stemming from pregnancy, childbirth or a related medical condition. This may include temporary transfer to a less strenuous or less hazardous position, if an employee so requests upon the advice of their health care provider, as long as the accommodation does not cause the Housing Authority undue hardship.

Scope of Policy

The policy of equal employment opportunity and anti-discrimination applies to all aspects of the relationship between the Housing Authority and its employees, including but not limited to:

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Working conditions
- Wages and salary administration
- Employee benefits and application of policies

The policies and principles of equal employment opportunity also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with the Housing Authority.

Procedures

The Housing Authority practices that support this policy include the following:

- The Housing Authority displays posters regarding equal employment opportunity in areas highly visible to employees.
- All Advertising for job applicants includes the statement “An Equal Opportunity Affirmative Action (EO/AA) employer.”
- The Housing Authority will post all required job openings with the appropriate state agency.
- The Company forbids retaliation against any individual who files a charge of discrimination, reports harassment, or who assists, testifies or participates in an equal employment proceedings.
- Employees are required to promptly report to his or her immediate supervisor, the Executive Director or the General Counsel any apparent discrimination or harassment.

Reasonable Accommodations Procedures

It is the policy of the Housing Authority to comply with all applicable Laws, including the Illinois Human Rights Act, relating to disability discrimination in the workplace. The Housing Authority will not discriminate against any qualified employee or job applicant with respect to any term or condition of employment based on a physical or mental disability. The Housing Authority will make reasonable accommodations as necessary so that applicants with disabilities may be afforded the opportunity to obtain employment. The Housing Authority will also reasonably accommodate any employee with a qualified disability in order that the employee may be able to perform the essential and fundamental functions and duties associated with the job.

- Employees seeking an accommodation are to submit their request to their supervisor or manager at the earliest possible occasion using the Request for Accommodation Form.
- To support a request for an accommodation, the Housing Authority may require medical documentation establishing the condition and the need for an accommodation.
- All requests for accommodation will be maintained on a confidential need-to-know basis to the extent possible

Remedy for Violation of Policy

Violations of this policy, regardless of whether or not an actual law has been violated, will not be tolerated. The Housing Authority will investigate every issue that is brought to its attention in this area and will take appropriate disciplinary action, up to and including termination of employment.

SECTION NUMBER: 2.2

APPROVED BY: McHenry County Housing Authority

Board of Commissioners

EFFECTIVE DATE: October 16, 2023

SUBJECT: POLITICAL ACTIVITIES

All employees whose employment as such constitutes their principal employment are subject to the provisions of Section 1502(a) of Title 5, United States Code (The Hatch Act). Prohibited activities include use of his/her official authority to interfere with the result of an election; directly or indirectly coerce or advise any person to follow any course of political action or contribute or lend anything of value to a political organization; or be a candidate for public elective office in a partisan election.

Employees of the Housing Authority are prohibited from participating in any political activity during the hours of employment, while on Housing Authority property, or with the use of Housing Authority funds.

Political Activity is defined as:

- Any endorsement of a candidate or party
- Promoting a referendum or any political issues
- Participation in any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any such election.

Violation of this policy may result in immediate discharge.

SECTION NUMBER: 2.3

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: EMPLOYEE CLASSIFICATION

Exempt: Salaried employees not eligible to receive overtime pay. Salary covers all hours worked. There may be times when exempt employees are expected to work additional hours in order to finish their projects.

Non-Exempt: In lieu of overtime pay, salaried non-exempt employees shall receive compensatory time off which will be taken during the same work week as overtime is worked, if possible, and if not, then the compensatory time will be taken during the following week. Hourly employees who work more than forty hours will be paid time and one half for all actual hours worked in excess of forty hours.

The definition of exempt and non-exempt employees will be according to current Department of Labor regulations. Employees will be advised of this status when hired.

SECTION NUMBER: 2.4

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: NEPOTISM

For the purpose of this policy, immediate family shall include any of the following persons:

Husband	Mother-in-law	Niece
Wife	Father-in-law	Nephew
Mother	Son-in-law	Brother-in-law
Father	Daughter-in-law	Sister-in-law
Sister	Step Child	Grandmother
Brother	Step Parent	Grandfather
Daughter	Aunt	Granddaughter
Son	Uncle	Grandson
Boy/girl friend		

Any person residing in the employee's immediate household.

No person shall hold a job while she or he or a member of her or his immediate family serves as a Commissioner or a committee of the Housing Authority if the committee has authority to order personnel actions affecting her or his job.

No person shall hold a job over which a member of her or his immediate family exercises supervisory authority

SECTION NUMBER: 2.5

APPROVED BY: McHenry County Housing Authority

Board of Commissioners

EFFECTIVE DATE: October 16, 2023

SUBJECT: TRANSFER

Voluntary Transfer: Written request from employees for transfer within job classification may be considered by the Executive Director.

Employees may apply for any vacant position within the Agency for which they are qualified and will receive the same consideration as any applicant for the position.

Involuntary Transfer: As program needs vary from time to time, the Agency reserves the right to change an employee's position and/or job location as required by program changes. Employees who are involuntarily transferred will be given first consideration for re-assignment as positions become available.

Involuntary transfer will take place upon recommendation from the Executive Director.

Employees who refuse transfer may be subject to discharge.

SECTION NUMBER: 2.6

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: RESIGNATION

Employees are required to give two (2) weeks notice of the intent to terminate employment. Vacation leave may not be used during the notice period.

Employees will be entitled to payment for accumulated vacation and other paid time.

The Housing Authority may waive the notice time at its option and discretion and require an employee to vacate her or his position prior to the end of the notice period. In these cases the employee will be entitled to payment for any days which were not worked during this period and will be entitled to payment for actual hours worked and any accumulated leave time.

At all times security procedures as specified by the Executive Director shall be followed.

SECTION NUMBER: 2.7

APPROVED BY: McHenry County Housing Authority
Board of Commissioners

EFFECTIVE DATE: October 16, 2023

SUBJECT: AMERICANS WITH DISABILITIES ACT

Policy

The Housing Authority does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The Executive Director of the Housing Authority will coordinate the Housing Authority's efforts to comply with and carry out its responsibilities under the Americans with Disabilities Act or other similar State or Local Law. Information concerning the provisions of the American with Disabilities Act and other similar State or Local Law, and the rights provided thereunder, are available from the Executive Director.

In order to provide for the prompt and equitable resolution of complaints alleging violations of the Americans with Disabilities Act or other similar State or Local Law, the Housing Authority has adopted the following grievance procedures.

Purpose

The Americans with Disabilities Act and other similar State or Local Laws provide that no qualified individual with a disability shall be denied the benefits of, or be subjected to discrimination in programs, services, or activities offered by the Housing Authority because of their disability. The purpose of this policy is to provide for a fair investigation and the prompt and equitable resolution of complaints alleging violations of the Americans with Disabilities Act and/or other similar State or Local Law on the part of the Housing Authority or its employees.

Procedure

Complaints should be addressed to: the Executive Director of the Housing Authority, who has been designated to coordinate ADA compliance efforts.

- (1) A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the allegations of non-compliance by the Housing Authority and/or employee of the Housing Authority of the Americans with Disabilities Act or other similar State or Local Law.
- (2) A complaint should be filed within ten (10) calendar days after the complainant becomes aware of the alleged violations (Processing of allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis.)
- (3) An investigation, as may be appropriate, shall follow a filing of complaint. The investigation shall be conducted by the Executive Director. Such investigations will be informal and thorough, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

- (4) A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Executive Director and a copy forwarded to the complainant no later than fifteen (15) calendar days after its filing.
- (5) The Executive Director shall maintain the files and records of the Housing Authority relating to the complaints filed.
- (6) The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within five (5) calendar days to the Board.
- (7) The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the responsible federal, state or local department or agency alleging violations of the Americans with Disabilities Act or other like State or Local Law. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
- (8) These rules will be construed to protect the substantive rights of interested parties to meet appropriate due process standards and to assure that the Housing Authority complies with the Americans with Disabilities Act or other like State or Local Law and their implementing regulations.

SECTION NUMBER: 2.8

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: Employee Protection (Whistleblower) Policy

If any employee reasonably believes that some policy, practice, or activity of McHenry County Housing Authority is in violation of law, a written complaint must be filed by that employee with the Executive Director or the Chairman of the Board of Commissioners.

It is the intent of McHenry County Housing Authority to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations.

McHenry County Housing Authority will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of McHenry County Housing Authority, or of another individual or entity with whom McHenry County Housing Authority has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

McHenry County Housing Authority will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of McHenry County Housing Authority that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

SECTION NUMBER: 3.0

APPROVED BY: McHenry County Housing Authority

Board of Commissioners

EFFECTIVE DATE: October 16, 2023

SUBJECT: HEALTH AND SAFETY POLICIES

The Housing Authority has instituted policies to provide a safe and healthy environment for all its clients and employees.

SECTION NUMBER: 3.1

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: ACCIDENTS

In order to protect your claim for compensation, all injuries or accidents occurring during employment, no matter how minor, must be reported to your supervisor immediately.

All employees are covered by Workers Compensation insurance and must seek treatment for injuries as required by the plan. Employees will be required to provide information regarding the accident or injury to their supervisor immediately, such information to usually include completion of an Accident/Illness Report. The supervisor must complete the required documents and reports and submit them to the Financial Officer immediately upon notification of the accident or injury.

Employees who are placed on Workers Compensation will be notified in writing of the status of their position, status of health insurance benefits, and their responsibilities while on Workers Compensation.

Accidents involving clients must be reported immediately to the Executive Director. Employees will be required to complete an Accident/Illness Report for these incidents which will become part of the Housing Authority's record.

SECTION NUMBER: 3.2

APPROVED BY: McHenry County Housing Authority

Board of Commissioners

EFFECTIVE DATE: October 16, 2023

SUBJECT: HEALTH AND SAFETY TRAINING

Employees who the Executive Director determines need training will attend yearly trainings for blood borne pathogens, universal precautions and mandated reporter.

SECTION NUMBER: 3.3

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: WORKPLACE SAFETY

The Housing Authority strives to provide a safe workplace for all.

1. Employees must be keenly aware of their environment and persons who have entered the workplace. Anyone not recognized should be questioned regarding the nature of her or his visit. Strangers must be escorted or monitored while in the Housing Authority facilities.
2. At all times security procedures as specified by the Executive Director shall be followed.

Any unusual incidents should be documented and brought to the attention of your supervisor immediately.

Violation of this policy may result in disciplinary action, including termination.

Refer to Workplace Violence Prevention, Section 3.4.

SECTION NUMBER: 3.4

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: Threatening Behavior Policy

Threatening or Inappropriate Behavior by Clients / Visitors / Employees

POLICY STATEMENT:

McHenry County Housing Authority personnel will respond to threatening or inappropriate behavior by clients, visitors and others in a progressive manner that does not increase the risk of harm or injury to persons present and minimizes risk to the client-provider relationship.

INTERVENTION STRATEGIES:

Intervention Strategies should be based on the level of threat being displayed by the individual's exhibited behavior.

1. Anxious or extremely restless behavior – Behavior that is characterized by pacing, wringing of hands, drumming fingers, pressured speech patterns, fearfulness, increased speech volume, distracted attention, etc.

- Be supportive and reassuring
- If language poses a barrier obtain a translator to communicate
- Inquire about problems
- Remain calm and respectful
- Do not ignore

2. Defensive / Intimidating Behavior – Behavior that is characterized by belligerence or challenging authority. Behavior may include questioning, refusing to follow directions/signs, agitation, displaying gestures which suggest threats to others, verbally abusing staff/clients (including ethnic, racial and sexual slurs), etc.

- Remain calm, firm and respectful
- If language poses a barrier obtain a translator to communicate
- Set clear limits
- Don't challenge, but be clear and assertive
- Clearly explain the expected behaviors
- Give choices and positive and negative consequences
- Don't engage in a power struggle
- If behavior continues or escalates, summon a supervisor.
- Isolate the individual from others, or others from the individual
- If the individual leaves while still exhibiting belligerent behavior, confirm that the person has left the premises without incident.

3. Aggressive/Threatening Behavior – May include physically damaging the facility or its contents, threatening, impeding or blocking the movement of others, or any physical interference with normal work or movement, etc.

- Use the emergency all call phone system to provide a show of support and to call for assistance
- If appropriate, and it does not place staff at risk, use a team of persons (three) to try to de-escalate the situation. (It is best to use a person who knows the client and someone who has experience and training in de-escalating situations.)
- Do not stand facing the individual; instead, stand with your side to the person. This is called a supportive stance – standing at a 45°-90° angle (L-shaped) and about three feet away.
- Inform the individual of the following:
 - “We need you to calm down. If you don’t calm down, we will have to call the police.”
 - “If you don’t leave, you will be considered trespassing.”
- If the threatening behavior continues, Call **(9) 911**
- Clear the area of other persons
- Should the threatening individual decide to leave the area, confirm that the person has left the building without further incident.
- Staff should alert the Crystal Lake Police regarding the details of the confrontation.

4. Violence or Immediate Threat of Violence – Behaviors may include displaying a weapon, aggressive behavior with a weapon, physically injuring another, etc.

- Immediately press the theemergency panic button. All staff should clear the area. Clear the area of all persons, including employees and clients. Staff should ensure that clients that are in their offices and not involved with the confrontation are escorted out of the building.
- Call (9) 911
- Activate emergency procedures

FOLLOW-UP ACTIVITIES:

- Notify the Executive Director of any incidents
- While any level of a workplace violence event may be reported on an incident report, if any third party (e.g., the police) have been advised or summoned to the area, you **must** complete an Incident Report.
- If the individual was a client, document the incident in the client’s file if MCHA maintains a file for that client.
- Conduct a post-incident de-briefing with staff to analyze how the situation was handled and explore areas for improvement.
- If appropriate, debrief with client and sign a behavior contract (see Attachment).

OPTIONS FOR MANAGEMENT – Recurrent or severe problems. These options need not be carried out in sequence.

1. If the individual acting out was a member of the McHenry County Housing Authority staff, conduct appropriate disciplinary action.
2. If the individual acting out was a client of the McHenry County Housing Authority, management may initiate a contract for the specific allowed and/or disallowed behaviors (see Attachment)
3. Legal Action – with approval of Executive Director.
 - Criminal Trespass Charges – Prevents the individual from legally entering the building or floor of the building specified in the charge
 - Restraining Order – Used if the individual is harassing a particular person (usually used in domestic violence situations, but not restricted to such)
 - Any employee who is assaulted may have the attacker arrested by pressing charges as an individual regardless of any action the County takes.
4. Termination of services of a client.
 - Involve the Executive Director
 - Send a letter by certified mail:
 - Provide notice as required by the program of services that the client is receiving and include a brief description of the reason for termination.
 - Notify the receptionist and post a picture of the client by the receptionist station.

PROGRAM COMPLIANCE

1. McHenry County Housing Authority will conduct an annual Workplace Violence (WPV) Perception Assessment with staff to assess the perceived risk for such events to occur.
 2. All personnel will be trained in dealing with threatening or inappropriate behavior by clients, visitors and others in order to demonstrate an understanding of this policy.
 3. Identify a core “response team” who will participate in Non-Violent Crisis Intervention training
 4. MCHA will conduct drills to verify conformance to this procedure.
 6. McHenry County Housing Authority Executive Director and Program Coordinators will conduct an annual review of this policy with relation to the results of the WPV Perception Assessment, all WPV Incident Reports, and related site Safety Committee Meeting Minutes.
- Attachment: Behavior Contract for clients displaying WPV-type behavior



Behavior Contract

I, _____, understand that physical, verbal or sexual harassment toward clients or staff will not be tolerated within the McHenry County Housing Authority office.

Verbal Harassment includes: being verbally aggressive, loud or angry statements directed at another, epithets, derogatory remarks, racial slurs, etc.

Physical Harassment includes: assault, threatening, impeding or blocking movement, and/or any physical interference with normal work or movement.

Sexual Harassment includes: unwanted sexual comments, sexual advances and requests, and other suggestive verbal or physical conduct.

These types of harassment have been explained to me by _____.

I agree to follow the rules of the McHenry County Housing Authority and not to engage in harassing behavior toward clients or staff.

I understand that if I do or say something that is harassment, that I may be either:

- a. provided only limited access to services; or,
- b. excluded from further McHenry County Housing Authority service.

Acknowledged and agreed:

Date: _____

Signature: _____

Witness: _____ Date: _____

Client Name: _____

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: HARASSMENT FREE WORKPLACE

WORKPLACE HARASSMENT PROHIBITED

General Policy

The Housing Authority strictly prohibits unlawful harassment on the basis of race, creed, color, ancestry, religion, sex (including pregnancy), age, handicap, disability, citizenship status, national or ethnic origin, sexual orientation, gender, gender identity, marital status, unfavorable discharge from military service, or any other status protected by federal, state, or local law. The Housing Authority is also committed to a workplace that is free of intimidating or threatening remarks or behavior, stalking, violence or the threat of violence and those behaviors are prohibited as well.

This policy is designed to protect all employees, applicants, guests or other persons visiting the Authority's premises. Sexual harassment is prohibited whether directed towards men or women. Reprisals or retaliation against individuals filing complaints under this policy will not be tolerated. Complaining employees will enjoy the protection of any and all applicable whistleblower statutes, including, but not limited to, Illinois P.A. 100-0554, the Whistleblower Act and the Illinois Human Rights Act. Employees who violate this policy will be subject to discipline, up to and including possible discharge. Other persons who violate this policy will be subject to expulsion from the Authority's premises. Any supervisor or manager who receives a complaint and does not act upon it under the procedures set out herein will also be subject to discipline, up to and including possible discharge.

It has been and remains the Housing Authority's policy to prohibit sexual harassment. Sexual harassment derogates another's dignity and privacy; if found, it may result in the offender's discipline or discharge from the Housing Authority. On the other hand, allegations of sexual harassment are serious and can be extremely harmful to the alleged offender.

The Housing Authority strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy. This policy applies to all phases of employment, including but not limited to recruiting, testing, hiring, promoting, demoting, transferring, terminating, paying, and granting benefits and training.

Definitions

Harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's sex, gender, gender identity, pregnancy, race, color, religion, national origin, age, disability, military status, citizenship status, arrest record, unfavorable discharge from military service, ancestry, marital status, sexual orientation, or any other protected category under federal, state or local law, that unreasonably interferes with a person's work performance or creates an intimidating, hostile work environment.

Sexual harassment is unwelcome sexual advances, requests for sexual favors or verbal or physical contact of a sexual nature when:

Submission to such conduct is either implied or stated to be a term or condition of employment or a factor on evaluating the individual's job performance, eligibility for promotion, eligibility for an increase in compensation or any other aspect of employment; or

Such conduct interferes either directly or indirectly with an individual's work performance by creating a hostile, offensive or intimidating work environment.

Sexual harassment includes, but is not limited to:

Unwelcome social advances such as repeated uninvited requests for social dates, dinners or any other non-business-related activity where the invitee has indicated that he/she is not willing to accept such invitations.

Verbal harassment such as sexual innuendo, demands or requests for sexual favors, comments or jokes of a sexually vulgar nature, including threats or slurs, remarks about an individual's anatomy, derogatory comments about gender or sexually explicit telephone calls.

Physical harassment such as sexual advances, touching or the threat of touching in a sexual manner, physical interference with normal work or movement, or otherwise invading the personal privacy of employees inside or outside of the workplace.

Distribution or display of written or graphic sexual material such as sexually oriented magazines or posters, nude pictures or sexually explicit writings of any kind.

Harassment applies to the conduct of a manager toward a subordinate, an employee toward another employee, a non-employee toward an employee or an employee toward an applicant for employment. Harassment can apply to conduct outside the workplace as well as on the work site.

The Housing Authority will also endeavor to protect employees, to the extent possible, from harassment by non-employees in the workplace, clients and suppliers. Any employee who has been harassed by a third-party (e.g., client or vendor) should report the incident promptly in accordance with the procedures described below.

Procedure

Any person who feels harassed by a supervisor, manager, co-worker, subordinate or other person should take the following course of action:

Tell the offending individual(s) to stop the harassment. State your objection to the action and the specific behavior to which you object. If this discussion does not resolve the problem or if you fear reprisals will result from such discussion, or if you feel uncomfortable confronting the harassing individual, proceed to the next step.

Inform your supervisor of the situation, or if it is the supervisor who is the harasser, or if you are uncomfortable telling your supervisor, inform another supervisor or manager with whom you feel comfortable or inform the Executive Director. Any complaint made pursuant to this policy may be made in confidence at the request of the complaining employee.

All complaints received by anyone in management will be directed to the Executive Director for investigation unless the complaining employee specifically requests otherwise. During the course of the investigation, the complaining employee's identity, as far as possible, will be withheld from all involved parties. The Authority will attempt to protect the privacy of the complaining employee and to protect the integrity and reputation of anyone who may be wrongly accused of harassment.

The investigation will be thorough and will be completed within ten (10) days. The Executive Director shall present findings and recommend a penalty, if appropriate, to the harassing employee's immediate supervisor. As soon as possible thereafter, the Executive Director and the harasser's immediate supervisor will tell the harassing employee what, if any, discipline will result.

Only the accused harassing employee and the complaining employee will be told of the final disposition of the complaint.

If the accused harasser is not an employee of the Authority, upon completion of an investigation which indicates that harassment did occur the Authority will take appropriate remedial action.

If the accused harasser is the Executive Director inform the Chairman of the Board of the Authority of the situation. In that event the Board Chairman shall serve in the role(s) usually performed by the Executive Director regarding complaints of harassment.

Resolution Outside the Housing Authority

The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. A complaint with the IDHR/EEOC must be filed within 300 days of an alleged incident. In addition, an appeal process is available through the Illinois Human Rights Commission, (IHRC) after the IDHR has completed its investigation of the complaint. Where the employing entity has an effective sexual harassment policy in place and the complaining employee fails to take advantage of that policy and allow the employer an opportunity to address the problem, such an employee may, in certain cases lose the right to further pursue the claim against the employer.

Contact Information of the Illinois Department of Human Rights, the Illinois Human Rights Commission, and the Equal Employment Opportunity Commission are as follows:

Illinois Department of Human
Rights (IDHR) Chicago:
312-814-6200 or 800-662-
3942
Chicago TTY: 866-740-3953

Illinois Human Rights
Commission (IHRC)
Chicago 312-814-6269
Chicago TTY: 312-814-4760

United States Equal Employment Opportunity
Commission (EEOC) Chicago: 800-669-4000
Chicago TTY: 800-869-8001

An employee, who is suddenly transferred to a lower paying job or passed over for promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge, also due within 300 days of the alleged retaliation.

An employee who has been physically harassed or threatened while on the job may also have grounds for criminal charges, such as assault or battery.

Note

The Authority recognizes that in some instances the question of whether a particular action or incident is harassment or a purely personal, social relationship without harassing intent or effect requires a factual determination based on all of the circumstances. Given the nature of this type of harassment, the Authority also recognizes that false allegations of harassment can have serious effects on the lives and careers of innocent men and women.

Any employee found to have knowingly made a false report of harassment will be subject to discipline, up to and including discharge.

When “discipline” is mentioned in this harassment policy statement it refers to the discipline provisions established by the housing authority and contained in the personnel policy or in a separate written policy statement specific to employee discipline.

While the Authority will not tolerate harassment, including sexual harassment against anyone in any form and will discipline any employee engaged in such conduct, the Authority asks that all employees continue to act responsibly to establish a pleasant working environment free of any form of harassment.

You are encouraged to raise any questions you may have concerning the Authority’s harassment policy with the Executive Director or your department head. You are also encouraged to report circumstances that may involve harassment to your supervisor, the human resources department or to the Executive Director, even though the circumstances involve the possible harassment of another employee.

SECTION NUMBER: 4.0

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023

SUBJECT: HOURS OF ATTENDANCE/WORK SCHEDULES

Employees shall be advised of their usual work schedule at the beginning of employment. Employees hired at an hourly rate will work hours that are determined by their supervisor and will be paid for actual time worked. Hourly paid workers will receive overtime pay at time and one-half rates when they work more than 40 hours. Office hours are 8:30-5:00, Monday, Tuesday and Thursday; 8:30 to 6:00 on Wednesday and 8:30 – 4:00 on Friday. The work day shall be arranged at the discretion of the Executive Director for the most efficient operation of the office. Employees are to be ready to work during the time they are scheduled. All full time employees are permitted one hour for lunch each day. Additional breaks may be afforded to employees who are required to work past their regular work schedule as determined by their supervisor.

Upon approval of their direct supervisor, non-exempt salaried employees may flex their working hours. Additional time worked in a day may be accumulated as time off. Employees may not flex more than 1/2 hour per day and must take their time accumulated in the same week.

If you are unable to report to work for any reason, follow guidelines set forth by your immediate supervisor. Failure to notify your immediate supervisor in a timely manner shall be considered an unexcused absence. Employees shall not be permitted to use available leave time for an unexcused absence and shall be subject to disciplinary action.

SECTION NUMBER: 4.1

APPROVED BY: McHenry County Housing Authority

Board of Commissioners

EFFECTIVE DATE: October 16, 2023

SUBJECT: OVERTIME

Overtime work shall be avoided as far as possible but may be required by the Executive Director in the interest of efficient operation. All overtime must be approved, in writing, by the Executive Director and employee's supervisor before working overtime.

As per Department of Labor regulations, Public Housing Maintenance Personnel and all other non-exempt hourly workers are not allowed to take compensatory time off for overtime hours worked. Public Housing Maintenance Personnel and all other non-exempt hourly workers must be paid time and one-half rate for all hours worked in excess of forty (40) during a work week.

SECTION NUMBER: 4.2

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: EMERGENCY CLOSING

Emergencies caused by severe weather or other hazardous conditions may occur with or without warning. The Executive Director shall have the authority to declare an emergency condition. The Executive Director may declare an emergency closing and employees will be released with pay. In the absence of an official closing, employees are required to report to work at the normal time. Employees who are unable to report to work when the office is open, may at their supervisor's discretion, use vacation or personal time or make up the lost time within a reasonable period of time. Employees on vacation or other paid leave during an emergency closing will not have that time charged against them.

POLICY NUMBER: 5.0

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: PAYROLL

The Housing Authority work week begins Sunday 12:00 P.M. and ends at 12:00 P.M. on the following Sunday and shall consist of thirty seven and one half (37.5) hours for salaried personnel.

Employees shall be paid bi-monthly on the fifteenth (15th) and last day of the month.

Employees must complete a bi-monthly Pay Time Sheet and submit it to their supervisor for approval and to the Executive Director the day prior to the pay period.

When a payday falls on a holiday or weekend, pay checks shall be issued on the last working day before the holiday or weekend.

Pay checks will not be distributed to anyone other than the employee without written authorization from the employee.

Any errors in the computation of employee wages shall be corrected as soon as possible upon discovery of the error. Any employee who finds what he or she believes is a discrepancy in their pay should report it to Holly Lyons_as soon as possible.

SECTION NUMBER: 5.1

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: ON-THE-JOB EXPENSES

Employees or authorized representatives of the Housing Authority, may perform official travel upon an authorization by the Board of Commissioners, the Chairman, Vice-Chairman, or Executive Director.

Local

Employees who are on approved Housing Authority business or attending conferences, workshops and meetings, shall be reimbursed for travel including mileage (according to the Housing Authority mileage schedule), tolls, and parking. Mileage shall be paid from the employee's usual work site to the designated site. Employees must receive prior approval from their immediate supervisor in order to receive payment for these expenses.

Non-Local

Employees who receive advance approval from the Executive Director and Board of Commissioners to travel outside of the local area shall be reimbursed for travel expenses, overnight accommodations, meals, tips and other costs necessitated by travel. In some circumstances employees may be able to receive an advance of these expenses. The rate of reimbursement shall be based upon the current Housing Authority per diem rate per day.

Employees shall be required to submit a signed Statement of Travel Expense report. To be eligible for reimbursement, employees must submit their expense report within 30 days from the month the expense is incurred. Paid receipts are required and must be attached to the Report.

SECTION NUMBER: 6.0

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: EMPLOYEE BENEFITS

The Housing Authority shall offer benefits to employees based upon available funding. Each employee shall be advised at the beginning of employment of the benefits for which they are eligible. Employees shall be notified of additional benefits and their eligibility during the course of employment.

SECTION NUMBER: 6.1

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: HEALTH INSURANCE

All employees who are expected to be full-time at date of hire, who work at least thirty (30) hours per week, are eligible to participate in the group insurance plan effective the first of the month following thirty (30) full days of employment. For newly hired employees, who are not expected at date of hire to be full-time, the Housing Authority will use the Initial Look-Back Method with a twelve (12) month Initial Measurement Period. Employees hired after the first of the month will start their Initial Measurement Period the first of the month following their date of hire. At the conclusion of the twelfth (12th) month of the Initial Measurement Period, the employer shall have an Initial Administrative Period of thirty (30) days to determine whether the employee averaged thirty (30) hours per week during the Initial Measurement Period.¹ If the employee did average thirty (30) hours per week, then commencing with the Initial Stability Period of twelve (12) months after the expiration of the Initial Measurement Period, the employee is eligible to participate in the group insurance plan for the twelve (12) month Initial Stability Period provided the employee continues working for the Housing Authority.

Employees must submit all claims to the insurance company. Employees must designate if they wish to participate in an HMO, HSA or PPO Plan. The amount of the premium paid by the Housing Authority will be determined each year by the Board of Commissioners. Benefits are explained in the handbook given each new employee.

Employees may participate in voluntary insurance plans if the entire premium is paid by the employee. The fiscal office will maintain a list of policies available.

¹ The Initial Stability Period is actually split for employees not hired on the first of the month. That is, the Initial Stability Period begins for a newly-hired employee, who is not hired on the first of the month, on the date of the employee's hire and ends at the end of that month. It then begins again on the first of the month following the end of the Initial Measurement Period and ends at the end of that month.

SECTION NUMBER: 6.2

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: **DISABILITY INSURANCE**

All full-time employees are covered by long term disability insurance. The Housing Authority pays the premiums for this coverage. Benefits are explained in the handbook given to each new employee.

SECTION NUMBER: 6.3

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: LIFE INSURANCE

All full-time employees are covered by term life insurance in the amount of \$30,000. This coverage terminates on the last day of employment with the Housing Authority. Employees are given the opportunity to convert the term insurance.

SECTION NUMBER: 6.4

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: COBRA

Under a federal law called the Comprehensive Omnibus Budget Reconciliation Act of 1986 (COBRA), most employers sponsoring group health plans must offer to their employees an extension of health coverage (called “continuation coverage”) to their employees at group rates under certain circumstances when coverage would otherwise end. The Housing Authority abides by the requirements of COBRA. The circumstances which qualify for an extension of coverage are called “qualifying events.” Below is a list of qualifying events.

Qualifying Events for Employee:

A reduction in hours worked
Termination of employment for reasons other than gross misconduct

Qualifying Events for Employee Spouse:

Death of employee
Termination of employment for reasons other than gross misconduct
A reduction in employee’s hours worked
Divorce or legal separation
Employee becomes eligible for Medicare

Qualifying Events for a Dependent Child of Employee:

Death of employee
Termination of employment for reasons other than gross misconduct
A reduction in employee’s hours worked
Divorce or legal separation
Loss of dependent status

The employee or family member must inform the Fiscal Officer of a divorce, legal separation, or a child losing dependent status within sixty (60) days of the event. Those eligible for continuation coverage are entitled to health insurance identical to the coverage under the group plan, provided the recipient pays the cost.

If elected, COBRA coverage shall be provided for a maximum of eighteen (18) months. A second qualifying event, such as divorce or dependent child losing dependent status, may occur to dependents while coverage is already being continued. If so, the continued dependents will be eligible for additional months of continued coverage, up to a maximum of thirty-six (36) months from the date group coverage was first terminated. If group coverage is terminated because of death of the employee, divorce, legal separation, the employee’s entitlement to Medicare, or dependent child losing dependent status, coverage may be continued for thirty-six (36) months.

Continuation coverage may be cut short for any of the following reasons:

1. The Housing Authority no longer provides group health coverage to any of its employees.
2. The premiums for continuation coverage are not paid.
3. Coverage is provided under Medicare or another group health plan.

For additional information about continuation coverage, please contact the Fiscal Officer or Executive Director.

SECTION NUMBER: 6.5

**APPROVED BY: McHenry County Housing Authority
Board of Commissioners**
EFFECTIVE DATE: October 16, 2023
SUBJECT: HOLIDAYS

The Housing Authority recognizes the following state designated holidays:

- | | | |
|------------------|---------------|----------------------------|
| New Years Eve | New Years Day | Martin Luther King Day |
| President Day | Good Friday | Memorial Day |
| Independence Day | Labor Day | Thanksgiving and Day after |
| Christmas Eve | Christmas Day | Juneteenth |

Generally, when a holiday falls on a Sunday, it will be observed the following Monday; and, if the holiday falls on a Saturday, it will be observed the preceding Friday.

Employees will be paid for the day on which the Housing Authority observes a holiday as holiday pay, and will be compensated at regular time rate for the number of hours worked on a regularly scheduled day. Employees may arrange alternate paid holidays in accordance with their religious beliefs with the Executive Director.

SECTION NUMBER: 6.6

APPROVED BY: McHenry County Housing Authority
Board of Commissioners

EFFECTIVE DATE: October 16, 2023

SUBJECT: LEAVES OF ABSENCE

SECTION NUMBER: 6.6-1

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: BEREAVEMENT LEAVE

All permanent employees are covered by this policy.

When the death of a member of an employee's family necessitates her or his absence from work, up to three (3) days with pay may be granted by the Executive Director for the following:

Husband	Mother	Grandmother
Wife	Father	Grandfather
Son	Brother	Grandson
Daughter	Sister	Granddaughter

Anyone who permanently resides in the employee's household.

When the death of a member of an employee's family not listed above necessitates her or his absence from work, one (1) day with pay may be granted by the Executive Director for the following persons:

Mother-in-Law	*Step parent	Nephew
Father-in-Law	*Step child	Niece
Son-in-Law	Aunt	Brother-in-Law
Daughter-in-Law	Uncle	Sister-in-Law

*Step parent/Step child will be entitled to three (3) days if the step child was reared by the employee or the employee was reared by the step parent.

SECTION NUMBER: 6.6-2

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: FAMILY AND MEDICAL LEAVE

The following Family and Medical Leave Policy is designed to comply with the provisions of the Federal Family and Medical Leave Act of 1993 (FMLA).

Employees who have been employed for at least one (1) year, and for at least 1,250 hours during the preceding 12-month period are eligible for family and medical leave. For employees not eligible for family and medical leave, the Executive Director of the Housing Authority will review business considerations and the individual circumstances involved. Employees will be returned to the same or to an equivalent position on their return from leave. The Housing Authority reserves the right to treat employees designated as “highly compensated employees” (defined as the top 10% wage earners) consistent with the provisions of the Family Medical Leave Act regarding key employees.

Family or medical leave will consist of appropriate accrued paid leave and unpaid leave. If leave is requested for an employee’s own serious health condition, the employee must use all of his or her accrued paid vacation leave, sick leave or personal leave. If leave is requested for any of the other reasons listed below, an employee must use all of his or her accrued paid vacation or personal leave. The remainder of the leave period will then consist of unpaid leave.

Reasons for Leave: Employees are eligible for unpaid leave for one or more of the following:

- a. The care of the employee's child (birth or placement for adoption or foster care).
- b. The care of the employee's spouse, son, daughter, or parent who has a serious health condition.
- c. A serious health condition that makes the employee unable to perform his/her job.
- d. If the employee experiences a qualifying exigency that arises from the fact that a spouse, parent, or child who is a member of the Armed Forces, National Guard or military reserves has been called to or is on active military duty, deployed or to be deployed to a foreign country.

Military Caregiver Leave.

An employee who is the spouse, parent, child, or next of kin of a current member of the armed forces (including the regular armed forces) who was injured while

on active duty may be eligible for up to 26 weeks of FMLA leave in a 12-month period, including the type of leave listed above.

Married Couples

If an employee and his/her spouse both work for the Housing Authority, they are both eligible for leave, but such leave may be limited to a combined total of 12 weeks of FMLA leave in a 12-month period for leave that is taken for: the birth, adoption, or foster placement of a child; to care for and bond with such a child who does not suffer from a serious health condition; to care for a parent with a serious health condition; or a combination of the above.

For military caregiver leave, the employee and employee spouse may be limited to a combined total of 26 weeks of leave in a 12-month period, including the types of leave listed above in this paragraph.

Application for Leave: In all cases, an employee requesting leave must complete the Application for Family and Medical Leave and return it to the Executive Director. The completed application must state the reason for the leave, the duration of the leave, and the starting and ending dates of the leave.

Notice of Leave: An employee intending to take family or medical leave because of an expected birth or placement, or because of a planned medical treatment, must submit an application for leave at least thirty (30) days before the leave is to begin. If leave is to begin within thirty (30) days, an employee must give notice to his or her supervisor and the Executive Director as soon as the necessity for the leave arises.

Intermittent or Reduced Leave: Leave taken for a serious health condition may be taken on an intermittent basis (not all at one time) when medically necessary. Such leave shall be for the treatment, or recovery from illness.

- a. The Housing Authority may require the employee on intermittent leave to transfer temporarily to an available alternative position for which the employee is qualified if the position has equivalent pay and benefits, and better accommodates the leave schedule.
- b. Intermittent leave cannot be taken for the birth, adoption, or foster care purposes unless the employee receives the expressed and written approval of the Executive Director. If this approval is received, this leave must be taken during the year of birth or placement.
- c. By agreement between the employee and the Executive Director, an employee may choose to take medical leave on a reduced leave schedule. This may involve reducing his/her usual number of hours per work day or work week during the leave. Intermittent leave will only reduce the amount of Family Medical Leave Act days by the amount actually taken

(for example, if an employee takes four (4) hours of leave, he or she has only used four hours of the sixty work days allowed.)

- d. The Housing Authority shall require the employee to use any of their accrued unused vacation, sick leave, or other paid time off for any part of the intermittent leave requested.

Medical Certification of Leave: An application for leave based on the serious Health condition of the employee or the employee's spouse, child or parent must also be accompanied by a Medical Certification Statement completed by a health care provider . The certification must state the date on which the health condition commenced, the probable duration of the condition, and the appropriate medical facts regarding the condition.

If the employee is needed to care for a spouse, child or parent, the certification must so state, along with an estimate of the amount of time the employee will be needed. If the employee has a serious health condition, the certification must state that the employee cannot perform the functions of his/her job.

Benefits Coverage During Leave: During a period of family or medical leave, an employee will be retained on the Housing Authority's health insurance plan under the same conditions that applied before leave commenced. To continue health insurance coverage, the employee must continue to make any contributions that he or she made to the plan before taking leave.

Failure of the employee to pay his or her share of the health insurance premium may result in loss of coverage.

If the employee fails to return to work after the expiration of the leave, the employee will be required to reimburse the Housing Authority for payment of health insurance premiums during the family leave, unless the reason the employee fails to return is the presence of a serious health condition which prevents the employee from performing his or her job or to circumstances beyond the employee's control.

An employee is not entitled to the accrual of any seniority or employment benefits that would have occurred if not for the taking of leave. An employee who takes family or medical leave will not lose any employment benefits that accrued before the date leave began.

Restoration to Employment: An employee eligible for family and medical leave – with the exception of those employees designated as highly compensated employees – will be restored to his or her original position or to a position with equivalent pay, benefits, and other terms and conditions of employment. The Housing Authority cannot guarantee that an employee will be returned to his or her original position. A determination as to whether a position is an equivalent position will be made by the Executive Director.

Return from Leave: An employee must complete a Notice of Intention to Return From Family or Medical Leave before he or she can be returned to active status. If an employee wishes to return to work prior to the expiration of a family or medical leave of absence, notification must be given to the employee's supervisor and Executive Director at least five (5) working days prior to the employee's planned return.

Failure to Return From Leave: The failure of an employee to return to work upon the expiration of a family or medical leave of absence will subject the employee to immediate discharge unless an extension is granted. An employee who requests an extension of leave due to the continuation, recurrence or onset of his or her own serious health condition, or of the serious health condition of the employee's spouse, child or parent, must submit a request for an extension, in writing, to the employee's immediate supervisor. This written request should be made as soon as the employee realized that she or he will not be able to return at the expiration of the leave period.

SECTION NUMBER: 6.6-3

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: JURY AND WITNESS DUTY

Jury Duty:

When an employee is summoned for jury duty, a leave of absence with pay shall be granted. Employees must notify their immediate supervisor when they are called for Jury Duty. Written proof of jury duty must be submitted to the Executive Director.

Witness Duty:

When a leave of absence must be taken to answer a subpoena in court as a witness, the Housing Authority shall recognize this leave with pay. When the employee is financially involved in the outcome of the case, a personal day shall be used; otherwise, the leave will be unpaid. Proof of the subpoena must be submitted to the Executive Director.

All reimbursement received shall be turned over to the local agency to be credited against regular salary. Payment by the court to the employee for travel expense at the prevailing rate may be retained by the employee.

SECTION NUMBER: 6.6-4

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: LEAVE WITHOUT PAY

Leave without pay must be approved by your immediate supervisor. While absence for illness and emergency situations may happen from time to time, employees shall not be granted leave beyond their accrued vacation, sick and personal leave as a standard practice, except as provided by law. Emergency circumstances shall be considered on a case by case basis. Leave without pay shall be granted only in extenuating circumstances and not on a routine basis. Employees on leave without pay continue to be eligible for seniority and employment benefits. Except as otherwise provided by law, employees on leave without pay are responsible for payment of all insurance premiums, due in advance, connected with their coverage.

Taking leave without pay which *has not* been approved by your supervisor shall be considered as voluntary termination.

SECTION NUMBER: 6.6-5

APPROVED BY: McHenry County Housing Authority

Board of Commissioners

EFFECTIVE DATE: October 16, 2023

SUBJECT: PERSONAL LEAVE AND OTHER LEAVES OF ABSENCE

Each regular full time employee shall receive two (2) personal days per year (15 hours), on January 1st of each year. This time may not be taken until the provisional period is successfully completed. An employee must notify their supervisor before taking personal time. Each regular full time employee who has worked twenty years or more will receive two (2) additional personal days (15 hours) on January 1st of each year. Personal Leave does not accumulate year to year. For new or terminated employees, Personal Leave shall be prorated in accordance with the portion of the year worked or remaining. Part time employees will be allowed personal time hours equal to two days of their regular scheduled hours. If daily scheduled hours differ, an average of regularly scheduled daily hours for one week will be used to determine personal hour allocation.

SECTION NUMBER: 6.6-6

APPROVED BY: McHenry County Housing Authority

Board of Commissioners

EFFECTIVE DATE: October 16, 2023

SUBJECT: VICTIMS OF DOMESTIC VIOLENCE LEAVES OF ABSENCE

The Housing Authority will provide leave for eligible employees in accordance with the Illinois Victims Economic Security and Safety Act of 2003 (VESSA) as required by law.

- I. Eligibility and definitions.
 - A. An employee is eligible to take up to twelve (12) work weeks of VESSA leave during a twelve (12) month period and the Housing Authority may require an employee to provide certification of the need for such leave. If the reason for leave under VESSA also entitles an employee to Family and Medical Leave, the VESSA leave does not give an employee additional time beyond the FMLA leave. That is, VESSA leave may run concurrent with leave taken under the FMLA or Bereavement Leave. Eligible employees may take domestic violence leave under this law for any of the following reasons:
 1. To seek medical attention for or recover from physical or psychological injuries caused by domestic or sexual violence to the employee or a member of the employee's family or household;
 2. To obtain services from a victim services organization for the employee or a member of the employee's family or household;
 3. To obtain psychological or other counseling for the employee or member of the employee's family or household;
 4. To participate in safety planning, relocating or taking other actions to increase the safety of the employee or member of the employee's family or household; or
 5. To seek legal assistance or remedies to ensure the health and safety of the employee or member of the employee's family or household;
 6. To attend the funeral or alternative to funeral or wake of a family or household member who was killed in a crime of violence;

7. To make arrangements necessitated by the death of a family or household member who was killed in a crime of violence; or
8. To grieve the death of a family or household member who was killed in a crime of violence.

II. Request for Leave and Notice of Leave.

- A. An employee is expected to provide at least forty-eight (48) hours advance written notice of the intent to take VESSA leave, using the VESSA leave form available from the Executive Director, unless it is not practicable to do so. If an employee is unable to provide advance notice of an absence, the employee must provide a certification regarding that absence within a reasonable period of time.
- B. The request for domestic violence leave must be approved by the employee's immediate supervisor and the Executive Director. An approval or denial of an application for a leave will be communicated to the employee in writing.

III. Certification.

- A. The Housing Authority may require the employee to complete a certification indicating the reason for the leave, which will remain confidential. This certification can be satisfied by providing the Housing Authority with a sworn statement by the employee and, in addition, furnishing documents such as a written statement from someone assisting the employee or employee's family or household member in addressing the effects of the violence (such as a volunteer at a victim service organization, a member of the clergy, or medical or other professional whom the victim has sought for assistance), a police or court record, or other corroborating evidence. Employees may be required to report periodically regarding status and intent to return to work.

IV. Requested Paid Time Off (PTO) Time.

- A. Absences covered by VESSA will be unpaid, unless an employee requests to use applicable and available paid time off.
- B. VESSA Leave for the employee – If an employee requests to use accrued paid time for a VESSA-covered absence, accrued PTO will be available to be used in accordance with and consistent with the PTO policy.

V. Duration of Leave.

- A. VESSA leaves will not exceed twelve (12) weeks in any twelve (12)-month period.

VI. Group Insurance Benefits.

- A. While an employee is on VESSA leave, the Housing Authority will maintain the employee's health benefits as if the employee had not been on such leave. The employee, while on VESSA leave, shall be responsible for their health benefits contribution, if any, keeping current. In certain circumstances, the Housing Authority may require an employee to reimburse it for premium payments made to maintain the employee's health benefits if the employee fails to return from leave. If an employee returns to work from VESSA leave within the twelve (12) week period. The employee will be returned to the position the employee held when the leave began or to an equivalent position.

IX. Miscellaneous.

- A. Under qualifying circumstances, the Housing Authority will make a reasonable accommodation for an employee where necessary due to domestic or sexual violence, unless an accommodation would create an undue hardship.

Any questions regarding VESSA leave should be directed to the Executive Director.

SECTION NUMBER: 6.7

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: SICK LEAVE

Sick leave is time off with or without pay for periods of illness or incapacitation resulting from non-occupational or occupational injury, as well as for medical, dental, or optical examinations or treatments.

Sick leave may be used when the employee's condition interferes with or makes it impossible for the employee to satisfactorily perform her or his assigned duties.

Absences that are due to illness should be reported to your supervisor as soon as possible on the first day of absence. If the employee is going to be out more than one (1) day, she or he is required to call every day. The employee's failure to report her or his absence within two (2) working days could result in dismissal. Excessive absence, even though reported, may result in disciplinary action which may lead to discharge.

An employee shall be eligible to earn sick leave with pay as follows:

1. Regular full and part-time employees shall accumulate up to (1) day (7.5 hrs) per month for the period employed not to exceed 24 days or 180 hours. Sick time shall be accrued on an hourly basis at a rate of .0462 per hour worked
2. Temporary or substitute employees are not eligible to earn or accumulate sick time.
3. The Housing Authority does not permit employees to routinely take leave without pay, except as required by law. Any leave without pay must be approved by your immediate supervisor and shall only be granted for extenuating circumstances, except as otherwise required by law.

An employee out on sick leave for more than three (3) consecutive working days shall be required to submit to her or his supervisor a written statement from a physician indicating the status/condition of illness and/or ability to return to work. Based upon the information provided by the employee or physician, the Family and Medical Leave Policy may need to be considered. The Housing Authority complies with the Family and Medical Leave Act and recognizes that employees may be granted leave of absence under certain conditions.

Sick leave with pay may accrue up to no more 180 hours. Accrued unused sick leave carries no monetary value upon termination.

Sick leave with pay shall not accrue to an employee during any period in which the employee is on an unpaid leave.

Public Health Emergency/Pandemic – MCHA will follow the directives of the Families First Coronavirus Response Act (FFCRA or Act) in regard to paid sick leave or expanded family and medical leave for specified reasons related to COVID-19

SECTION NUMBER: 6.8

APPROVED BY: McHenry County Housing Authority

Board of Commissioners

EFFECTIVE DATE: October 16, 2023

SUBJECT: MILITARY LEAVE

An employee who leaves a position to enter military service in time of war or any period of national emergency as declared by the President in connection with national defense or by reason of being drafted, or being called to state active duty (i.e. the full-time State-funded military duty under the command and control of the Governor), or service for any federally recognized auxiliary of the United States Armed Forces when performing official duties in support of military or civilian authorities as a result of an emergency shall be carried on the rolls in a military leave status.

Upon their honorable discharge from military service, they shall be entitled to be restored to their same position or to a position equally acceptable to them for which they are qualified, provided they apply for reemployment within 90 days after their discharge or before the expiration of any statutory right to reemployment, if later.

Military leave of absence with pay, in accordance with the number of calendar days each calendar year permitted by existing State and Federal law, will be granted to permanent employees who are reservists of the Armed Forces or members of the National Guard engaged in active duty, training, or military aid to enforce the law. All reimbursement received shall be turned over to the local agency to be credited against regular salary.

SECTION NUMBER: 6.9

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: VACATION

Employees shall be entitled to their paid vacation days based on their employment status and length of service with the Housing Authority. Vacation leave can be used for any reason. Vacation is accrued according to the following schedule, beginning on January 1st of each year:

VACATION ALLOTMENT:

Regular full and part-time employees:

Years of Employment Completed	Tier		Hourly Accrual Rate
0-4	2		.0385
5-9	3		.0577
10-24	4		.0769
25+	5		.0962

McHenry County Housing Authority employees will not be allowed payment in lieu of taking vacation.

Employees who have earned 75 or more vacation hours (tier 2 or higher) must be absent from the office for a minimum of 5 (five) consecutive weekdays each year. Absence from the office may include holidays in the determination of the consecutive weekdays. The balance of the vacation days may be taken in any manner the employee chooses, upon approval of their supervisor.

Earned vacation time should be taken by the employee in the year after which it was earned. If an employee does not take all of his vacation time during the year after which it is earned, 75 hours (2 weeks @ 37.5 hours per week) may be carried forward on January 1st. Unused accrued vacation time in excess of this policy will be forfeited. In the case of extenuating circumstances, the McHenry County Housing Authority Board of Commissioners may waive this policy provided the employee submits the request, detailing the circumstances, in writing to the Executive Director.

Employees can take vacation leave for any reason and will not be required to provide a reason for the leave or to provide documentation or certification as proof or in support of the leave. However, employees are to provide no less than 7 calendar days' notice before the leave is to begin when the leave is foreseeable or notice as soon as practicable when the leave is not foreseeable. Notice of vacation leave is to be submitted to the supervisor.

Coverage for an employee and any family member under any group health plan will continue for the duration of paid leave under this policy at no less than the level and conditions of coverage than that provided if the employee had not taken the leave. Employees will remain responsible for paying their share of the cost of the health care coverage, if any, during the period of their leave.

SECTION NUMBER: 6.10

APPROVED BY: McHenry County Housing Authority

Board of Commissioners

EFFECTIVE DATE: October 16, 2023

SUBJECT: LACTATION ACCOMMODATION

The Housing Authority provides a supportive environment to enable breastfeeding employees to express breast milk during work hours for up to one year following the birth of a child.

Accommodations under this policy include a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public which may be used by an employee to express breast milk. Discrimination and harassment of breastfeeding mothers in any form is unacceptable and will not be tolerated.

The Housing Authority will provide a reasonable amount of time for an employee to express breast milk and discuss with the employee a reasonable break schedule that will accommodate the pumping needs of the employee. An employee who uses their break time to express breast milk will be compensated to the same extent and in the same way that other employees are compensated for break time. The Housing Authority will not require the employee to work while expressing milk.

Employees who believe they will need a lactation accommodation also are encouraged to make that request to their supervisor, manager, or other member of management with whom they feel comfortable doing so. The Housing Authority will make a reasonable effort to respond to a request for lactation accommodation as quickly as possible.

The Housing Authority recognizes that employees' lactation accommodation needs may change over time, and in such an event, employees may request changes to their existing lactation accommodation whenever they believe a change is needed.

SECTION NUMBER: 6.11

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: MANDATORY PENSION PLAN

Employees of the McHenry County Housing Authority are not covered by Social Security. However, employees hired after April 1, 1986, participate in the Medicare portion only, and a deduction is made from their paychecks.

All employees must participate in the Housing Renewal and Local Agency Retirement Plan. Enrollment begins on the first day of employment and all employees are fully vested immediately. Employees currently contribute 5.0% of their gross salary and the McHenry County Housing Authority currently contributes 6.2% of employee's salary. All mandatory contributions are tax exempt. Voluntary contributions are allowed, but are not tax exempt. Contributions are deposited into various options with the employee controlling the mix of investments. Changes may be made daily at the web site, www.hrlarpretirement.com. Information regarding the rate of return of each investment is distributed monthly. Quarterly statements are mailed directly to each employee's home.

SECTION NUMBER: 6.12

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: VOLUNTARY RETIREMENT PLANS

All employees may participate in a 457(b) retirement plan on a voluntary basis. All contributions are tax exempt and must be less than the maximum allowed by the Internal Revenue Service. For details, see the designated McHenry County Housing Authority representative.

SECTION NUMBER: 7.0

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: COMPENSATION PLAN

The employment of personnel and all actions affecting employees shall be based solely on merit, ability and justice.

All regular staff employees shall receive salaries compensatory to the rates of compensation of local governments and public bodies. Maintenance personnel compensation will be comparable to rates paid by public bodies and private organizations, and must meet or exceed the HUD approved Maintenance Wage Rate

For seasonal and/or part-time personnel, appropriate compensation shall be paid depending on prevailing rates in the community.

All employee salaries shall be reviewed annually preceded by the Executive Director's employee evaluation and recommendations. Annual salary increases will be effective July 1st of each year.

SECTION NUMBER: 8.0

APPROVED BY: McHenry County Housing Authority
Board of Commissioners

EFFECTIVE DATE: October 16, 2023

SUBJECT: CONFLICT RESOLUTION

SECTION NUMBER: 8.1

APPROVED BY: McHenry County Housing Authority

Board of Commissioners

EFFECTIVE DATE: October 16, 2023

SUBJECT: GRIEVANCE PROCEDURE POLICY

The Housing Authority acknowledges that, from time to time, employees may have complaints, problems, concerns, or disputes that arise concerning their employment and/or other work-related matters. In an effort to resolve such matters in an orderly and timely manner, the following internal grievance resolution procedure may be implemented by the Housing Authority for all Housing Authority employees.

The Housing Authority encourages the resolution of employee grievances in a timely and impartial manner in order to foster and maintain a harmonious and productive work environment for all employees.

Definition of Grievance. Housing Authority policies and procedures are not subject to the grievance procedure. However, in general, any complaint, problem, concern, or dispute concerning the meaning, interpretation, or application of Housing Authority policies, procedures, rules or regulations may be subjected to the internal grievance resolution procedure.

Grievances to be in Writing. Employees shall submit their grievance using the grievance form approved by the Executive Director.

Time Limits. Failure by an employee to file or advance a grievance within the time limits set forth herein shall constitute a waiver by the employee of such grievance.

Retaliation Prohibited. Employees who utilize the internal grievance resolution procedure will not be subject to any form of retaliation or other penalty for their resort to the internal grievance procedure. Conduct by an employee, supervisor, or department head taken in retaliation against an employee utilizing the internal grievance procedure will result in disciplinary action against the retaliating party, up to and including termination of employment.

Disciplinary Action. The internal grievance resolution procedure is not applicable to disciplinary action taken against an employee. Review of disciplinary action of suspension or discharge is available through the Housing Authority's disciplinary procedure.

PROCEDURE: Employees may initiate an internal grievance by following the steps outlines below. (The Housing Authority has discretion to change this process without notice.)

1. The employee must submit a written grievance to her or his supervisor within ten (10) working days of the employee's knowledge of the event which caused the conflict.
2. The supervisor shall attempt to resolve the conflict within five (5) working days of its receipt and issue a decision.
3. If the aggrieved is not satisfied, or, if indeed the conflict is with the supervisor, she or he may appeal the supervisor's decision within five (5) working days to the Executive Director.
4. The Executive Director shall attempt to resolve the conflict within five (5) working days of its receipt. The Executive Director must issue a written decision and provide a copy of same to the aggrieved employee.

The Executive Director will summarize in writing management's issues, the employee's grievance and the outcome. This summary will be filed in the employee's personnel record and a copy will be provided to the aggrieved employee.

5. If the decision of the Executive Director does not resolve the conflict, the Executive Director will notify the Board in writing.
6. The Board of Commissioners will review the conflict and meet within 30 days.
7. The aggrieved employee has a right to be present at the meeting of the Board of Commissioners and have an attorney licensed to practice in Illinois at her or his own expense present.
8. The Board of Commissioners has a right to require appropriate employees to present relevant information.
9. The Board of Commissioners will make its decision at their next scheduled meeting.
10. The employee will be notified of the Board's decision by the Executive Director within five (5) working days. This decision is final and binding.

SECTION NUMBER: 8.2

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: DISCIPLINARY POLICY AND PROCEDURES

All permanent, full time and part time Housing Authority employees are covered by this policy. This policy does not apply to employees who are serving as provisional employees or to temporary employees. To the extent that this policy conflicts with any provision of any written employment contract pertaining to any Housing Authority employee, the terms of the written employment contract shall control.

The Housing Authority retains the absolute right to impose whatever level of disciplinary action it deems appropriate in a given case, subject to a pre-disciplinary conference and a post-deprivation hearing as defined herein. The Housing Authority at all times retains the right to determine what constitutes grounds for disciplinary action.

The Housing Authority expects its employees to perform their job duties in a manner satisfactory to the Housing Authority. Employees are to give conscientious attention to their duties, are to maintain a high level of efficiency, and are to conduct themselves in a reputable, honest, and efficient manner, and in accordance with all Housing Authority rules, regulations, policies, procedures and directives.

Disciplinary Action: In general, disciplinary action will occur for performance deficiencies and for misconduct.

Forms of Discipline: When disciplinary action is imposed, it shall take one of the following forms: oral warning/reprimand; written warning/reprimand; suspension without pay; demotion; or discharge.

When disciplinary action is taken, the determination of what disciplinary action is appropriate will depend upon the individual facts and circumstances in each case. Appropriate weight will be given to factors in aggravation or mitigation of disciplinary action. Aggravating circumstances may result in compound or accelerated disciplinary action, including discharge from employment, at the Housing Authority's sole discretion. The Housing Authority at all times retains the right to determine what constitutes grounds for discharge.

Suspension/Demotion/Discharge: The Executive Director shall have authority to suspend, demote, or discharge employees, subject to a pre-disciplinary conference and post-deprivation hearing as set forth herein.

Disciplinary action will occur only for “cause.” The term “cause” shall be defined to include any act or omission on the part of the employee in violation of Housing Authority rules, regulations, policies, procedures, ordinances or directives, or otherwise adverse to the operations of the Housing Authority or adverse to the Housing Authority’s best interests. Cause shall also include any action or omission on the part of the employee that impairs the effectiveness, efficiency or reputation of the Housing Authority and/or otherwise causes harm to the Housing Authority. Conduct constituting cause for disciplinary action includes, but is not limited to:

- Criminal or unlawful conduct
- Intentional or repeated misconduct
- Negligent or reckless conduct
- Failure to meet performance standards
- Repeated or substantial performance deficiencies
- Insubordination
- Mistreatment or abuse of subordinates
- Dishonest or unethical conduct
- Safety violations
- Disruption of the workforce
- Misuse of alcohol or legal drugs
- Working hours violations
- Housing Authority property violations
- Unauthorized political activity
- Unlawful discrimination including sexual harassment
- Violations of Housing Authority rules, regulations, policies, procedures, or directives
- Conduct detrimental to the operations of the Housing Authority
- Conduct unbecoming a Housing Authority employee

The categories of conduct listed above are merely illustrative and are not a complete inventory of unacceptable conduct or deficiencies that could result in disciplinary action, including discharge. The Housing Authority at all times retains the right to determine what conduct constitutes grounds for disciplinary action, including discharge for cause.

Although the Housing Authority recognizes the principles of progressive and corrective disciplinary action, it is the policy of the Housing Authority to impose the appropriate level of disciplinary action to redress the misconduct and/or performance deficiencies at issue. Some performance deficiencies and/or misconduct may constitute “cause” for suspension, demotion or discharge, subject to a pre-disciplinary conference and post-deprivation hearing, without the lesser disciplinary steps of verbal or written warnings.

DISCIPLINARY INVESTIGATION

Disciplinary Investigation: The Executive Director in conjunction with the employee’s supervisor, if any, may conduct investigations into allegations of misconduct or performance deficiencies.

Administrative Leave with Pay: During a disciplinary investigation an employee may be placed on administrative leave with or without pay pending the outcome of the investigation.

Confidentiality of Information: Investigation materials shall be privileged and confidential.

Duty to Cooperate: Employees are required to make themselves available, to fully cooperate with any disciplinary investigation, and to fully answer all questions pertaining to such investigations.

Interference with Investigations: No employee shall engage in conduct that interferes with, obstructs, hampers, or otherwise adversely affects a disciplinary investigation conducted by the Housing Authority.

PRE-DISCIPLINARY CONFERENCE

Entitlement to Conference: Regular full time and regular part time employees who are disciplined in the form of: (1) suspension without pay; (2) demotion; or (3) discharge from employment by the Housing Authority, shall be entitled to a pre-disciplinary conference in accordance with the following procedures:

Pre-disciplinary Conference: Before taking disciplinary action in the form of suspension, demotion, or discharge, the Executive Director or the immediate supervisor seeking to impose the discipline shall conduct a pre-disciplinary conference with the employee. During the pre-disciplinary conference, the Executive Director or immediate supervisor shall provide the employee with a copy of written disciplinary charges setting forth the factual basis forming the allegations against the employee.

During the pre-disciplinary conference the employee shall be provided an opportunity to respond to the allegations made against the employee. The employee shall have the opportunity to respond to any specific factual allegations made against the employee and to correct any facts the employee may contend are mistaken. The employee shall also be given the opportunity to provide any additional facts the employee feels should be taken into consideration, or to otherwise explain.

The Executive Director or the immediate supervisor seeking to impose the discipline shall thereafter notify the employee in writing of the disciplinary decision regarding the charges against the employee. The employee shall receive written notice of the disciplinary decision within three (3) business days of the pre-disciplinary conference. Upon written request, an employee who is disciplined by suspension, demotion, or discharge shall have the right to a post-deprivation hearing pursuant to the procedure set forth below.

PRE-DISCIPLINARY CONFERENCE PROCEDURE

Right to Counsel: The employee shall not be entitled to representation by counsel or any other representation at the pre-disciplinary conference.

Rules of Evidence: Technical rules of evidence shall not apply to a pre-disciplinary conference.

Notice of Charges: Prior to or during the pre-disciplinary conference, the Executive Director or the immediate supervisor seeking to impose the discipline shall provide the employee with written charge(s) setting forth:

- The alleged performance deficiency or misconduct,
- The alleged violation(s) of the Housing Authority's policy including relevant facts relating thereto, and appropriate citation to policies or procedures, and/or
- Any facts relating to unsatisfactory (job) performance including historical observations.

The Housing Authority may modify or amend the disciplinary charges against the employee to conform to the facts and evidence obtained during the pre-disciplinary conference.

Witnesses: During a pre-disciplinary conference, the employee does not have the right to examine or call witnesses, to cross-examine the adverse party or witnesses of the adverse party, or to the production of witnesses under the Housing Authority's control.

Production of Documents: During a pre-disciplinary conference, the employee does not have the right to the production of documents.

Public Attendance: The public will not be permitted to attend the pre-disciplinary conference.

POST-DEPRIVATION HEARING

Right to Hearing: Regular full time and regular part time employees who receive disciplinary action of suspension without pay, demotion or discharge following a pre-disciplinary conference, shall be entitled to a post-deprivation hearing in accordance with the following procedures:

Time Limits: Employees seeking a post-deprivation hearing must file a written request for the hearing within seven (7) calendar days of the date of imposition of the disciplinary action. For purposes of filing, the written request for a hearing must be delivered in person or sent via certified mail, return receipt requested, to the Executive Director. If a written request for the hearing is not postmarked or received in hand by the Executive

Director within the seven (7) day period, the employee's right to a hearing shall be deemed waived.

Upon written request of the affected employee in accordance with the aforementioned time limits, the Housing Authority's Chairman, or the Chairman's designee, shall place the matter on the agenda of the Board.

Commencement: The Board shall convene hearings into the disciplinary matter within thirty (30) working days following receipt of the employee's request for a hearing unless this thirty (30) day period is extended by the mutual agreement of the Housing Authority and the employee.

POST-DEPRIVATION HEARING PROCEDURE

Right to Counsel: The Executive Director or the applicable supervisor shall be entitled to representation by counsel at the post-deprivation hearing. The Board's attorney shall appoint or designate counsel to represent the Executive Director or applicable supervisor.

The employee shall be entitled to representation by counsel at the post-deprivation hearing. The employee shall be responsible for his or her own attorney's fees.

The Board's attorney shall appoint or designate a hearing officer to hear the case before the Board. The hearing officer will, among other things, advise the Board with regard to matters of law, direct the conduct of the proceedings, advise the Board concerning the admission of evidence, and otherwise advise the Board as necessary, concerning the Board's findings of fact and conclusions of law.

Rules of Evidence: Technical rules of evidence shall not apply to post-deprivation hearings.

Separation of Issues: Hearings may be separated into two parts by the Board. Prior to the commencement of the hearing, the Board shall consult with the hearing officer to determine whether the hearing will be divided into two parts. The Board shall announce whether the hearing will be divided into two parts prior to the beginning of the hearing. If the hearing is separated into two parts, the first part of the hearing will determine whether "cause" for disciplinary action exists. If "cause" is determined to exist, the second part of the hearing will determine what disciplinary action is warranted and shall take into consideration factors in aggravation or mitigation.

Witnesses: Each party shall have the right to examine or call relevant witnesses, to cross-examine the adverse party and witnesses of the adverse party, and to production of witnesses under the Housing Authority's control.

Production of Documents: Each party shall have the right to production of relevant non-privileged documents within the other party's control.

Burden of Proof: The burden of proof is on the Executive Director or applicable supervisor to prove by a preponderance of the evidence that “cause” existed for imposition of the disciplinary action.

Record: A verbatim transcript/record of the hearing(s) shall be taken by an approved Certified Shorthand Reporter. A transcript of the hearing(s) shall be made a permanent part of the employees personnel file. The affected employee may obtain a copy of the transcript from the Certified Shorthand Reporter at the employee’s own expense.

Public Attendance: In accordance with the provisions of the Illinois Open Meetings Act, a post-deprivation hearing shall be confidential and the public will not be permitted to attend the hearing unless both the employee and the Executive Director or applicable supervisor agree.

Determinations: If after hearing all the evidence relating to the disciplinary charges against the employee, the Board believes that cause exists for disciplinary action, it shall uphold the Executive Director or applicable supervisor’s decision to discipline the employee. The Board, in its sole discretion, may increase or decrease the level of disciplinary action imposed by the Executive Director or applicable supervisor.

If after hearing all the evidence relating to the disciplinary charges against the employee, the Board determines that cause does not exist for disciplinary action, the employee will be reinstated and compensated for any loss of pay and/or benefits resulting from the suspension without pay, demotion, or discharge.

Decision: Within ten (10) business days of the completion of the post-deprivation hearings, the Board will issue its written decision containing the Board’s findings of fact and its decision with respect to any disciplinary action which may be warranted. The disciplinary decision will be sent via certified mail to the employee, and copies of the decision will be sent to the Executive Director.

Grievance Prohibited: Disciplinary actions of suspension without pay, demotion, or discharge from employment resulting from performance deficiencies and/or misconduct, shall not be subject to the Housing Authority’s grievance procedure. The results of a post-deprivation hearing shall constitute the final action of the Housing Authority concerning the disciplinary action.

SECTION NUMBER: 9.0

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: PERFORMANCE APPRAISAL

Performance Appraisal should be a positive growth experience for the employee and supervisor. Performance Appraisal will be used to evaluate the entire period of employment since the last review.

Performance Appraisals will be based strictly upon job performance. Job descriptions will be utilized as the basis for the appraisal. All employees will be given an opportunity at orientation to discuss their job descriptions to assure that employees understand their responsibilities and tasks. All employees will be given a copy of the Performance Appraisal form at this time.

Performance Appraisals will be used as a foundation to establish goals for employees. Employees will be encouraged to develop short-term and long-term goals for themselves and to discuss their goals with the supervisor. Supervisors will be charged with monitoring the goals established during the period following the Performance Appraisal by scheduling performance review meetings with the employee from time to time.

Performance Appraisals will be conducted for Provisional Employees at least once during their Provisional Period using the Agency's Provisional Employee Appraisal Form.

Following the Provisional Period, Performance Appraisals will be conducted at least annually for each employee at the date of anniversary of employment.

Before the Performance Appraisal is presented to the employee, it will be reviewed and approved by the evaluating supervisor's superior.

Employees will be asked to sign the Performance Appraisal Form. The form will have 3 options for signature:

- I have read, reviewed, and agree with the Appraisal; or
- I have read, reviewed, and disagree with the Appraisal (this option requires the employee to attach written comments); or
- I have read and reviewed the Appraisal and neither agree or disagree.

When an employee refuses to sign the Performance Appraisal, another employee will be asked to witness the refusal.

All employees will receive a copy of their Performance Appraisal. Performance Appraisals will be placed in the employee's personnel record.

SECTION NUMBER: 10.0

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: EMPLOYEE CODE OF CONDUCT

The Agency and the Executive Director believe that the purpose of the Employee Conduct Policy is to improve employee performance and is not meant to punish employees. As such, the Policy shall serve as a guide for supervisors and employees and shall be used to correct employee behavior and performance that does not meet necessary standards.

As the basis standard of fairness in the Housing Authority, employees are to be generally informed of the types of behavior expected of them and the rules, regulations, policies, procedures and practices by which they must abide. Corrective actions result from failure to abide by these arrangements. It is the policy of the Board of Commissioners that the standard of conduct for employees be equitably enforced. However, individual employees bear responsibility to adhere to the rules and requirements of the Housing Authority and shall be held accountable for conformance.

During the work period, each employee is expected to conduct her/himself in a manner befitting her or his status as an employee of the Housing Authority and she or he shall refrain from actions or public announcements which reflect adversely upon the Housing Authority. Employees shall exercise prudence and discretion in regard to all official business of the Housing Authority.

No Housing Authority property or equipment shall be used by employees for personal use.

CORRECTIVE ACTIONS:

A corrective action may include an oral warning/reprimand or written warning/reprimand, suspension without pay, demotion or discharge. However, employees may be subject to immediate discharge for substantial violation of regulations including malfeasance or misuse of Housing Authority property or funds. An employee may protest a suspension without pay, demotion or discharge as noted in the Disciplinary Policy and Procedures , Section 8.2 of this policy.

SECTION NUMBER: 10.1

APPROVED BY: McHenry County Housing Authority

Board of Commissioners

EFFECTIVE DATE: October 16, 2023

SUBJECT: ACCEPTANCE OF GIFTS AND GRATUITIES

Employees of the Housing Authority are required to adhere to the Illinois Gift Ban Act which prohibits accepting any personal gifts, money, services, or gratuities from clients, vendors, contractors, and all other persons doing business with the Housing Authority. However, the employee may accept the donation on behalf of the Housing Authority.

Violation of this policy will result in disciplinary action.

SECTION NUMBER: 10.2

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: CONFIDENTIALITY AND LIMITED ACCESS

This Confidentiality And Limited Access Policy has been adopted to assure confidentiality and protection of individual rights to privacy for clients and employees of the Housing Authority. The individual dignity of clients and employees shall be respected and protected at all times in accordance with the law.

For security and safety reasons, all clients, guests and vendors arriving at MCHA must sign in at the front desk including the time of arrival and the purpose for the visit. Doors from the lobby will be locked during business hours and access granted by an MCHA employee. Employees working after regular business hours and/or on weekends and holidays must sign in the after-hours log.

Employees will be given access to computer programs that are needed for their job function. Unique computer user names and passwords will be assigned and cannot be shared, except for sharing with the Technical Services Director and Executive Director and by explicit approval by the Executive Director. Remote access to the MCHA computer network will be approved by the Executive Director on an as needed basis.

Information about clients or employees should not be divulged to anyone other than persons who are authorized to receive such information. A signed release from the client must be presented prior to any employee speaking to another party regarding a client. Client files will not be shared among departments without a signed release of information or specific instruction from the client to allow the sharing of their file information. All records are Housing Authority property and subject to review by regulating and funding bodies.

Confidentiality of Client information:

- a. All records must be locked in a secure file.
- b. Access to records is limited to appropriate employees.
- c. Records must not be removed from the office.
- d. Records must never be left out on desks, tables, etc. where other people may have access to them.
- e. Information and documents which are considered confidential are, medical records, educational records, special needs records, family records, financial records, and any other private information about the client or their family.
- f. Client private information must never be discussed among employees except on the "need to know" basis. Employees must be particularly aware of their surroundings when discussing this information. Special caution must be taken to be sure other clients or employees do not overhear information which is private.

- g. Discussion of clients' information with volunteers, other clients, friends, or community members is prohibited.
- h. All requests for release of information shall be processed as directed by the Executive Director.
- i. Information will only be released with express written consent.
- j. Any records containing personal identifying information must be destroyed by shredding.

Confidentiality of Employee's Information

- a. All employees' records must be locked in a secure file
- b. Access to any employee's records is limited to appropriate employees or EAP counselors.
- c. Employee records must not be removed from the office.
- d. Employee's records must never be left out on desks, tables, etc. where other people may have access to them.
- e. Information and documents which are considered confidential are medical records, educational records, employment records, financial or pay records, and any other private information about the employee.
- f. Employee private information must never be discussed among employees except on the "need to know" basis. Employees must be particularly aware of their surroundings when discussing this information. Special caution must be taken to be sure clients or employees do not overhear information which is private.
- g. Discussion of an employee's information with volunteers, clients, friends, or community members is prohibited.
- h. All requests for release of information shall be coordinated by the Executive Director.
- i. Information will only be released with the express written consent of the employee.

Security Incidents

Employees are required to report to the Executive Director any break of security that may affect the confidential information held by MCHA either in electronic or paper format. Any virus download or virus threat should be reported immediately to the Technical Services Director. The Executive Director will work with the Technical Services Director to determine failures in the network system that may affect confidentiality.

Violation of Confidentiality and Limited Access Policy

Any employee who violates the Confidentiality and Limited Access Policy shall be subject to disciplinary action including discharge.

SECTION NUMBER: 10.3

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: CONFLICT OF INTEREST

It is the policy of the Housing Authority that all employees shall avoid personal transactions or situations in which their personal interest or gain appears to conflict with those of the Agency.

1. Conflict of interest occurs whenever an employee permits the prospect of or indirect personal gain to influence improperly, her or his judgment or action in the conflict with the best interest of the Housing Authority. The following are representative but not inclusive:
 - a. No employee shall accept or be involved with the processing of any application or do business with a member of her or his family on behalf of the Housing Authority.
 - b. No employee shall receive personal favors based upon the Housing Authority's dealing with suppliers, contractors, customers, and other persons.
 - c. No employee shall use privileged information for the purpose of personal gain or for other than agency purposes.
 - d. No employee shall deal with the Housing Authority or with a client or supplier of the Housing Authority while serving as a representative of another firm or for her or his own account.
 - e. No employee shall participate in the selection, award or administration of a contract where to her or his knowledge she or he or her or his immediate family has a financial interest.
 - f. No employee shall for personal gain solicit, accept or offer gratuities, favors, or anything of monetary value from other employees; or persons receiving benefits, services, from contractors or potential contractors.
2. A former employee cannot serve on the board or a committee of the Housing Authority if that board or committee has authority to order personnel action.
3. Employees, management or Commissioners are forbidden to participate in the selection, award or administration of a contract supported by a grant award if he or she has a real or apparent conflict of interest.

For the purpose of the policy a member of an immediate family shall include any of the following persons:

Husband	Mother-in-law	Niece
Wife	Father-in-law	Nephew
Mother	Son-in-law	Brother-in-law
Father	Daughter-in-law	Sister-in-law
Sister	Step child	Grandmother
Brother	Step parent	Grandfather
Daughter	Aunt	Granddaughter
Son	Uncle	Grandson

Or any other person residing in the employee's immediate household

Employees who violate this policy will be subject to disciplinary action up to and including discharge.

SECTION NUMBER: 10.4

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: EMPLOYEE'S PERSONAL ITEMS

The Housing Authority is not responsible for any employee's personal items brought to any Housing Authority facility or on any work related field trip or training session.

Employees are encouraged to limit bringing personal items to the workplace. Work space is provided for the employee to successfully complete the requirements of her or his position.

The Housing Authority reserves the right to remove any personal possession which it deems inappropriate for the workplace.

An employee who is terminated shall be given one opportunity to "clean out her or his desk" when accompanied by his/her supervisor. Any personal property which may be left in the work space will be packed and shipped to the employee.

SECTION NUMBER: 10.5

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: Stolen, Lost or Damaged Equipment

MCHA owns property including automobiles, laptops, blower doors, tools and other equipment that is removed from its premises by employees and used in connection with the performance of MCHA job responsibilities. It is the responsibility and obligation of the employee that is using the equipment to safeguard it and refrain from damaging it. The employee using the equipment is borrowing the equipment from McHenry County Housing Authority and is considered the “borrower” for purpose of this policy.

The rules herein are part of the terms and conditions of loaning the equipment:

- a. Equipment is for McHenry County Housing Authority business use only and not for personal or other use. Anyone who uses equipment for other than McHenry County Housing Authority business use shall be fully liable for any loss, theft or damage.
- b. All borrowers must inspect the equipment and be satisfied that it is in good working order before the checkout. Any fault(s) during inspection shall be reported at the time of checkout. Borrowers who forgo or fail to inspect the equipment at check out do so at their own risk and shall not be excused from fault(s) identified during check in. No excuses of rushing for time, ignorance or lack of proficiency to operate the equipment shall be entertained.
- c. All equipment must be secured with locks or contained in a vehicle, cabinet or building that is secured.
- d. Borrowers who report lost or stolen equipment where the original cost is more than \$500 must submit a police report. In the case of theft, the police would submit a summary of their investigation, indicating the manner in which the theft was carried out, who had the opportunity to commit it and whether security measures are adequate. The summary would be presented to the Executive Director for further action.
- e. Depending on the degree of negligence of the borrower for lost or stolen equipment, the borrower shall pay up to the McHenry County Housing Authority’s assessed value for replacement.
- f. For damaged equipment, McHenry County Housing Authority will send the equipment to the manufacturer’s service center for assessment whether the fault(s) is caused by fair wear and tear, manufacturer’s defect or by operator error/neglect/mishandling. Faults due to fair wear and tear and manufacturer’s defect after warranty period has lapsed would be borne by McHenry County Housing Authority. Damage caused by the borrower’s negligence or mishandling shall be attributed to the borrower.
- g. Damage associated with accidents shall be assessed as follows:

- a. Where the cause of the damage is not due to the careless action or neglect of a person or entity, such as, acts of God like lightning and natural occurrences, replacement/repair charges may be waived.
- b. Where the cause of the damage arises from the borrower's careless action or neglect, full replacement/repairs costs may apply.
- c. Where the cause of the damage arises from the carelessness/neglect of some other person (other than the borrower), the borrower shall recover full replacement/repair costs from the other party. The borrower may appeal to McHenry County Housing Authority should he/she fail to claim the sums from the other party. This does not include scenarios where the borrower passed the equipment to the other party for use as the equipment shall remain in the possession of the borrower during the term of his/her loan and the borrower may not assign, transfer or delegate any of his rights and obligations.
- h. Where the service center assesses that the equipment is not repairable, full replacement costs may be charged.
- i. Borrower deemed to be dishonest or untruthful would be levied full replacement costs.
- j. Basis of charges for damages and loss
 - a. Full service fees will apply for equipment assessment and servicing from the manufacturer service center. No concession available.
 - b. Where the equipment is not repairable, full replacement costs to be charged.
 - c. Where the borrower is fully liable, cost recovery so as to have a working unit of the equipment, either by repair or replacement and without McHenry County Housing Authority funding any part of the repair or replacement.
 - d. Where repairs would restore the equipment to good working and dependable condition and economically worthwhile over replacement, repair charges apply otherwise replacement charges apply.
 - e. Replacement charges will be computed based on the higher of fair market value or residual value.
 - f. Fair market value would be the price McHenry County Housing Authority pays to purchase in the retail market for an available same model of similar age or the equivalent/replacement model where the damaged model is no longer offered in the current retail market. Equivalent/replacement model will be determined by McHenry County Housing Authority based on similar product specifications. Second hand equipment purchased in the open market may be subject to servicing fee to assess the condition of the replacement for acceptance.
 - g. Residual value will be computed based on straight line depreciation method on the purchase costs and the remaining useful life of the equipment.
- k. Borrower will be notified of any outstanding payment for the loss/damages. However, failure to make contact does not relieve the delinquent borrower from payment of outstanding charges.

- l. The following actions may be undertaken if borrowers do not return equipment and/or make payment for the loss/damage in a timely manner:
 - a. Late penalty fee imposed
 - b. Borrower billed for all accrued costs
 - c. Legal action by collection agency
 - d. Termination of employment, and
 - e. Notification of police.
- m. Borrowers in financial difficulty may appeal to McHenry County Housing Authority Board of Commissioners.

SECTION NUMBER: 10.6

APPROVED BY: McHenry County Housing Authority

Board of Commissioners

EFFECTIVE DATE: October 16, 2023

SUBJECT: EMPLOYMENT BY CLIENT

Employees of the Authority are prohibited from accepting any employment from any client of the Housing Authority.

Employees are strictly prohibited from accepting employment as a baby-sitter from any client of the Housing Authority.

SECTION NUMBER: 10.7

APPROVED BY: McHenry County Housing Authority

Board of Commissioners

EFFECTIVE DATE: October 16, 2023

SUBJECT: PERSONAL APPEARANCE

Employees shall be dressed in neat, clean appropriate clothing to provide a professional appearance in dealing with the public.

The supervisor will address any specific concerns. Repeated violation of this policy will result in disciplinary action

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: SMOKE-FREE WORKPLACE

STATEMENT OF POLICY: It is the policy of the McHenry County Housing Authority to fully comply with, and to enforce the provision of the Smoke Free Illinois Act, (“the Act” and 24 CFR 965.653.. Under the Act: Smoking means carrying, smoking, burning, inhaling, or exhaling any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs, or any other lighted smoking equipment.

PROCEDURE: In order to comply with the Smoke Free Illinois Act and 24 CFR 965.653, the following procedures are in effect for all McHenry County Housing Authority owned or leased facilities and all vehicles owned or leased by the McHenry County Housing Authority.

- Smoking is prohibited in all public places or place of employment or within 25 feet of an entrance to a public place or place of employment unless exempted by the act. No person may smoke in any vehicle owned, leased, or operated by the McHenry County Housing Authority.
- Smoking is permitted outside the facility but must be 25 feet from any entrances, exit, window that can be opened, or intake vent.
- Smoking is also allowed inside residents units.
- “No Smoking” signs or the international “No Smoking” symbol, consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red mark across it, will be clearly and conspicuously posted in each public place and place of employment where smoking is prohibited.
- Each public place and place of employment where smoking is prohibited will have posted at every entrance a conspicuous sign clearly stating that smoking is prohibited.

The Illinois Department of Public Health, local public health departments, and local law enforcement agencies are required to enforce the act. These agencies may assess fines for violation of the act. Citizens with complaints may contact the Illinois Department of Public Health.

SECTION NUMBER: 10.9

APPROVED BY: McHenry County Housing Authority

Board of Commissioners

EFFECTIVE DATE: October 16, 2023

SUBJECT: DRUG & ALCOHOL-FREE WORKPLACE

It is the policy of the Housing Authority that all workplaces shall be free from drugs and alcohol.

DEFINITIONS:

Important terms used in this Policy are defined below:

- **Controlled Substance** A controlled substance is one which (1) is not legally obtainable, (2) is being used in a manner different than that for which it was prescribed, or (3) is legally obtainable but has not been legally obtained.
- **Conviction** A conviction means that guilt has been found (including a plea or nolo contendere), a sentence has been imposed, or both, by any judicial body charged with the responsibility of determining whether Federal or State drug statutes have been violated.
- **Criminal Drug Statute** A criminal drug statute is any Federal or non-Federal criminal statute involving the manufacture, distribution, prescription, use, or possession of any controlled substance.
- **Employee** An employee refers to all workers receiving compensation from McHenry County Housing Authority.
- **Workplace** Workplaces include the actual addresses of buildings (or parts of these buildings) or other sites where work takes place, including vehicles used for transportation.

All employees, while on the premises or while performing work, are prohibited from:

- (1) The unlawful manufacture, distribution, prescription, possession, use, or being under the influence of a controlled substance.
- (2) The distribution, consumption, possession, or being under the influence of alcohol.

These definitions do not apply to workers not on the payroll (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the payroll; or employees of sub-recipients or subcontractors in covered workplaces).

HOUSING AUTHORITY RESPONSIBILITIES

In order to inform employees of the dangers of drug and alcohol abuse, the Housing Authority shall:

- Provide each employee with a copy of the McHenry County Housing Authority Drug and Alcohol-Free Workplace Policy;
- Post notice of the Housing Authority Drug and Alcohol-Free Workplace Policy where other information for employees is posted;
- Make available materials from local, state, and national anti-drug and alcohol abuse organizations; and
- Enlist the aid of community and state agencies with drug and alcohol information and rehabilitation programs to provide information to the Housing Authority employees.

EMPLOYEE RESPONSIBILITIES

As a condition of employment:

- Each employee shall agree in writing to abide by the terms of the Housing Authority policy respecting a drug and alcohol-free workplace; and
- Each employee shall agree to notify his/her supervisor of his/her conviction of any criminal drug statute for a violation occurring on the premises or while performing work for no later than five (5) days after such a conviction.

REVIEW

The Housing Authority shall review this Policy on an annual basis to ensure that disciplinary sanctions are enforced consistently.

SECTION NUMBER: 10.10

APPROVED BY: McHenry County Housing Authority

Board of Commissioners

EFFECTIVE DATE: October 16, 2023

SUBJECT: TELEPHONE CALLS & MAIL USAGE

The Housing Authority mail and telephone and fax facilities are intended for HOUSING AUTHORITY business. Personal telephone calls should be made only when necessary. Long-distance phone calls or use of the mail service, will require reimbursement to the Housing Authority. Misuse of these services may result in disciplinary action.

SECTION NUMBER: 10.11

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: COMPUTER AND INTERNET USE

Upon verification of identity of each new employee, the Executive Director will provide the information to the Technical Services Director to enable the Technical Services Director to set up a new user in the MCHA computer network. Each user will be assigned a unique user ID and password. Passwords are to be kept confidential and must be changed every 30 days. Each employee will be given access to the programs which are directly relatable to their job description and will not have access to any other programs. Employees must not leave their office while confidential information is displayed on their computer screen. Each desktop will have a default setting that after 10 minutes of non-use, the screen will go blank and the employee would need to re-log into the system.

As a condition of providing Internet access to its employees, the McHenry County Housing Authority places certain restrictions on work place use of the Internet. All connections to the Internet must go through a properly secured connection point to ensure the network is protected. All employees must complete cyber-security training. McHenry County Housing Authority encourages use of the Internet:

- a. to communicate with fellow employees and clients regarding matters within an employee's assigned duties;
- b. to acquire information related to, or designed to facilitate, the performance of regular assigned duties; and
- c. to facilitate performance of any task or project in a manner approved by an employee's supervisor.

Please be advised that your use of the Internet access, provided by McHenry County Housing Authority, expressly prohibits the following:

1. Dissemination or printing of copyrighted materials (including articles and software) in violation of copyright laws.
2. Sending, receiving, printing or otherwise disseminating proprietary data, trade secrets, or other confidential information of McHenry County Housing Authority in violation of company policy or proprietary agreements.
3. Offensive or harassing statements or language including disparagement of others based on their race, national origin, sexual orientation, age, disability, religious, or political beliefs, or other protected characteristics.
4. Sending or soliciting sexually oriented messages or images.

5. Operating a business, usurping business opportunities or soliciting money for personal gambling, or searching for jobs outside McHenry County Housing Authority.
6. Sending chain letters, gambling or engaging in other activity in violation of local, state or federal law.
7. Sending a client's personal identifying information via email that is not encrypted.

Social Media Policy

The following guidelines apply to contractors or employees of **McHenry County Housing Authority** who participate with or create content on social media websites like wikis, blogs, virtual worlds and social networks. Popular examples of such online environments include, but are not limited to: LinkedIn, Facebook, Twitter, Wikipedia, Myspace and Yelp. As an employee of **McHenry County Housing Authority**, if you choose to participate in such online communities then you need to be aware of the following guidelines.

McHenry County Housing Authority does not forbid its employees from participating in social media websites. Only the Executive Director, the Technical Services Director and their designees will have permission to modify or place new content on the **McHenry County Housing Authority** website or any social media site it maintains. Employees should follow these guidelines when posting on any bulletin boards, social media sites, tweets, texts or other electronic communication media:

The ultimate goal of these guidelines is to ensure that employees of **McHenry County Housing Authority** participate in social media websites in a respectful and pertinent way, while always maintaining the spirit and letter of the law.

1. Take care to never misrepresent yourself or **McHenry County Housing Authority**; always be prepared and willing to substantiate any claims that you make on the Internet, and do not engage in dishonesty.
2. Always disclose the fact that you are an employee of **McHenry County Housing Authority**. Use your real name and be forthcoming and transparent about your role within the organization.
3. Keep common courtesy in mind in all of your online transactions and exchanges. Obtain permission before disclosing private conversations or confidential information from within **McHenry County Housing Authority**.
4. Don't "derail" topics on social media websites. Do not engage in spam activity, and do not go off topic or use offensive terms or tactics.
5. Should you disagree with somebody while having a discussion on a social media website, be polite about it. Avoid using antagonistic behavior. If you are unsure about how to proceed or about how to disengage from a potential volatile situation, seek guidance from the Executive Director of **McHenry County Housing Authority**.

6. During online discussions, conversations and other communications, always remain within your area of expertise. Feel free to give your own unique perspective on issues and topics, as long as they are not confidential in nature.
7. Be conscientious about never discussing or disclosing the legal activities of **McHenry County Housing Authority**. Should **McHenry County Housing Authority** be engaged in litigation with another organization or individual, avoid discussing that organization or individual at all times when participating in social media websites.
8. Should other social service organizations come up during an online discussion or conversation, always be diplomatic. Stick to the facts and don't let emotions influence what you say. Be sure that you have the necessary permissions, as well, when discussing other organizations.
9. If a topic being discussed within a social media website could be considered a crisis situation, refrain from participating. Remember that even if you post anonymously, you can still be traced back to **McHenry County Housing Authority** through your IP address. Get the Executive Director involved in such scenarios.
10. Always make your privacy and confidential information on **McHenry County Housing Authority** your number one priority when participating online. Anything you publish will be accessible to the world at large and will be out there for a very long time. Never act impulsively and think carefully before clicking that "publish" button.

In addition to the preceding guidelines, please keep the following points in mind when participating in Social Media:

- Respect fair use, copyright and financial disclosure laws.
- Never cite or make reference to suppliers, clients or partners without their express permission.
- Cite others who may be blogging or discussing the topic on hand online.
- Always try to add value through whatever online interactions you are participating in. Remember that what you say and do online reflects upon the reputation of **McHenry County Housing Authority**; strive to keep the **McHenry County Housing Authority** brand in mind.

SECTION NUMBER: 10.12

APPROVED BY: McHenry County Housing Authority

Board of Commissioners

EFFECTIVE DATE: October 16, 2023

SUBJECT: VEHICLE OPERATION AND POLICY

Safe and lawful operation of the Housing Authority vehicles for Housing Authority business is an important policy. Housing Authority drivers must possess a valid Driver's License. Employees will be required to produce a Driver's License when hired for a position that involves the use of a vehicle. Drivers are expected to know and observe State traffic and driving laws. Failure to maintain a valid Driver's License or to observe applicable State laws may result in disciplinary action up to and including termination of employment, in the Housing Authority's discretion.

It is a violation of the Housing Authority's policy statement to permit another person to drive your assigned Housing Authority vehicle, except in cases of emergency or with prior approval. You are expected to only be accompanied in your vehicle by authorized passengers on Housing Authority business. This policy applies when you are driving an Housing Authority vehicle, and also when you are driving your own vehicle for Housing Authority business.

It is each driver's responsibility to protect Housing Authority vehicles. Vehicles should be kept locked and secured while on or off Housing Authority property. Drivers are expected to be responsible for the inspection of the vehicle they drive and to report conditions affecting the safe operation and condition of a Housing Authority vehicle.

The use or operation of a Housing Authority vehicle that is unsafe and/or not in proper operating condition may result in disciplinary action. The employee who is the primary driver of a vehicle has the responsibility to perform regular maintenance. Maintenance may include cleaning, servicing, and checking the vehicle. Regularly scheduled maintenance is important to the protection of Housing Authority vehicles and is also important to the safety of Housing Authority drivers. Failure to perform regularly scheduled maintenance that is required by the Housing Authority or your supervisor, may result in disciplinary action.

Accidents or injuries that result from the operation of your Housing Authority vehicle or from the operation of your personal vehicle for Housing Authority business must be reported immediately. Housing Authority insurance for non-owned or hired vehicles is for liability only. Any accident in a personal car would utilize the employee's insurance policy first.

Possession, use, sale, purchase or being under the influence of alcohol, or of an illegal drug, during working time or while in the care, custody or use of on Housing Authority vehicle is prohibited. For purposes of this policy, an employee is considered to be

responsible for the “care, custody or use of a Housing Authority vehicle” at any time when they are using or responsible for a Housing Authority vehicle (even if it is not during working hours), or when the employee is using his or her own vehicle for Housing Authority business.

Even after qualifying for driving privileges with the Housing Authority, employees may be asked to provide information from time to time regarding their qualifications and ability to operate a vehicle for Housing Authority business purposes. The failure to cooperate with the Housing Authority’s investigation may result in the suspension or loss of the employee’s driving privileges.

SECTION NUMBER: 10.13

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: ANTI-FRAUD POLICY

General Statement

The Executive Director and Board of Commissioners of the McHenry County Housing Authority (MCHA) is responsible for establishing the cultural environment, training of employees and volunteers, assessing fraud risks, implementing internal controls and monitoring activities designed to prevent and detect misappropriation of MCHA's assets and intentional material misrepresentation of MCHA's financial or other data or other actions constituting fraud. It is management's responsibility to communicate this policy to all board members, employees and volunteers and their responsibility to comply with this policy.

Actions Constituting Fraud

It is MCHA's policy that there is zero tolerance for actions constituting fraud. These actions include but are not limited to:

- Theft of cash, securities, merchandise, equipment, supplies or other assets. Unauthorized use of MCHA's employees, property, credit cards, cell phones or other resources.
- Submission of personal or fictitious employee expenses for reimbursement or fictitious or inflated vendor invoices or payroll records for payment.
- Receiving kickbacks or other unauthorized personal benefits from vendors or others.
- Forgery or fraudulent alteration of any check, bank draft, statement, billing, record, form, report, return or other financial document.
- Intentional material misclassification or misrepresentation of revenues, expenses, costs or other data in financial statements, reports, regulatory returns, applications or other communications.
- Intentional failure to disclose material related party transactions, noncompliance with lender requirements or donor/grantor restrictions or other required disclosure matters.
- Intentional improper use or disclosure of confidential donor, client/customer, employee or MCHA proprietary information.
- Any other illegal or unethical activity.

The policy applies to fraud or suspected fraud by board members, employees, volunteers, vendors, contractors, consultants and others doing business with MCHA.

Reporting Responsibilities and Safeguards

It is the responsibility of every director, employee or volunteer to report, preferably in writing, discovered or suspected unethical or fraudulent activity immediately to the Executive Director and the Chairman of the Board of Commissioners. No reporting party who in good faith reports such a matter will suffer harassment, retaliation or other adverse consequences. Any director or employee who harasses or retaliates against the party who reported such a matter in good faith is subject to discipline up to and including termination of employment. Additionally, no director, employee or volunteer will be adversely affected because they refuse to carry out a directive which constitutes fraud or is a violation of state or federal law. Any allegation that proves to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Discovered or suspected matters can be reported anonymously or on a confidential basis. Anonymous allegations will be investigated, but consideration will be given to seriousness of the issue, its credibility and the likelihood of confirming the allegation from other reliable sources. In the case of allegations made on a confidential basis, every effort will be made to keep the identity of the reporting party secret, consistent with the need to conduct an adequate and fair investigation. Allegations will not be discussed with anyone other than those who have a legitimate need to know. It is important to protect the rights of the persons accused, to avoid damaging their reputation should they be found innocent and to protect MCHA from potential liability.

Investigation Procedures

The Executive Director, Chairman of the Board of Commissioners or their delegate will investigate all allegations on a timely basis. The investigation may include but is not limited to examining, copying and/or removing all or a portion of the contents of files, desks, cabinets and other facilities of MCHA without prior knowledge or consent of any individual who may use or have custody of such items or facilities when it is within the scope of the investigation. The reporting party must not attempt to personally conduct investigations, interviews or interrogations related to the alleged fraudulent activity.

Resolution Procedures

The results of the investigation will be reported to the Board of Commissioners. Actions taken against the perpetrator of alleged fraud will be determined by the Board of Commissioners in consultation

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 16, 2023
SUBJECT: CODE OF CONDUCT

Code of Conduct

McHenry County Housing Authority (MCHA) and its employees and volunteers must, at all times, comply with all principles and policies of the organization and applicable laws and regulations. MCHA does not condone or promote the activities of employees or volunteers who achieve results through violation of law or unethical dealings. This includes any payments for illegal acts, indirect contributions, rebates, bribery or misrepresentation of any financial or other data. All conduct should be well above the minimum standards required by the underlying philosophy of MCHA or required by law.

Accordingly, employees and volunteers must ensure that their actions cannot be interpreted as being, in any way, in contravention of the ethical principles or laws and regulations governing MCHA's operations. Employees uncertain about the application or interpretation of any governing principles or legal requirements should refer the matter to their superior or the Board of Commissioners.

Employee and Volunteer Conduct

McHenry County Housing Authority expects its employees and volunteers to conduct themselves in a professional manner at all times. MCHA has clearly defined prohibited conduct, including use of intoxicants, gambling, sexual harassment, pornography, accepting unapproved financial gains, improper use of MCHA's assets or time, as well as the reporting responsibilities and the potential consequences of such activities in the Personnel Policies Handbook. Those policies and procedures are incorporated in full in this code of conduct.

Conflicts of Interest

McHenry County Housing Authority has clearly defined possible conflicts of interest, immediate reporting obligations in the Personnel Policies Handbook. Those policies and procedures are incorporated in full in this code of conduct.

Handling MCHA Resources and Records

McHenry County Housing Authority resources have been provided by government funding agencies, donors and others in trust for the exempt purposes of the organization. The resources and other assets of MCHA are for organization purposes only and not for personal benefit of employees or volunteers. This includes the personal use of MCHA's facilities, materials, personnel, influence, equipment (including computers) and other resources. Employees and volunteers who have

access to the MCHA's resources and records in any capacity must follow the prescribed procedures as detailed in the Financial Policies and Procedures Manual. MCHA has established and implemented a comprehensive system of internal controls. It is the responsibility of every employee and volunteers to understand and work within that system. MCHA uses records of many types to manage its activities and to meet the organization's financial and legal responsibilities. Accurate and complete records are a must. The employees and volunteers responsible for accounting and reporting must fully record all assets and liabilities and fully disclose all matters required by accounting principles, government regulations and ethical practices. Employees and volunteers must not engage in any false recordkeeping or reporting of any kind, whether external or internal, including:

- False attendance or enrollment reports, client service or unit delivery counts, or donor lists or similar non-financial reports.
- Misleading donor or grantor solicitations, false advertising, deceptive marketing practices, and other misrepresentations.
- False expense reports, deceptive attendance, enrollment or client service delivery, production reports, false revenue or expense classification or other financial misrepresentations.

When handling financial and personal information about donors, clients, employees, volunteers and others with whom MCHA has dealings, the following principles must be observed:

- Collect, use and retain only the personal information necessary for MCHA's activities. Whenever possible, obtain only any relevant information directly from the person concerned. Use only reputable sources to supplement this information.
- Retain information only as long as necessary or as required by law. Protect the physical security of this information.
- Limit internal access to personal information to those with legitimate purpose for seeking and using that information for the purposes it was originally obtained.

MCHA imposes strict standards to prevent fraud and dishonesty. If employees or volunteers discover or become aware of any information that would cause them to suspect fraudulent activity, they must report such activity to the Board of Commissioners. The employee or volunteer reporting such activity can be assured that their communication will be kept in the strictest confidence and, as protected by law, will not result in any form of retribution. Employees or volunteers who are proven to have engaged in fraud or dishonest activity will be prosecuted to the full extent of the law.

Each employee and volunteer is required to sign the following statement.

Employee Certification

I have read and understand the McHenry County Housing Authority's code of conduct and related documents and represent that I understand my obligations and that I have not engaged in any activities that would be prohibited under these policies. In addition, I represent that any activities that would be considered to be prohibited by these policies have been fully and completely reported to you.

Name _____

Date _____

