



SFHA Personnel Handbook

San Francisco Housing Authority
Department of Human Resources

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SAN FRANCISCO HOUSING AUTHORITY

Personnel Policies, Rules and Procedures

INTRODUCTION

ORGANIZATION OF THE PERSONNEL POLICIES, RULES AND PROCEDURES

POLICY

The Board of Commissioners for the San Francisco Housing Authority (SFHA) adopts personnel policies to establish and maintain a sound personnel management and administration system that complies with applicable federal, state and local laws and regulations as well as a system that provides for the fair and consistent application of these policies. The goal of the Board is a safe and well managed work environment in which the needs of the clients of the Authority are rapidly and professionally served and employees develop to their full potential.

Throughout this document, policy provisions adopted by the Board of Commissioners are entitled “POLICY” and are in bold-faced type. Policy provisions, once adopted, will only be changed by a vote of the Commission. Under delegated authority, the Executive Director has developed Personnel Rules and Procedures to implement the policies adopted by the Board or to carry out the mission of the Authority in those areas where the Board has not issued policy.

The Board of Commissioners is adopted these Personnel Policies in sections and the various sections will be effective upon the date of their adoption as set forth in the resolution. Once fully adopted, the publication of these Personnel Policies supercedes all previous issuances of personnel policies, rules and procedures and supercedes Resolutions Number 2744 (11/12/85); 2949 (2/26/87); 3749 (2/13/92); 4258 (5/26/94); 4278 (6/23/94) of the Board of Commissioners on personnel policies and procedures.

The personnel policies, rules and procedures in this manual are not a contract. The Authority reserves the right to change, modify, suspend, interpret or cancel, in whole or in part, any of its published or unpublished personnel policies, rules, procedures, and/or practices, with or without notice, at its sole discretion and with or without cause or consideration of any employee. Acceptance of the Authority’s right to change its personnel policies, rules and procedures as stated above, is an express term and condition of initial employment and continued employment with San Francisco Housing Authority. The Executive Director has the responsibility to establish the rules and procedures to carry out the purpose and intent of the policies in this manual and oversee the effective operations of the Authority. These rules and procedures may be changed or rescinded at any time by the Executive Director.

ADOPTED BY RESOLUTION NUMBER 4939, 10/26/00

BACKGROUND, RULES, PROCEDURES, RESPONSIBILITIES AND APPLICABILITY

History and Mission of the Authority

The San Francisco Housing Authority is a public body organized under the laws of the State of California. The Authority's mission is to provide safe, clean, and drug-free affordable housing for low income residents of the City and County of San Francisco through conventional housing and various Section 8 subsidized housing programs. The Authority serves the housing needs of low income senior citizens, individuals, families and disabled members of the community.

The San Francisco Housing Authority was established in 1938 and is organized under the laws of California and the City and County of San Francisco. The Authority is governed by a seven member Board of Commissioners made up of distinguished members of the community including residents of public housing. The Mayor of the City and County of San Francisco appoints the members of the Board and the Board appoints the Executive Director. The Authority completed the first of its developments in the 1940's and has continuously operated residential developments since that time. At present (October 2000) the Authority has nearly 6200 units of public housing in 43 developments serving over 12,000 residents. In addition, the Authority serves an additional 12,000 people through its Section 8 program. The modernization and rehabilitation of the Authority's properties continues and will provide additional units in the future.

Purpose of these Personnel Policies, Rules and Procedures

The San Francisco Housing Authority adopts this statement of personnel policies, rules and procedures in order to ensure the efficient and effective implementation of its personnel management and administration processes. It is the Authority's intent to provide a clear statement of the work rules applicable to its employees. It is the Authority's policy to ensure that its personnel policies, rules and procedures are applied fairly, consistently and equitably to all employees. Finally, the Authority establishes the policies, rules and procedures contained herein in order to create a work environment that fully utilizes the potential of all its employees and encourages its employees to develop professionally.

It is the responsibility of each member of management to administer the policies, rules and procedures in a consistent and impartial manner. The personnel policies, rules and procedures in this manual provide general guidelines to personnel management and may be supplemented by directives, operating manuals, employee handbooks, and managerial and supervisory guides, as needed. The Authority and its managers will also be guided by prudent and modern personnel management and administration practices that are consistent with these Personnel Policies, Rules and Procedures.

Executive Director's Responsibilities

The Board of Commissioners has delegated to the Executive Director the responsibility for administration of its personnel policies. The Executive Director will establish the rules and procedures necessary to carry out the purpose and intent of the policies contained herein. The Executive Director shall, pursuant to the Authority's bylaws, act as the employer for all staff and exercise all management prerogatives necessary for accomplishment of the mission of the Authority.

Changes in Policies, Rules and Procedures

The Board of Commissioners shall be the approval authority for all amendments, modifications, deletions, or additions to the personnel policies they adopt. The Executive Director is authorized to establish, modify, delete, amend or add to these personnel rules and procedures at any time, with or without notice and at his/her sole discretion.

Applicability

The personnel policies, rules and procedures in this manual apply to all employees of the San Francisco Housing Authority. The Authority fully recognizes the right of its employees under the California Government Code (Section 3500-3510) to form, join and participate in the activities of employee organizations and to engage in collective bargaining with the Authority. Where the provisions of these policies, rules and procedures and provisions of a collective bargaining agreement are in agreement, or where a collective bargaining agreement makes no provision for a particular issue, the provisions of these personnel policies, rules and procedures shall apply.

QUESTIONS REGARDING THESE PERSONNEL POLICIES, RULES AND PROCEDURES

Employees with specific questions regarding the interpretation of Authority Personnel Policies, Rules and Procedures should first discuss them with their immediate supervisor. If he/she is unable to answer the questions or if further clarification is necessary, the Human Resources Department is available to assist.

SAN FRANCISCO HOUSING AUTHORITY

Personnel Policies, Rules and Procedures

AT-WILL POSITIONS

POLICY

This policy reaffirms that various management positions and successor positions have been deemed at-will positions by Boards of Commissioners for the Housing Authority since at least 1985. This policy revises and updates the longstanding at-will employment policies. The Board of Commissioners has determined that the positions listed below, and any future successor positions or positions established in the future that are of like organizational level and responsibility are designated as at-will positions. Employees occupying these positions serve at the sole discretion of the Executive Director. Either party may terminate employment at any time, for any reason or no reason, with or without cause and with or without advance notice. Certain provisions of these Personnel Policies, Rules and Procedures do not apply to At-will employees, for example the probationary period, the application of progressive discipline, the opportunity to appeal a suspension or discharge beyond the Executive Director, the separation provisions, and the administrative grievance section relating to discipline or discharge. The performance of at-will employees will be evaluated periodically but nothing in that process will be construed as establishing any right to continued employment. Nothing in these Personnel Policies, Rules and Procedures or any other publication of the Authority or any verbal statement by any person will be construed as an employment contract or deemed to create any procedural or substantive rights. Employees in positions listed below agree, as a condition of their employment, that they are hired as at-will employees and will serve at will for as long as the Authority employs them. Except as stated above, only the Board of Commissioners has the right to add or delete positions from the list below or change conditions of employment. At-will employees must certify to the Authority in writing that they have received a copy of this Policy and the implementing Rules and Procedures and that they have read, understand and accept these provisions as a condition of their employment.

Adoption of this policy by the Board of Commissioners specifically supercedes Resolution 4278 adopted June 23, 1994, 3749 adopted February 13, 1992, and 2744 adopted 11/12/85 and all previous resolutions on this subject.

ADOPTED BY RESOLUTION NUMBER 4939, 10/26/00

I. OVERVIEW

Occupants of the management positions listed below serve at the sole discretion of the Executive Director and certain provisions of these Personnel Policies, Rules and Procedures including the probationary period, the application of progressive discipline in disciplinary or discharge actions, the right to appeal any disciplinary or discharge action beyond the Executive Director, the separation provisions, and the

administrative grievance provisions as they relate to discipline or discharge, do not apply to occupants of at-will positions. The performance of at-will employees will be periodically evaluated but nothing in that process will be construed as establishing any right to continued employment.

II. AT-WILL POSITIONS

Persons occupying the following management positions serve at the sole discretion of the Executive Director of the San Francisco Housing Authority. Those employees occupying the positions are, and will always remain for the duration of their employment, at-will employees of the San Francisco Housing Authority. As a condition of their employment, at will employees are required to sign an acknowledgement stating they have received a copy of this policy and that they have read and understand the policy. A candidate refusing to sign the acknowledgement is disqualified from employment with the Authority. The acknowledgement is at Appendix E.

AT-WILL POSITIONS

Administrator of Business Administration & Support Services
Administrator of Customer Service
Administrator of Housing Development
Administrator of Leased Housing
Administrator of Modernization & Construction
Administrator of Social Services
Assistant General Counsel
Chief Deputy Executive Director
Deputy Executive Director
Deputy Administrator of Customer Service
Deputy Administrator of Social Services
Director of Administrative Services
Director of Central Services
Director of Contracting
Director of Diversity & Training
Director of Employment and Economic Development
Director of Finance
Director of Housing Operations
Director of Human Resources
Director of Management Information Systems
Director of Occupational Safety & Health
Director of Relocation & Support Services
Director of Senior Social Services
District Customer Service Directors
Executive Assistant
Financial Advisor
General Counsel

General Manager, Family Sweep
General Manager, Senior Sweep
Grants Manager
Public Information Officer
Senior Attorney

Management employees occupying the above positions, employees occupying successor positions and employees occupying newly established positions that are at the same or similar organizational level and with similar levels of duties and responsibilities to those listed above, shall also serve at-will. All at-will employees, whether on the above list or added because they occupy successor or similar positions serve at the sole discretion of the Executive Director and either party may terminate the employment at any time, with or without notice and with or without cause.

III. Suspension and Discharge

The suspension or discharge of an at-will employee by the Executive Director will follow the principles of good personnel management and the procedures below:

- A. Notice of the reasons for the action
- B. A copy of all charges and materials on which the action is based
- C. The opportunity to discuss the action, either orally or in writing, with the Executive Director or designee

In a case of termination for misconduct, or as otherwise required by the Federal or state constitutions or applicable law, the affected employee will be entitled to a hearing to refute the charges and clear his or her name. Termination for poor performance, inability or incompetence will not entitle the employee to such a hearing, unless required by law. There shall have no administrative appeal beyond the Executive Director.

Acknowledgement of At-Will Employment

APPENDIX A

(REFER TO PERSONNEL POLICIES, RULES AND PROCEDURES FOR AT-WILL EMPLOYMENT)

Both the San Francisco Housing Authority and I have the right to terminate my employment at any time, with or without advance notice, with or without cause, and for any reason or no reason. This is called “employment at-will”. The policy regarding at-will employment is established by resolution of the Housing Authority Board of Commissioners, and only this board, by resolution, can alter this arrangement, enter into an employment contract, or make any arrangements contrary to this acknowledgement. My signature below indicates I have read, understand and accept this acknowledgement and I have been given and read a copy of the Housing Authority’s Personnel Policies, Rules and Procedures relating to my at-will employment status.

Print name

Signature

Position

Date

SAN FRANCISCO HOUSING AUTHORITY

Personnel Policies, Rules and Procedures

DRUG-FREE WORKPLACE

POLICY

The San Francisco Housing Authority and all properties under its control and management are a drug-free workplace. It is unlawful and contrary to the Authority's zero tolerance policy to manufacture, distribute, dispense, possess, or use any controlled substance on Authority property. The need to maintain a drug-and alcohol-free workplace is vitally important since, in the normal course of their duties, many Authority employees hold positions of trust because they have direct contact with disabled, elderly and minor residents and have access to occupied residences. Employees of the Authority who violate this policy may be immediately terminated. In keeping with its strong commitment to maintaining the health and safety of its employees, residents, facilities and equipment and a drug-free workplace, the Housing Authority will test for impairment by drugs or alcohol in the following circumstances:

- A. **Post Job Offer/Preemployment.** Offers of employment will be conditional pending the outcome of an alcohol and drug-screening test. Alcohol and drug testing must be complete before the employee begins work. Individuals refusing to be tested will be disqualified from employment.
- B. **Reasonable Suspicion.** The Authority will require employees to submit to a drug or alcohol test in those cases where the employee's supervisor, and at least two (2) other witnesses, have a reasonable suspicion that the employee's faculties are impaired on the job and/or that the employee's impairment represents a clear and present danger to the physical safety of the employee, another employee, a member of the public, or extensive damage to property or equipment.
- C. **After Request for Reasonable Accommodation.** Employees who voluntarily come forward to ask for professional assistance in overcoming a personal problem, including drug or alcohol dependence, will be provided assistance in helping them overcome their dependence. Employees voluntarily coming forward will not be disciplined. These employees must consent to being tested upon their first admission to an assistance program, throughout their participation in the program, prior to returning to duty, and to be subject to random testing for a reasonable time not to exceed five (5) years after they return to work.

At all times, employees must be physically and mentally fit to perform their duties in a safe and efficient manner. The Executive Director will provide annual reports to the Board of Commissioners regarding the operation of this policy.

ADOPTED BY RESOLUTION NUMBER 4939, 10/26/00

RULES AND PROCEDURES

I. OVERVIEW

In accordance with the Drug-Free Workplace Act of 1988, the San Francisco Housing Authority is required to provide a drug-free work environment and to promote drug-free awareness among its employees.

II. GUIDELINES

A. AUTHORITY STATEMENT ON DRUG-FREE WORKPLACE The Authority shall publish and enforce a statement on a drug-free workplace notifying each employee that:

1. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace or on any Authority property or in any Authority vehicle.
2. As a condition of employment, he/she must abide by the terms of this statement.
3. He/she must notify the Authority of any criminal drug statute conviction for a violation occurring in the workplace or elsewhere, no later than five (5) days after the conviction.
4. The Authority will take appropriate personnel actions against him/her for violations of this statement, and the type of action(s) to be taken may include termination.
5. Every employee without regard to type of appointment or type of work schedule and including independent contractors and consultants will receive a prepared Authority Statement on a Drug-Free Workplace, and will be required to sign the statement acknowledging its receipt. See Appendix B, *Statement on a Drug-Free Workplace*

B. IMPLEMENTATION OF DRUG-FREE AWARENESS PROGRAM The Authority, through its Human Resources Department will periodically remind all Authority employees of the following:

1. The dangers of drug abuse in the workplace.
2. The Authority's Drug-Free Workplace Policy.
3. Availability of drug counseling, rehabilitation and employee assistance programs.
4. Penalties that may be imposed upon employees for drug abuse violations.

C. NOTIFICATION OF EMPLOYEE CRIMINAL DRUG STATUTE CONVICTION. The Authority will notify the responsible federal agency of

any criminal drug statute conviction of an employee for a violation occurring in the workplace. Such notification will be given within ten (10) days of receiving notification from the employee, or otherwise receiving, notice of the conviction.

An employee must notify the Authority of a personal criminal drug statute conviction for any violation occurring in the workplace or elsewhere no later than five (5) days after such conviction.

- D. IMPOSITION OF SANCTION UPON EMPLOYEES CONVICTED OF DRUG VIOLATIONS.** The Authority will impose a sanction upon an employee convicted of drug abuse in the workplace within thirty (30) days after receiving notice of the conviction.

Such a sanction will include the Authority:

1. Taking appropriate disciplinary action against the employee, up to and including termination: or
2. Requiring the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program.

III. DEFINITIONS

- A. CONVICTION** A finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violation of the federal or state criminal drug statutes.
- B. CRIMINAL DRUG STATUTE** A criminal statute involving unlawful manufacture, distribution, dispensation, use or possession of any controlled substance.
- C. "GOOD FAITH" MAINTENANCE EFFORT** The Authority will make a good faith effort to maintain a drug-free workplace by complying with the law's requirements and implementing the measures outlined in this policy.
- D. DRUG-FREE WORKPLACE ACT CERTIFICATION** As a condition of receiving a federal grant, the Authority will certify to its federal grantor agencies that it will provide a drug-free workplace. The Authority will file a separate certificate for each new grant or contract, or renewal of an existing grant or contract.
- E. GRIEVANCE RIGHTS** Disciplinary actions including termination imposed upon an employee for violation of this policy are subject to the administrative or union grievance procedures.
- F. REASONABLE SUSPICION** Reasonable suspicion exists where there are reasons to believe that an employee is impaired by drug or alcohol abuse. There must be documented and objective reasons to believe the employee is impaired. Reasonable suspicion could include, but not be limited to: observations regarding appearance, behavior, speech or body odors, indications

of withdrawal from a controlled substances, fighting (physical contact), assaults, or flagrant disregard or violation of established safety or security procedures.

III. PROCEDURES

A. DISTRIBUTION OF STATEMENT ON A DRUG-FREE WORKPLACE:

1. Human Resources will include the Statement in the processing paperwork for all newly hired employees, consultants, and independent contractors. The Procurement Department will also provide this statement as part of the contracting documents for applicable contracts.
2. A copy of the signed Statement must be given to the employee and the original returned to Human Resources for placement in the employee's personnel file.

B. NOTIFICATION OF EMPLOYEE CRIMINAL DRUG CONVICTION:

1. Human Resources will notify the responsible federal agency of any criminal drug statute conviction of an employee for a violation occurring in the workplace. Such notification will be given within ten (10) days of receiving notification from the employee or otherwise receiving actual notice of conviction.
2. Human Resources shall also notify the Office of General Counsel, and the employee's supervisor, in the event that they have not previously been informed.
3. An employee who is convicted of any criminal drug statute violation occurring in the workplace or elsewhere must notify Human Resources no later than five (5) days after his/her conviction.

C. SANCTIONS IMPOSED UPON EMPLOYEES CONVICTED OF DRUG VIOLATIONS:

1. Within thirty (30) days after receiving notice of an employee convicted of a criminal drug violation occurring in the workplace or elsewhere, Human Resources will recommend appropriate disciplinary action to be taken against the employee.
2. Human Resources, in consultation with the employee's supervisor, will ensure that the appropriate disciplinary action is carried out within the thirty (30) daytime period.
3. An employee who is directed to satisfactorily participate in an approved drug abuse program must present to his/her supervisor and Human Resources written proof of enrollment in such a program, within ten (10) days of receiving the directive. The employee must also agree to be tested

in accordance with the reasonable accommodation provisions of this policy.

4. Human Resources will monitor the employee's progress while in the program and recommend any additional counseling or referral if needed. Likewise, Human Resources, in consultation with the employee's supervisor, will follow-up on the employee's behavior and productivity on the job after his/her completion of the program, to ensure for successful rehabilitation.
5. Authority employees, including contract employees, who voluntarily identify themselves to the Authority and seek professional assistance to resolve their drug or alcohol abuse problem will not be disciplined and will:
 - a) Be required to participate satisfactorily in an approved drug or alcohol abuse assistance or rehabilitation program.
 - b) If necessary, be given time off without pay to complete such a program. Employees may also use accrued sick and/or annual leave for this purpose.
 - c) Be given only one (1) opportunity to resolve his/her drug or alcohol abuse problem and if found using drugs or alcohol in the workplace or impaired in the workplace by drugs or alcohol on a later occasion will be immediately terminated.
 - d) Agree to be tested upon first admission to the program, throughout the program, immediately prior to returning to work, and for a reasonable time not to exceed five (5) years after completion of the program.

D. DRUG-FREE CERTIFICATION TO FEDERAL GRANTOR AGENCIES:

1. Any Authority grantee making application to a federal grantor agency must include with its grant application a signed SFHA Drug-Free Workplace Act Certification form. Each new grantee must file a separate certification form for each new grant or contract, or renewal of an existing grant or contract.
2. The responsible grantee must complete the certification form, obtain the appropriate signatures and provide the form to the granting federal agency.
3. A copy of the signed certification together with other required grant application certifications must be kept on file.

IV. DRUG AND ALCOHOL TESTING PROCEDURES:

The San Francisco Housing Authority affirms the need to protect the individual dignity, privacy and confidentiality throughout the testing process.

Post Job Offer/Pre-employment Drug Testing. Once a tentative selection has been made for a position or a prospective employee is referred from an outside source for employment, the prospective employee will be directed to appear at the testing facility for a screening test. Offers of employment will be conditional on the outcome of the test and the test must be complete before the employee begins work. Individuals refusing testing will be disqualified. An individual who wishes to, will be provided with a reasonable opportunity to rebut or explain the test results. Applicants who test positive are disqualified from further consideration for employment.

Reasonable Suspicion Drug and Alcohol Testing. The Authority is concerned about its employees and when behavior or appearance suggest a problem, the Authority desires to protect the affected employee, other employees, the public, equipment and facilities from harm. In carrying out its duty to prevent harm, a reasonable suspicion test for drugs or alcohol will be conducted when the immediate supervisor and at least two (2) other supervisors substantiate and concur that the employee is impaired on the job, the employee's impairment represents a clear and present danger to the physical safety of the employee, another employee or a member of the public. The observations of the supervisors must be clear, objective, individualized to the person who appears impaired, and the supervisors must be able to clearly articulate the reasons for their reasonable suspicions. Examples of impairments or observations include but are not limited to:

- Appearance, behavior, speech or body odors;
- Indications of chronic use or withdrawal effects of controlled substances;
- Fighting (physical contact), assaults, or flagrant disregard or violation of established safety or security procedures.

Reasonable suspicion testing must be conducted as soon as possible after the observation, generally within two (2) hours but no later than eight (8) hours after observation. A supervisor or other responsible Housing Authority official must take the employee to the testing facility. In no case will the employee be allowed to transport him/herself to the testing facility. No determination regarding a course of action will be made until the test results are final.

The Executive Director will enter into contracts with certified testing facilities to obtain and test samples and report results. The Executive Director may also prepare additional implementing instructions to bring the drug and alcohol testing policy to its full implementation.

SAN FRANCISCO HOUSING AUTHORITY

Personnel Policies, Rules and Procedures

APPENDIX B

(REFER TO Personnel Policies, Rules and Procedures, Drug-Free Workplace)

STATEMENT ON A DRUG-FREE WORKPLACE

This statement is provided pursuant to the Drug-Free
Workplace Act of 1988

The San Francisco Housing Authority, under the direction of the Board of Commissioners has adopted the following as its Statement on a Drug-Free Workplace.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is contrary to the zero tolerance policy of the Authority and is prohibited on the premises of all San Francisco Housing Authority properties. Alcohol abuse is also of concern to the Authority and this statement spells out the policy and procedures to be followed when either drug or alcohol abuse is suspected by Authority supervisors or revealed by the employee.

The San Francisco Housing Authority will drug and alcohol test successful applicants for employment, when there is reasonable suspicion, and when Authority employees voluntarily request accommodation for a personal problem including drug or alcohol abuse.

San Francisco Housing Authority employees who are found in possession of illegal controlled substances or are involved in its manufacture, distribution, dispensation, or use on the premises of any Housing Authority property may be immediately terminated.

San Francisco Housing Authority encourages employees with personal problems, including drug and alcohol abuse, to voluntarily come forward to seek assistance in resolving their problems. Employees who voluntarily come forward will not be disciplined. These employees will:

- Be required to participate satisfactorily in a drug abuse assistance or rehabilitation program.
- Be given only one (1) opportunity to resolve his/her drug or alcohol abuse problem and if found using drugs or alcohol on the premises or impaired in the workplace by drugs or alcohol on a later occasion, will be immediately terminated.
- Agree to be drug or alcohol tested upon their first admission to the program, throughout their participation in the program, prior to their return to work and for a reasonable time, not to exceed five (5) years after they return to work.

“Controlled substance” for the purpose of this Statement means a controlled substance listed in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. Section 812), and as further defined by federal regulations (21 C.F.R Sections 1300.11 through 1300.15). This list includes, but is not limited to, marijuana, heroin, PCP, cocaine and amphetamines.

A condition of employment for work under grants received by San Francisco Housing Authority from any federal agency, is that each employee directly engaged in the performance of work funded by such a grant will:

1. Abide by the terms of this Statement, and
2. Notify the San Francisco Housing Authority of his or her criminal drug statute conviction for any violation occurring in the workplace of the Housing Authority or elsewhere no later than (5) five days after such conviction.
 - a) "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violation of federal or state (including the District of Columbia) criminal drug statutes.
 - b) "Criminal drug statute" means a criminal statute involving manufacture, distribution, dispensation, use or possession of any controlled substance.
3. A sanction will be imposed on any employee so convicted. Within thirty (30) days after receiving notice of the conviction:
 - a) The San Francisco Housing Authority will take appropriate disciplinary action against such employee, up to and including termination; or
 - b) The San Francisco Housing Authority will require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program.
 - c) Such an employee will be given only one (1) opportunity to resolve his/her drug or alcohol abuse through enrollment in a rehabilitation program and if found using drugs or alcohol on the premises or impaired in the workplace by drugs or alcohol on a later occasion, will be immediately terminated.

This notice supplements, and does not replace personnel policies, rules and procedures applicable to employees of the San Francisco Housing Authority.

Disciplinary actions including termination imposed upon an employee for violation of this policy is subject to administrative or union grievance procedures.

My signature below certifies I have received and understand my responsibilities for maintaining a drug free work place and I have been given a copy of this statement.

Signature of Employee

Print or Type Employee's Name

Date

SAN FRANCISCO HOUSING AUTHORITY

Personnel Policies, Rules and Procedures

CODE OF ETHICS, CONDUCT AND RESPONSIBILITIES OF EMPLOYEES

POLICY

Public employment is a public trust and each employee of the San Francisco Housing Authority has a responsibility to follow applicable laws, the highest ethical standards and to place their loyalty to the mission of the Authority above private gain. Employees of the Housing Authority assume certain responsibilities as conditions of their employment. The actions of employees must be above reproach to ensure clients and citizens have complete confidence in the integrity of programs administered by the Housing Authority and its employees.

ADOPTED BY RESOLUTION NUMBER 4939, 10/26/00

RULES AND PROCEDURES

1. Punctuality

In order to provide dependable service to its clients, the Authority must be able to rely on its employees to be present during regular work hours. All employees are expected to report for work on time every day and ready to begin work. Employees accept the responsibility of reporting to work as scheduled and on time.

2. Attendance

Each Authority position is essential. Authority workloads and staffing plans assume that each employee can be depended upon to be at work as scheduled. Employees are expected to maintain regular attendance. Although occasional absences may be necessary, each employee accepts the responsibility of maintaining a satisfactory attendance record and preserving his/her good health, safety and welfare. Employees are responsible for notifying their supervisors if they will be absent from work for any reason and obtaining approval for their absence.

3. Productivity

Each Authority employee accepts the responsibility of producing a full day's work each day and performing at an acceptable level as determined by the Authority.

4. Compliance with Regulations

Authority operations are governed by federal, state, and San Francisco City and County statutes, and by regulations imposed by the United States Department of Housing and Urban Development, and other regulatory agencies. In addition, the Authority has established its own policies, rules, regulations, and operating procedures. Each Authority employee accepts the responsibility for complying with all such statutes, ordinances, policies, rules, regulations, and procedures, and with all instructions issued by supervisory and managerial staff.

5. Cooperation and Courtesy

The Authority serves the needs of residents, clients, landlords, contractors, the general public and fellow employees. Each Authority employee is responsible for effectively, courteously and professionally responding to the Authority's clients, other Authority staff, and the general public. Any form of harassment or disrespect is unacceptable. Employees must cooperate with management in the conduct of official inquiries and investigations.

6. Honesty

Employees are expected to be truthful and honest in their dealings with clients, management and each other.

7. Respect for Property

Every employee is responsible for conserving, protecting and properly maintaining all Housing Authority property and equipment whether or not directly assigned to him/her. Employees are accountable for loss or damage due to improper use, failure to protect property from theft, or negligence. Housing Authority property will be used only for authorized activities in connection with official duties. The Authority reserves the right, as a necessity in maintaining its compliance with all statutes, policies, rules, regulations, and procedures, to maintain and inspect all Authority premises, including private offices, desks, computers and Authority-owned vehicles and equipment.

8. Use of Drugs, Controlled Substances or Alcohol

Employees will conduct themselves at all times so as not to bring disrepute on the Housing Authority. Use and/or sale of illegal drugs or illegal use and/or sale of controlled substances, on or off the job, or reporting for duty impaired by drugs will bring notoriety to the Authority and will be cause for disciplinary action. Use of alcohol during duty hours or reporting to duty while impaired by alcohol will be cause for disciplinary action. Employees must be physically and mentally fit to perform their duties in a safe and efficient manner. Employees will avoid the use of ANY substances during working hours that will impair them while at work.

9. Weapons

No employee will be in possession of any weapon during duty hours while on or around Housing Authority property or equipment or while operating Housing Authority equipment or vehicles. For this purpose a weapon may include a gun, knife or club. Excluded from this policy is any employee authorized to carry a firearm or other weapons in connection with their official duties.

10. Protected Activities and Freedom From Reprisal

Employees have certain rights under union agreements, federal, and state laws to pursue grievances and discrimination complaints and request redress from appropriate management officials. This also applies to employees who lodge complaints with appropriate outside agencies and employees who give statements in connection with official internal or external investigations. Employees must be free at all times from the threat of reprisal, retaliation, interference, or intimidation for engaging in these protected activities. Inappropriate comments to or about employees who engage in protected activities are not acceptable. These prohibitions do not apply to discussions of events in an official forum.

11. Solicitation

Solicitation for commercial products or non-business related purposes, including distribution of printed, written or other materials is prohibited at any Authority worksite during working time. Use of e-mail or in-house mail to distribute solicitations is also prohibited.

12. Election Activities

With limited exceptions, employees are free to engage in political activities while off duty. For example, employees, as individuals are free to support candidates or ballot measures and take public positions regarding election issues or candidates. Employees, acting as private citizens, may endorse candidates or ballot measures provided no Authority resources are used. Employees of the Housing Authority are prohibited from using Housing Authority resources or personnel to take sides in election campaigns or engage in political activities. This prohibition applies to activities relating to elective office, ballot measures, federal, state or local elections. Employees cannot engage in political activities while on duty. This includes using copy or fax machines, computers, circulating petitions, addressing envelopes, or engaging in other activities that use Authority resources or divert Authority employees from their assigned duties. There are specific laws that apply to these prohibitions and any violation, however small, and whatever the intent may subject the employee prosecution and/or administrative action. Employees may not solicit funds from other employees or applicants for employment.

13. Privacy and use of Housing Authority Property, Equipment and Time

SFHA property All SFHA computers and electronic communications systems, and all messages generated on or handled by electronic communications systems, including back-up copies, are considered to be the property of the SFHA. The SFHA reserves the right to read, copy, print and distribute any document, e-mail or other material on the SFHA's computer system. Therefore, employees should have no expectation of privacy with respect to any material that they place on the system, including e-mail.

Moreover, electronic communications can, depending on the technology, be forwarded, intercepted, printed and stored by others. The content of electronic communications may be monitored and the usage of electronic communications systems will be monitored to support operational, maintenance, auditing, security and investigative

activities. Users should structure their electronic communications in recognition of the fact that the content of electronic communications may be viewed by others.

Authorized usage All electronic communication systems generally must be used only for business activities. Incidental personal use is permissible so long as: a) it does not consume more than a trivial amount of resources, b) does not interfere with worker productivity, and c) does not preempt business activity. Users are forbidden from using electronic communication systems for charitable endeavors, private business activities, or amusement/entertainment purposes.

Common courtesy Whenever a message is transmitted using e-mail, voice mail or fax, please be mindful of the content. All electronic communications are considered business communication tools and just like a business letter. Be aware of what you are writing. If you have a conflict or want to clear the air, please do so in person. Do not forward jokes in bad taste or unnecessary transmissions.

Inappropriate e-mail system uses The following activities on the SFHA computer systems are strictly prohibited:

- Making statements that are incompatible with the Authority's policies which prohibit slurs or harassment on the basis of sex, race, age, nation of origin, religion, sexual orientation, marital or veteran status, disability;
- Encouraging any act of violence or supporting illegal activities;
- Soliciting or advertising for outside products or services;
- Using equipment or electronic resources for personal gain or purposes unrelated to official SFHA business;
- Breaking (hacking) into any computer, whether ours or another organization's;
- Sending chain letters;
- Copying electronic files without permission;
- Violating your obligation regarding confidential and proprietary information;
- Sending or posting threatening or libelous messages

14. General principles of ethical conduct and employee responsibility

- A. Employees will not hold financial interests that conflict with their position and the performance of their duties.
- B. Employees will not engage in financial transactions using nonpublic information or allow the improper use of such information to further any private interest.
- C. Employees will not solicit or accept any gift or other item of monetary value from any person or entity seeking official action or conducting business with the Authority when doing so would reflect question on the performance or nonperformance of the employee's official duties.

- D. Employees will not knowingly make unauthorized commitments or promises that purport to bind the Authority.
- E. Employees will not use their office for private gain.
- F. Employees will act impartially and not give preferential treatment to any private organization or individual.
- G. Employees will not engage in outside employment or activities or seek or negotiate for outside employment when doing so would conflict with their official duties and responsibilities.
- H. Employees will disclose waste, fraud, abuse or corruption.
- I. Employees will satisfy their obligations as citizens, including just financial obligations.
- J. Employees will endeavor to avoid any actions that create the appearance of violating the law or the ethical standards in this policy.
- K. Employees will adhere to all laws and regulations that require equal opportunity for all regardless of race, color, religion, sex, national origin, age, or handicap.
- L. Employees have a duty to report any known or suspected violations of the conduct, performance or ethical standards outlined above or when they believe a reasonable person might determine these standards are violated.

NEED FOR STRICT COMPLIANCE

Employees are expected to strictly comply with the letter and spirit of this code of ethics, conduct and responsibilities. Questions about the application of the above standards and principles should be addressed to the Office of the General Counsel, Director of Human Resources or the appropriate supervisor. Employees are encouraged to seek advice before they enter into a transaction or endeavor that could violate the above standards and principles. Violations of the above standards of ethics, conduct and responsibilities can have serious consequences, including disciplinary action including discharge. In some cases, violation of these standards could violate federal, state or local laws or ordinances and could result in prosecution.

SAN FRANCISCO HOUSING AUTHORITY

Personnel Policies, Rules and Procedures

CONFIDENTIALITY OF INFORMATION, MEDIA INQUIRIES, AND BULLETIN BOARDS

POLICY

The Authority is entrusted with many kinds of confidential, personal and private information. It is imperative that those who have access to this information do not make any unauthorized disclosures of the information, either during or after employment. Employees will disclose or discuss this information within the Authority only with those having an official need to know. Disclosure to anyone outside the Authority will be made only with the prior approval of the Executive Director or designee. The Authority will maintain the minimum amount of information required by law and regulation to conduct its business. Information will be safeguarded to prevent loss or unauthorized disclosure. The Human Resources Division will release information for employment verification and other authorized purposes. All requests for employment verification or reference information will be referred to Human Resources.

Contacts from the media including telephone calls, correspondence or other inquiries are to be directed to the Executive Office. This policy covers requests for information, interviews or comments on any issue relating to the Housing Authority. The purpose of this policy is to coordinate responses within the Authority, assure that accurate information is disseminated, and to respond to press inquiries in the most appropriate manner to avoid miscommunications of Authority actions to the general public.

Unauthorized disclosure of information is a serious matter and could subject the employee making the disclosure to disciplinary action up to and including termination.

ADOPTED BY RESOLUTION NUMBER 4939, 10/26/00

RULES AND PROCEDURES

I. OVERVIEW

The San Francisco Housing Authority will ensure that personal information maintained by the Authority will remain confidential, unless release of information is required by law, authorized by the employee and/or employer. Information in personnel files is confidential. In addition, employees are expected to maintain the confidentiality of information they learn in the performance of their duties.

II.

III. GUIDELINES

- A. The Authority adopts the following as guidelines in protecting the confidentiality of information about its employees:

1. The Authority will request, use and retain only the minimum amount of personal information about employees that is required for business or legal reasons.
 2. The Authority shall protect and preserve the confidentiality of all personal and personnel information in its records and files.
 3. The Authority will strictly limit the internal availability of personal information to Authority officials who have a clearly defined business need to know.
 4. Supervisors and administrative personnel outside Human Resources will ensure they maintain the confidentiality of personal information they obtain in the course of their duties.
 5. All documents containing personal information will be properly disposed of (generally by shredding or similar means) when no longer needed.
 6. All employees are required, as a condition of employment, to sign a statement that they understand their responsibilities for maintaining the confidentiality of information they obtain or have access to during their employment. This statement is at Appendix D.
- B. The following guidelines apply to employees for maintaining the confidentiality of information they learn in the course of their employment:
1. Many employees of the Authority have access to confidential, sensitive and/or personal information gained in the course of their employment. It is inappropriate and unacceptable, and may be unlawful to disclose this information to others outside the Authority or within the Authority except on a need to know basis.
 2. Contacts from the media, including telephone calls, correspondence or other inquiries, should be referred to the Public Information Officer. This guideline covers requests for information, interviews or comments on any issue involving the Housing Authority. The purpose of this guideline is to ensure that the interests of the Authority are protected by avoiding miscommunications regarding actions taken by the Authority.
 3. Employees with a question regarding what information they are permitted to discuss with others should consult their supervisor before disclosing the information.
 4. Employees who are contacted by outside agencies, including law enforcement agencies, should immediately report these contacts to their direct supervisor, Administrator or the Director of Human Resources.
 5. Unauthorized release of information to anyone including the press may result in disciplinary action, including termination.

III. PROCEDURES

A. EMPLOYMENT VERIFICATION AND REFERENCE REQUESTS

1. Human Resources will handle all requests for employment verification and reference requests. Supervisors or employees receiving calls for employment verifications or reference requests should refer them to Human Resources.
2. The following information will routinely be given in response to requests for employment verification or information about employees: employee's name, position title, rate of pay, duty location, duty phone number and dates of employment. Social Security Number will be verified. The above information will be provided from official records maintained in Human Resources. Additional information will be given only with prior written authorization from the employee before the information can be released. In cases where there is conflicting information, the requesting party will be referred back to the employee for further clarification. Written authorization from the employee, either original, fax, or photocopy is acceptable.

B. EMPLOYEE REQUESTS TO ACCESS PERSONNEL FILES

1. Employees are encouraged to review their personnel files from time to time. Personnel files may be reviewed during normal business hours of Human Resources. Employees must request approval from their immediate supervisor to visit Human Resources to review their personnel file and are encouraged to make an appointment with HR for this purpose. Records involving actions that are the subject of formal complaints, appeals, arbitration or litigation are controlled by the Office of General Counsel and can only be released with prior specific written authorization of General Counsel.
2. An employee may give written authorization for other individuals to inspect his/her personnel file.
3. Personnel files will not be removed from Human Resources Office. A Human Resources employee must be present at all times during the review.
4. The employee will not remove any documents from his/her personnel file. A copy of requested documents will be provided to the employee. Materials deemed confidential by applicable case law may not be provided to an employee.
5. All documents in an employee's personnel file must be related to the employee's employment with the Authority and will generally be signed and dated by the author or an authorized representative of the Authority. Documents concerning work history, job performance, commendations, and disciplinary action are appropriate to include in the personnel file.

6. There will be only one (1) official personnel file for each employee (which could include multiple volumes) and this file will be maintained by Human Resources.
7. Unofficial personnel files maintained by supervisors may contain information regarding emergency contact information, information necessary to complete overtime reports and information relating to conduct or periodic performance evaluations including copies of completed formal disciplinary actions. Information relating to performance should be destroyed annually after the official performance evaluation is completed.

C. BULLETIN BOARDS

Official bulletin boards are another form of communication with employees. The Authority will furnish covered and locking official bulletin boards at several locations where there are concentrations of employees. These boards will include job announcements, policy statements and mandatory information such as minimum wage, safety, discrimination complaint process and other information. Employees are encouraged to read this information at their convenience.



STATEMENT OF CONFIDENTIALITY EXPECTATIONS

APPENDIX C

As an employee of the San Francisco Housing Authority, you are entrusted with personal, confidential and sensitive information pertaining to actual or potential actions of the Authority, information about employees, contractors and residents. It is essential that you keep this private and highly sensitive information confidential. Examples of sensitive, personal or confidential information are personnel records, tenant records, contract or procurement documents, finance or payroll records, legal records or filings, or any other records, including verbal discussions that contain personal, private or confidential information and/or correspondence relating to the above. Also included is information employees may obtain or observe when they are in occupied dwelling units at Authority properties.

It is essential that all Housing Authority employees honor the confidentiality of all sensitive information and use care in handling such privileged information so that it is not accidentally or intentionally disclosed. This includes disclosing information to other employees when they do not have a work related need to the information.

Your signature below acknowledges that you have carefully read and fully understand the importance of this work instruction and agree to follow it. You also understand that failure to follow this work instruction may result in disciplinary action up to and including termination.

Signature

Date

SAN FRANCISCO HOUSING AUTHORITY

Personnel Policy, Rules and Procedures

CONFLICT OF INTEREST

POLICY

Employees of the Authority will avoid anything that constitutes a real or perceived conflict of interest. No employee or immediate family member shall own property that is utilized by the Authority under any subsidized housing program sponsored or administered by the Authority nor may they have a financial interest in any firm doing business with the Authority. Employees will not engage in outside employment, with or without pay, that constitutes a real or perceived conflict of interest, nor will employees supervise anyone, directly or indirectly, who is related to them by blood, marriage or legal process (e.g., adoption). Upon being notified that a conflict exists, the employee must immediately resolve the conflict by terminating the outside activity, leaving the Authority, or in the case of nepotism, cooperating in a reassignment that removes the supervisory relationship. No employees will handle matters related to their own cases or to the case(s) of member(s) of their family.

ADOPTED BY RESOLUTION NUMBER 4939, 10/26/00

RULES AND PROCEDURES

I. OVERVIEW

No Authority employee can have a personal interest, even indirectly, in any contracts, sales or purchases of property, materials, or services of or to the Housing Authority.

No Authority employee or immediate member of his/her family shall have an interest in, or share in any part of any lease or benefit arising from any transactions under Section 8 or any future sections under the sponsorship of the San Francisco Housing Authority.

No licensed broker or third party may serve as a legal representative of an employee, or member of the family of an employee of the San Francisco Housing Authority to obtain any benefit from the Housing Authority.

II. PROCEDURES

A. CONFLICT OF INTEREST AND CODE OF BUSINESS CONDUCT

1. All new employees will receive a copy of this conflict of interest policy, rules and procedures during their initial orientation. All employees will sign a certification that they have received a copy of and understand the conflict of interest policy.

2. All Authority employees will sign a statement stating whether they have a financial interest in any firm doing business with the Authority. If any employee has such interest, it creates a conflict of interest, and such interest must either be divested immediately, or the employee will be asked to terminate his/her employment with the Authority, or the Authority will terminate the employee.
3. All employees will sign a statement stating whether they have an interest in any housing leased to the Authority under the Section 8 Program.
4. Any questions or matters for clarification regarding this policy or implementing rules should be addressed during initial orientation. Any subsequent conflict of interest questions should be referred to the Office of General Counsel or Human Resources.
5. Supervisors should be watchful for real or perceived conflicts of interest and take immediate and positive steps to resolve them when they become known.
6. Employees and supervisors have an affirmative duty to immediately report any real or perceived conflicts of interest when they become known. Reports will be made to the employee's Administrator (or equivalent position), General Counsel or Human Resources.
7. Outside employment is subject to critical appraisal if it conflicts with or impacts on the full performance of the employee and the interests of the Authority. Any paid employment that could, in any way, be a real or apparent conflict of interest must be reported immediately. Any other type of employment, paid or volunteer, of more than twenty (20) hours a week for a duration of thirty (30) calendar days or more must also be reported. Reports of outside employment will be submitted through the immediate supervisor to the respective Administrator, or equivalent. Outside employment may not continue if it is a real or apparent conflict of interest with duties performed at the Housing Authority. In those instances where the Administrator determines there may be a conflict, outside employment must be approved by the Executive Director whose decision is final and binding.

B. EMPLOYEES WHO ARE ALSO AUTHORITY CLIENTS:

1. An employee of the Authority who is also a client or who is related to a client has a responsibility to avoid any conflict of interest that might lead to unequal treatment. For this reason, no employee will handle matters related to their own cases or to the case(s) of member(s) of their family. Employees must immediately report to their direct supervisor or other supervisor in their chain of command any potential or actual conflict of interest in this area.
2. Each Administrator or equivalent must take steps to ensure that any actions or decisions taken within his/her Department affecting any

employee's client status or the client status of an employee's relative are in accordance with all applicable policies and procedures. No employee or employee's relative will suffer any loss of benefit or receive any gain of benefits as a result, direct or indirect, of his/her employment at the Authority or his/her relationship with an Authority employee.

3. The affected Administrator must personally review each decision that affects the client status of an Authority employee or the relative of an Authority employee prior to the action becoming effective.

C. EMPLOYEES WHO WORK FOR EMPLOYEES

1. Employees of the Authority who wish to request the personal services of another Authority employee must report the requested service to the Director of Human Resources. The request for service will be in writing and approval must be granted prior to the work being performed.
2. No employee will be engaged in outside work or any service during his/her regularly scheduled hours of work, nor will the employee use Authority-owned property or material to perform such work or service.
3. The work or service being performed will not be or appear to be incompatible with an employee's employment with the Authority.

D. NEPOTISM

No supervisor may supervise, directly or indirectly, any employee related by blood, marriage, or legal proceeding such as adoption. Supervisors and employees must disclose such relationships as soon as they occur. No supervisor will participate in or attempt to influence any employment decisions, directly or indirectly, for any relative.

III. INCOMPATIBLE ACTIVITIES

This Statement of Incompatible Activities ("Statement") reiterates the requirements of all officers and employees of the Housing Authority of the City and County of San Francisco ("Authority") and the Authority's Board of Commissioners ("Board") related to activities that are incompatible with their position and public duties and are therefore prohibited. For the purposes of this Statement, and except where otherwise provided, "officer" shall mean the Chief Executive Officer and a member of the Board; and "employee" shall mean all employees of the Authority.

This Statement is adopted pursuant to the Authority's Personnel Policies, Rules and Procedures (PPRP). Nothing in this document shall modify or reduce any due process rights provided pursuant to the officer's or employee's collective bargaining agreement.

Nothing in this Statement shall be construed to prohibit or discourage any Authority officer or employee from bringing to the Authority's and/or public's attention matters of

actual or perceived malfeasance or misappropriation in the conduct of Authority business, or from filing a complaint alleging that an Authority officer or employee has engaged in improper governmental activity by violating local campaign finance, lobbying, conflicts of interest or governmental ethics laws, regulations or rules; violating the California Penal Code by misusing Authority resources; creating a specified and substantial danger to public health or safety by failing to perform duties required by the officer's or employee's Authority position; or abusing his or her Authority position to advance a private interest.

If an employee has questions about this Statement, the questions should be directed to the employee's supervisor or to the Chief Executive Officer. Similarly, questions about other applicable laws governing the conduct of public employees should be directed to the employee's supervisor or the Chief Executive Officer. Employees may also contact their unions for advice or information about their rights and responsibilities under these and other laws.

If an Authority officer has questions about this Statement, the question should be directed to the officer's appointing authority or to General Counsel.

Note: References made throughout this policy are to the Authority's: Personnel Policies, Rules and Procedures (Personnel Handbook) (PPRP).

A. Restrictions on Incompatible Activities

This section prohibits outside activities, including self-employment, that are incompatible with the mission of the Authority. Under section 2A(7) above, of the Conflict of Interest Policy, an officer or employee may seek an advance written determination whether a proposed outside activity is incompatible and therefore prohibited. Activities may include those that conflict with the official Authority duties and responsibilities, activities with excessive time demands and activities that conflict with the Authority's policy regarding bids, RFQ's and RFP's (ref. PPRP, pgs. 127-128).

B. Procedure for Advance Written Determination

As set forth in the Personnel Policies, Rules and Procedures, Conflict of Interest section 2A(7) above, advance written determination must be requested and approved in advance of activities, such as outside employment, which could be considered a conflict of interest.

To assure that these rules are enforced equally, requests for advance written determinations and written determinations, including approvals and denials, are public records to the extent permitted by law.

C. Restrictions on Use of Authority Resources, Work Product of Prestige

The Authority's Personnel Policies, Rules and Procedures, Code of Ethics, Conduct and Responsibilities of Employees (ref. PPRP Sections 13 and 14, pgs. 20-21), provide guidance on the use of Authority resources and work product. Additional guidance is

provided on obligations that employees will not use their office or position for private gain (ref. PPRP section 14, pgs. 21-22).

D. Prohibition on Gifts for Assistance with Authority Services

State and local law place monetary limits on the value of gifts an officer or employee may accept in a calendar year. (Political Reform Act, Gov't Code § 89503) The Authority's Fraud Prevention and Detection section of the Personnel Policies, Rules and Procedures provides a detailed list of actions constituting fraud (ref. PPRP, pg. 127).

In addition, the following gifts are de minimis and therefore exempt from the restrictions on gifts imposed by section V of this Statement:

- Gifts, other than cash, with an aggregate value of \$25 or less per occasion; and
- Gifts such as food and drink, without regard to value, to be shared in the office among officers or employees.

E. Amendment of Statement

Once a Statement of Incompatible Activities is approved by the Authority's Board, the Authority may, subject to the approval of the Board, amend the Statement. In addition, the Board may at any time amend the Statement on its own initiative.

SAN FRANCISCO HOUSING AUTHORITY

Personnel Policies, Rules and Procedures

SEXUAL HARASSMENT

POLICY

The San Francisco Housing Authority prohibits sexual harassment by its employees of other employees, applicants seeking employment, tenants, landlords, and actual and potential contractors. Sexual harassment will not be tolerated. The Housing Authority will take all reasonable steps to prevent sexual harassment from occurring. The Authority is to be informed immediately of any actual or perceived acts of sexual harassment by or of an Authority employee and will take immediate and appropriate corrective action to eliminate acts of harassment. The Authority will immediately conduct a full, fair, objective and independent investigation of the allegation. Every employee of the Authority has the responsibility to promptly report actual or perceived acts of sexual harassment to the Director of Human Resources or General Counsel. All Authority employees are required to cooperate fully in all aspects of the investigation and resolution of sexual harassment allegations.

ADOPTED BY RESOLUTION NUMBER 4939, 10/26/00

RULES, PROCEDURES AND GUIDELINES

- I. SEXUAL HARASSMENT DEFINED** The law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal or physical conduct of a sexual nature when:
 - A. Submission to such conduct is made a term or condition of employment, tenancy, landlord or contractual relationship; or
 - B. Submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual; or
 - C. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance, **or** creating an intimidating, hostile, or offensive working environment.
- II. TYPES OF SEXUAL HARASSMENT** Types of harassment include, but are not limited to:
 - A. **VERBAL HARASSMENT**, e.g., derogatory or sexually explicit comments, slurs, jokes, epithets, or repeated unwanted and unwelcome requests for dates, advances or propositions; comments about an employee's body or dress; graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes or invitations.

- B. **PHYSICAL HARASSMENT**, e.g., assault, impeding or blocking movements, touching, or any physical interference with normal work movement.
- C. **VISUAL HARASSMENT**, e.g., derogatory or sexually suggestive or oriented posters, photos, calendars, objects, cartoons, electronic mail (e-mail), videos, or drawings; leering, making sexual gestures; indecent exposure; sexually oriented gestures.
- D. **SEXUAL FAVORS**, e.g., unwanted sexual advances that make employment, tenancy, landlord or contractual relationships, or benefits of such relationships, conditional upon exchange for sexual favors.
- E. **QUID PRO QUO HARASSMENT** is harassment in which a supervisor demands sexual favors in exchange for job benefits, e.g., a job, promotion, retention, overtime work, job evaluation, or reward. This type of harassment may take place when a job benefit is either promised in exchange for sexual favors or denied if sexual favors are not given.
- F. **HOSTILE WORK ENVIRONMENT HARASSMENT** is harassment that creates an atmosphere in the workplace that is unfriendly to one gender or is abusive based on gender. A hostile work environment exists when harassment in the workplace such as sexual innuendo, sexual insults or sexual abuse is severe and pervasive enough to interfere unreasonably with an employee's ability to perform his/her job. This harassment may take the form of verbal, physical or visual harassment with definitions provided above, or repeated unwanted and unwelcome advances or requests for dates.
- G. **RETALIATION** occurs when the victim reports sexual harassment, or another form of harassment, and is then disciplined, transferred, shunned, or denied a promotion or other job benefit.
- H. It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment by a supervisor or manager, or by persons doing business with or for the Housing Authority.

III. **STRICT ENFORCEMENT OF THESE POLICIES, RULES, AND PROCEDURES** The Authority wishes to be informed immediately of actual or perceived acts of sexual harassment by or of any Authority employee. The Authority will take immediate and appropriate action to investigate, correct and eliminate such acts of sexual harassment when the Authority knows of the conduct. The investigation will be full, fair, independent and objective. Every employee of the Authority is responsible for immediately reporting any actual or perceived acts of sexual harassment. These reports will be made to the Director of Human Resources or General Counsel.

IV. **HOUSING AUTHORITY'S REPORTING PROCEDURE**

- A. The Housing Authority's reporting procedure provides for an immediate, thorough and objective investigation of any harassment claim, appropriate disciplinary action against those found to have engaged in prohibited

harassment, and appropriate remedies for any victim of harassment. An employee may have a claim of harassment even if he or she has not lost a job or some economic benefit.

- B. If you believe you have been harassed on the job, or if you are aware of harassment of others, please provide a written or verbal report to the Director of Human Resources or General Counsel as soon as possible. The report should include details of the incident(s), the names of those involved, the names of witnesses, direct quotes when relevant, and any documentary evidence (notes, pictures, cartoons, e-mail, etc.). All incidents of harassment that are reported will be investigated. The Housing Authority will endeavor to protect the privacy and confidentiality of all parties involved to the maximum extent possible consistent with a thorough investigation.
- C. If the Authority determines that harassment has occurred, the Authority will take remedial action commensurate with the circumstances. Appropriate action will also be taken to deter future harassment. If a complaint is substantiated, appropriate disciplinary action, up to and including discharge, will be taken.
- D. The Housing Authority will provide annual training and/or notices to supervisors and employees regarding their responsibilities for the prevention of sexual harassment and the complaint procedures.
- E. The law prohibits retaliation against any employee by another employee or the Housing Authority for reporting, filing, testifying, assisting or participating in any manner in any investigation, proceeding, or hearing conducted by the Housing Authority or a Federal or State enforcement agency. Any retaliation should be reported as soon as possible to the Director of Human Resources or General Counsel of the Housing Authority. Any report of retaliatory conduct will be immediately, objectively, and thoroughly investigated. If a report of retaliation is substantiated, appropriate disciplinary action, up to and including discharge, will be taken.
- F. Any Housing Authority employee, including any supervisor or manager, who is found to have engaged in harassment, is subject to disciplinary action up to and including discharge from employment. An employee who engages in harassment may be held personally liable for monetary damages. The Housing Authority will not pay damages assessed personally against an employee or supervisor.
- G. In addition to the Housing Authority's internal complaint procedure, employees should also be aware that the California Department of Fair Employment and Housing (DFEH) investigates and prosecutes complaints of harassment in employment. Employees who believe they have been harassed may file a complaint with that agency. The DFEH also serves as a neutral fact finder and attempts to help the parties to resolve disputes. For more information, contact the Human Resources Department or contact the nearest DFEH office as listed in the telephone directory.

ACKNOWLEDGMENT AND RECEIPT
HOUSING AUTHORITY'S POLICY AGAINST UNLAWFUL HARASSMENT
APPENDIX - D

This is to acknowledge that I have received and read a copy of the San Francisco Housing Authority's Policy Against Unlawful Harassment and understand that the San Francisco Housing Authority (hereinafter "Housing Authority" or "the Agency") Prohibits sexual harassment and harassment because of race color, national origin, ancestry, religion, creed, physical or mental disability, medical condition, marital status, sexual orientation, age, or any other basis protected by federal, state or local law. All such harassment is unlawful and will not be tolerated. I also understand and agree to abide by and be bound by the rules, policies and standards set forth in the Agency's Policy Against Unlawful Harassment.

I understand and acknowledge that if I believe I have been harassed on the job, or if I am aware of the harassment of others, I am to provide a written or verbal report to the Director of Human Resources or General Counsel as soon as possible.

I further understand that applicable law prohibits retaliation against any employee by another employee or by the Housing Authority for reporting, filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by the Housing Authority or a federal or state enforcement agency. If I believe any retaliation has occurred, I should report this retaliation to the Director of Human Resources or General Counsel of the Housing Authority.

Employee signature

Employee's name (Printed)

Date

(TO BE PLACED IN EMPLOYEES'S PERSONNEL FILE)

SAN FRANCISCO HOUSING AUTHORITY

Personnel Policies, Rules and Procedures

OPERATIONS IN EMERGENCY SITUATIONS

POLICY

The San Francisco Housing Authority is staffed to provide services to its residents and customers. The residents of public housing include a large number of elderly, people with disabilities, minor children and others with special needs. Some services must be available on a 24-hour basis. In an emergency such as a power outage, natural or social disaster, some members of the staff of the Housing Authority must be available to provide assistance to residents. These are employees who are in positions involving direct interactions with residents. However, there are many administrative and support personnel whose retention or presence at Authority worksites during an emergency situation could result in injuries to employees. The purpose of this policy is to balance the need to ensure adequate staffing of the Authority during emergency situations while releasing those who are not required for emergency operations. This policy establishes criteria for identifying essential and nonessential positions.

The Housing Authority will maintain an emergency response plan. When a significant unforeseen event, major disaster or emergency situation occurs, the Authority, through the Executive Director will immediately notify appropriate staff on the Authority's recall roster and implement the Authority's Emergency Response Plan.

ADOPTED BY RESOLUTION NUMBER 4939, 10/26/00

I. OVERVIEW

Significant portions of public housing residents are elderly, disabled, minor children and others with special needs. The health and safety of residents and employees is a key consideration for the Authority. In times of emergency, e.g., a natural disaster, power disruptions, social disruptions, or severe weather, employees who have direct contact with residents and applicants for public housing are essential and are needed to remain on duty to ensure the Authority can continue to provide services to its residents and customers. At the same time, there a number of administrative employees who provide valuable service to the Authority but who are nonessential during times of emergency and their presence at work is not necessary or could create a health or safety hazard.

II. GUIDELINES

The Authority determines that its employees are essential or nonessential in times of emergency and defines these categories as follows:

- A. ESSENTIAL** Essential employees generally have direct contact with residents or provide critical support or maintenance services to residents, including personnel who have direct contact with outside clients, especially those who are

attempting to secure public housing. Also included are personnel who are needed to protect the security of Housing Authority property and equipment as well as select administrative and support employees. Resident Custodians in buildings housing Elderly and Disabled tenants have a special responsibility to assist tenants in any emergency situation without regard to when the emergency occurs.

- B. NONESSENTIAL** Nonessential personnel perform valuable services to the Authority but do not have direct contact with residents or clients pursuing public housing. These are generally clerical and administrative employees in support functions, e.g., Finance, Human Resources, General Counsel, portions of Social Services, Modernization, etc.

Without regard to the above categories, Government Code Section 3100 et seq. makes all public employees “Disaster Service Workers”. Disaster Service Workers must respond at any time during a catastrophic event which places life or property in jeopardy. Disaster Service Workers are obligated under the law to serve the public in time of need in whatever role they are directed to perform, including for public agencies outside the Housing Authority.

The Authority will comply with emergency evacuation plans established by the City and County of San Francisco. Examples of emergency situations include a major fire, any situation requiring evacuation, a flood, plane crash, a toxic spill, major electrical power disruption, severe weather or any other occurrence the Authority or Executive Director determines is an emergency.

In an emergency situation, Essential employees are expected to report for duty and/or to remain on duty unless doing so would constitute a threat to their health or safety. Supervisors of essential employees will also report for duty and/or remain on duty.

The Executive Director, at his discretion, will determine if nonessential employees are to be released from duty or excused from reporting for duty, with or without pay, for short periods when their presence at the work site constitutes a hazard because an emergency situation exists. Administrators will determine if specific otherwise nonessential employees will be required to perform essential work and must report for duty.

In consultation with supervisors, Human Resources will identify essential positions and include this information on job descriptions. Supervisors will establish procedures to ensure they can make phone contact with employees at home to provide information regarding a need to report for duty.

When an emergency situation develops, it is likely that press coverage will occur. All Authority employees are expected to monitor the news to determine the status of the Authority and for information on reporting for work. In addition, employees should be available to their phone so they can be contacted through the emergency response plan.

SAN FRANCISCO HOUSING AUTHORITY

Personnel Policies, Rules and Procedures

TRAVEL AND RELOCATION

LICY

Employees of the San Francisco Housing Authority who travel in connection with official business of the Authority will be reimbursed for expenses incurred in connection with that travel. Procedures for reimbursement will generally be similar to those outlined in the Federal Travel Regulations (FTR).

ADOPTED BY RESOLUTION NUMBER 4939, 10/26/00

RULES AND PROCEDURES

I. GUIDELINES FOR TRAVEL IN CONNECTION WITH OFFICIAL BUSINESS OR TRAINING

A. **JUSTIFICATION FOR TRAVEL** Travel is to be taken by Authority staff, duly elected resident representatives, or residents only when such travel is in the interest of programs administered by the San Francisco Housing Authority and the residents/recipients of those programs.

B. **APPROVAL FOR TRAVEL** The following guidelines apply in regard to the approval of travel on behalf of and with the approval of the Authority:

1. Only travel that is relevant to and in the interests of the administration of programs administered by the San Francisco Housing Authority or job related training will be approved.
2. All travel outside the Bay Area (approximately a 100-mile radius around San Francisco) by Housing Authority staff members and duly elected public housing resident representatives must be approved in advance by the Executive Director.
3. Travel by the Executive Director, including travel outside the Bay Area will be handled in accordance with the Executive Director's employment agreement or authorized in advance by a specific or continuing resolution of the Board of Commissioners approving the travel.

C. **REIMBURSEMENT FOR TRAVEL EXPENSES** Reimbursement for all travel expenses, e.g., parking, taxis will be made. Claims for actual expenses of individual items up to \$25.00 do not require receipts. However, receipts or other documentation must support actual expense items exceeding \$25.00. Claims for reimbursement will be based upon the following:

1. **TRANSPORTATION** Reimbursement will be based upon the most efficient, direct, and economical mode of transportation. No more than

actual fare on any transportation service (air, bus, rail, etc.) in accordance with the latest tariffs at the time travel occurred shall be reimbursed.

The use of privately owned vehicles for any Authority business is prohibited, except as provided below for trips to and from airports in connection with official travel. An Authority fleet vehicle should be used for local travel, or if not available the use of the most reasonable means of transportation. The Authority will provide reimbursement for such travel at one hundred percent (100%)

All airline reservations are to be made in advance by the traveler. The most economical itinerary must be followed. For any air travel, less than first class accommodations will be used unless only first class accommodations are available at the time necessary for the travel, or if such accommodations are essential for reasons of the traveler's health. (In such cases, the traveler must provide medical verification).

For ground travel, taxicab fares will not be an allowable reimbursement if less costly means of travel (e.g. limousine, bus, airport or hotel shuttle etc.) are available at the time of usage.

For travel involving the use of privately owned automobiles for transportation to and from airports, or for transportation for all or part of a trip, a mileage rate for reimbursement shall be established. Such rate will be comparable with the mileage rate established for use of privately owned automobiles in connection with official duty or service in the City and County of San Francisco. The driver of an Authority or privately owned vehicle being used for Authority business will assume the responsibility for immediately paying any parking citations, moving violations etc., regardless of the reason for incurring the liability. The Authority will reimburse reasonable parking expenses incurred in connection with official travel.

2. **LODGING** Hotel/motel reservations are to be made in advance by the traveler. Accommodations will be selected based upon rate availability, and comfort. Solo travelers will be booked into single rooms, unless such accommodations are not available. The Authority will reimburse the traveler for the actual cost of lodging, excluding extra expenses for personal phone calls (in excess of one daily call home), in-room movies or other nonlodging expenses.

3. **ALLOWANCE FOR EXPENSES** The following guidelines apply in regard to allowance for expenses for travel at the Authority:

The Housing Authority will pay the traveler a per diem rate in accordance with Finance regulations. The allowance for expenses will not exceed the number of days required for round trip travel and attending to the business for which the trip was made. If necessary, a reasonable period of time may be allowed to complete travel. There may be circumstances where an employee has an accident or becomes ill while on an authorized business

trip. In those cases where a licensed physician certifies the accident or illness the time will be considered as days devoted to official business.

The Finance Director shall advance the sums necessary for travel expenses, based directly on the projected length of stay and the cost of the area to which travel is made. The person receiving a travel advance must make proper account of funds spent and return any excess funds to the Housing Authority immediately upon completion of the travel. All settlement claims must be made within ten (10) working days after completion of the travel. If a travel advance payment is issued, and for some reason the trip is not made, the payment must be returned to the Authority within five (5) working days. If the travel advance was made as a check and the check has been cashed, the appropriate reimbursement must be made within five (5) working days.

Finance will audit all vouchers and will bill travelers for any expenses incurred that are not permitted by the travel policy. Any expenses owed to the Authority by a traveler must be repaid within five (5) business days of billing.

The Authority will not pay in any fashion for any traveling expenses for spouses and/or dependents of the traveler, nor shall reimbursement be made for purely personal expenses such as childcare, recreation, or personal entertainment. However, a traveler may be reimbursed for one (1) daily phone call home provided the call is of reasonable duration.

II. TRAVEL REQUEST PROCEDURES:

- A. Requests for official travel in connection with the mission of the Housing Authority will be submitted in advance on a Travel Request Form. Travel in connection with training will be submitted on a Training Request Form and sent to the Director of Human Resources or designee for review and approval to ensure compliance with these personnel policies, rules and procedures and applicable memoranda of understanding. In both cases, the proposed travel requires at least Administrator level approval. After Administrator approval, the request form will be sent to the Executive Director for final approval if the travel is outside the Bay Area.
- B. Upon approval by the Executive Director, the Travel Request Form will be returned to the initiating office for appropriate action. If the travel or training is not approved, the request form will be returned to the supervisor of the traveler. A copy of the approved Training Request Form will also be sent to Human Resources for inclusion in the employee's personnel file.
- C. The traveler's organization will complete all required paperwork (e.g., Purchase Requisitions, Check Requests, travel allowance requests, etc.) and will make all travel arrangements (e.g., lodging, transportation, etc.). The traveler must ensure that all necessary approvals and confirmations, as well as lodging,

transportation, etc. and travel allowances have been properly completed before departing on the trip.

III. GUIDELINES FOR TRAVEL IN CONNECTION WITH RELOCATION:

In unusual cases, the Housing Authority may reimburse new employees hired into regular positions for all or a portion of their actual and documented relocation expenses in connection with accepting a job with the Authority. Generally, reimbursement will be offered only when the prospective employee has unusually high skills for the position and/or the position is critical or hard to fill. To be eligible, the prospective employee must be relocating at least 50 miles farther from the former home than the old job location was from the former home, e.g., if the old main job was 3 miles from the former home, the new main job must be at least 53 miles from the former home (see IRS Publication 521 on Moving Expenses). The Executive Director must give prior written approval to provide a relocation reimbursement prior to reimbursement being offered. The reimbursement will be limited to a specific amount, e.g., \$10,000 but will not exceed the employee's actual and documented expenses. An employee accepting relocation travel reimbursement will sign an agreement obligating him/her to remain with the Housing Authority for one (1) year unless the Authority earlier terminates employment. The voluntary departure of the employee requires the repayment of a prorata share of the amount of the reimbursement unless the Executive Director releases the employee from the obligation.

SAN FRANCISCO HOUSING AUTHORITY

Personnel Policies, Rules and Procedures

TRAINING, EDUCATION AND CAREER DEVELOPMENT

POLICY

A well-trained and fully qualified workforce is essential to the success of the San Francisco Housing Authority in meeting its commitment to deliver high quality and timely services to its residents and customers. In addition, capable supervisors are essential to providing the high level of leadership and effective decision making needed in a modern organization. The Authority is committed to developing the leadership capabilities of its supervisors. All employees are encouraged to seek the training and education necessary to attain their career goals and advance to their highest career aspirations in the Authority. Employees are encouraged, and in some cases required, to maintain certification and/or professional development in their field, including housing management, through various organizations offering such development and certifications.

ADOPTED BY RESOLUTION NUMBER 4939, 10/26/00

RULES AND PROCEDURES

I. OVERVIEW

The San Francisco Housing Authority will encourage its employees to seek opportunities to upgrade their job skills, improve their knowledge and skills for promotion, update and continue their education and enhance their professional and personal development.

II. GUIDELINES

A. RESPONSIBILITIES FOR TRAINING

1. **SUPERVISORS:** Each supervisor is responsible for ensuring employees under his/her supervision have the skills necessary to succeed in their jobs. Administrators and equivalent will manage training opportunities and use available funds to provide training, education and career development opportunities for their employees. Authority supervisors or managers should request training for their employees when they believe the employee and the Authority will benefit from the training. Supervisors should be especially vigilant during performance discussions to identify training that will help an employee obtain the skills and knowledge needed to succeed in the job or to assist already successful employees to enhance, update and renew their skills and knowledge through training and development. Supervisors are responsible for providing career counseling,

obtaining information regarding training opportunities, and ensuring in-service and on-the-job training is used to its maximum effectiveness.

2. **EMPLOYEES:** Employees are responsible for monitoring their performance and identifying training that may aid them in improving their ability to serve our customers. This includes changes in work technology, processes, procedures, or policies that affect their jobs or career fields. Employees should identify training they believe would help them or others in the Authority. Employees are also responsible for seeking career counseling from their supervisors or Human Resources and being willing to invest their own time in their career development when appropriate.
3. **HUMAN RESOURCES;** Human Resources will assist in the administration of training including surveying to identify training needs, identifying sources of training and the best method to deliver the training, evaluating results, ensuring that training is job related and documenting training in the employee's personnel file. Human Resources will also assist supervisors and employees in providing career counseling.

B. TRAINING AND DEVELOPMENT GOALS The Authority's Training and Development program has the following goals:

1. To encourage all Authority employees to improve their skills and increase their job knowledge.
2. To provide the training and education needed to upgrade the skills of employees within their existing positions, teach employees new skills for new jobs within the employee's career ladder or to provide new skills when existing positions are modified.
3. To provide one training opportunity per year to each employee.
4. To identify employees with high potential to succeed in supervisory and managerial positions.
5. To provide middle and upper management with advanced development courses.
6. To promote safe and healthful work practices by continuing safety education.
7. To promote literacy and basic skills for all Authority employees

C. TYPES OF TRAINING The Authority's training and development opportunities, include, but are not limited to:

1. On-the-Job Training.
2. Training by external consultants.
3. Full or partial reimbursement for graduate school, college, and vocational education, and/or other educational courses, with appropriate approvals,

when course work relates to the employee's job at the Authority (See Educational Development).

4. Classroom or other instruction needed to upgrade skills, introduce new techniques, teach employees new skills for modifications to existing positions, or to prepare for new jobs when old positions are abolished.
5. Training to assist managers and supervisors in improving their leadership, supervisory and managerial skills.
6. Providing training materials to employees through in-house preparation or outside purchase.
7. Self-Development through correspondence courses, after work attendance at classes including modification of work schedules, or membership in professional associations.
8. Rotational and cross training assignments to broaden skills and experience

D. PROCEDURES FOR TRAINING REQUESTS

1. All requests for employee training both internal and external, with the exception of on-the-job training (OJT), must be initiated by an employee's immediate supervisor and approved by the Department Administrator or equivalent and referred to Human Resources for review. Prior to submission of the Training Request to Human Resources, the Administrator will review the request to determine that it is job related for the employee being trained. Generally only training relating to the employee's current position will be approved. If the Administrator determines the training is job related, the request will be forwarded to Human Resources to ensure the training complies with policies, rules, procedures and memorandums of understanding. If the training is not consistent with Personnel Policies, the request will be returned to the Administrator. Training that meets established rules will be approved and forwarded to Finance. The supervisor should ensure that pertinent information with regard to the requested training, e.g., seminar pamphlet, extract of college course catalog, etc., with dates, location and costs, including any expected travel expenses, is attached to the training request form before submitting it to Human Resources.
2. Human Resources will forward approved training requests to the Director of Finance for a determination that funds are available to pay for the training
3. Upon receiving approval from Human Resources and Finance, the approved training request form will be returned to the requesting supervisor or Administrator.
4. Requests for training that requires travel outside the Bay Area (approximately a 100 mile radius of San Francisco) will be forwarded to the Executive Director in accordance with the Travel Policies in this

Manual. Upon receiving the approval by the Executive Director for travel, the form will be returned to the supervisor or Administrator to make appropriate arrangements including reservations and obtaining space in the conference or course.

5. Training that is in the Bay Area (approximately 100 mile radius of San Francisco) is approved once Finance determines that funds are available. When the approved training request form is returned to the supervisor or Administrator, appropriate arrangements, including reservations and obtaining space in the conference or course, should be made.
6. No reservations or arrangements that will obligate the Authority will be made prior to obtaining all necessary approvals.
7. The organization requesting the training will initiate all required actions and paperwork including purchase orders and check requests.
8. Upon successful completion of the training or course, the employee will provide Human Resources with a copy of the certificate or grade report for inclusion in the employee's personnel file. All training paid for by the Authority, in whole or part, must be recorded in the employee's personnel file.

E. TUITION REIMBURSEMENT Within available resources, the Authority will reimburse employees for tuition expenses incurred in connection with attendance at classes offered by local accredited colleges and universities, or at workshops, institutes, or seminars offered by training providers. Such expenses shall be reimbursed as follows:

1. **COLLEGE AND UNIVERSITY REIMBURSEMENT** The Authority will reimburse employees for tuition and books, at a rate of seventy-five percent (75%) of cost, for all prior approved job-related courses successfully completed by employees who are on active work schedules, and are taking the courses on their own time. The maximum reimbursement for all courses taken in any calendar year is \$2000.
2. **SEMINAR, WORKSHOP, AND TRAINING COURSE REIMBURSEMENT** The Authority will pay all costs of any training course, seminar, or workshop, which it requires an employee to take. Furthermore, employees will be allowed to attend wholly on Authority time. For all other training courses, seminars, workshops, and the like, employees may be allowed to attend partially or wholly at Authority expense, at the recommendation of the supervisor and with the necessary prior approvals.

F. ELIGIBILITY An employee is eligible for educational reimbursement when he/she:

1. Is a full-time regular permanent employee. Training for Term and Temporary employees must have the prior approval of the Executive Director or designee.
2. Has satisfactorily completed the probationary period.
3. Will be taking a course directly related to his/her job, or
4. The furtherance of whose education would improve his/her job performance and enhance his/her contribution to the Authority.

G. PRIOR APPROVALS NEEDED FOR COURSES. The following preapprovals are required for any employee who wishes to receive tuition reimbursement for any job-related courses work proposed to be taken at Authority expense:

1. Supervisor and Administrator or equivalent.
2. Human Resources.
3. Finance.
4. Executive Director (if the course requires travel outside the Bay Area).

H. LIMITATIONS. The Authority shall reimburse only those employees who:

1. Receive a passing grade of "C" or better for all approved undergraduate course work completed.
2. Received a passing grade of "B" or better for all approved graduate course work completed.
3. Satisfactorily complete all approved training courses, seminars, workshops, and the like, attended.
4. Are on active employment status (termination of employment for any reason, prior to completion of course work will make the employee ineligible for reimbursement).

III. EDUCATION AND DEVELOPMENT REQUESTS AND REIMBURSEMENT:

A. PROCEDURE

1. The employee should first discuss the proposed course(s) of study with his/her immediate supervisor to determine whether the course(s) are job related and whether reimbursement is applicable.
2. If the supervisor agrees the course is job related and expresses approval, the employee will prepare an educational request form and submit it to his/her immediate supervisor and Department Administrator or equivalent, for approval. A copy of documents related to the requested course, e.g., extract of the catalog with a course description, costs of the course and books, etc, should be attached to the training request form.

3. If the immediate supervisor and Administrator approve and determine the training is job related, the request will be forwarded to Human Resources for a determination that the training meets applicable personnel policies. If Human Resources determines the training does not meet established rules, the form will be returned to the supervisor for additional justification or other appropriate action.
4. Upon approval by Human Resources, the training form will be forwarded to Finance for a determination that funds are available. Upon approval by Finance, the form will be returned to the immediate supervisor for final action including. Notification to the employee making the request.

B. REIMBURSEMENT REQUESTS

1. All educational applications must be completed, and properly approved by all parties involved, **PRIOR** to registration and payment of the course (s). The cost of the course(s) will be paid initially by the employee.
2. The employee must, within sixty (60) days after the completion of the course(s), provide Human Resources with tuition and textbook receipts and evidence of satisfactory completion of the course(s) taken including evidence of the grade received.
3. Human Resources will forward the necessary approvals and related information to Finance for reimbursement.
4. A record will be filed in the employee's personnel file of such courses, seminars, workshops, and the like, completed under this program.

SAN FRANCISCO HOUSING AUTHORITY

Personnel Policies, Rules and Procedures

WORK AT ALTERNATE WORK SITES

POLICY

The Housing Authority recognizes that sound personnel practices include provisions that allow for employees to work from alternate work sites or telecommute. Such arrangements may be approved to enhance productivity, when the employee's work assignments lend themselves to completion from remote sites, to accommodate an employee with a permanent or temporary disability or medical condition or to promote broader social goals, e.g., conservation of energy and easing congestion on highways and streets.

ADOPTED BY RESOLUTION NUMBER 4939, 10/26/00

OVERVIEW

The Authority may determine that it is appropriate for employees to work at alternate worksites or to telecommute. This determination will always be made on an individual basis giving due consideration to the interests of the Authority and the employee.

GUIDELINES

Before granting approval for an employee to work at any alternate worksite supervisors must consider the following:

- Can the work the employee performs be performed at an alternate site?
- Can the supervisor determine productivity, quality and quantity of work performed?
- Does the employee have a demonstrated record of productivity and reliability?
- Does the employee have suitable equipment for performing work at an alternate site or will the Authority be required to purchase equipment?
- What are the reasons for considering an alternate worksite?
- Is the environment at the alternate worksite healthy and safe? Is the work area ergonomically sound?
- Does the employee's job require contact with residents or with other customers that cannot be accomplished at an alternate work-site?

NEED FOR PRIOR APPROVALS

The employee and immediate supervisor must obtain prior approval from the department Administrator or equivalent and review by the Director of Human Resources for the employee to work at an alternate worksite or telecommute. This approval should be in writing and address the factors outlined above that were considered in recommending this request.

SAN FRANCISCO HOUSING AUTHORITY

Personnel Policies, Rules and Procedures

DISCIPLINE

POLICY

It is the policy of the Authority to create and maintain a safe, violence-free and orderly work environment for all employees, residents and clients. It is also the policy of the Authority that its employees render courteous, efficient, effective, and professional service at all times and to all those we serve. When an employee's conduct or performance is at a level that disciplinary action is warranted, it is the policy of the Authority to take timely and appropriate action and use progressive discipline to afford the employee every opportunity to correct his/her conduct or performance unless the conduct is so severe that immediate dismissal is warranted. There are some offenses that may warrant immediate dismissal including, but not limited to, theft; willful discrimination including sexual harassment; abuse of a resident of an Authority development or Authority client; violence against people or property; posing a safety threat to self or others; manufacturing, distributing, dispensing, possessing or using a controlled substance on Authority property; or other conduct that the Authority believes warrants immediate dismissal. The Authority will take action when just cause exists with the intent to correct the misconduct or poor performance. Actions are taken to promote the efficiency of the Authority and ensure our residents and clients are properly served. In some cases, just cause will dictate the immediate discharge of the employee. Supervisors hold positions of authority and trust and must set an example for the workforce. For this reason, poor performance or misconduct involving a supervisor may result in an enhanced penalty. The provisions of this policy do not apply to at-will employees.

ADOPTED BY RESOLUTION NUMBER 4939, 10/26/00

RULES AND PROCEDURES

I. OVERVIEW

The San Francisco Housing Authority supports the concept of progressive discipline with respect to the discipline of its employees. Progressive discipline provides the employee an opportunity to correct unacceptable behavior. Properly applied, progressive discipline will result in the termination of employees who cannot or will not conform to Authority conduct or performance requirements. However, while supporting progressive discipline, the Authority believes there are circumstances in which incompetence or misconduct is so severe that immediate discharge is the best remedy. Implementation of progressive discipline is an efficient and effective mechanism for management to quickly pursue its operational goals and maintain a quality workforce. Since At-Will employees serve at the sole discretion of the Executive Director, the provisions of this section do not apply to At-Will employees.

II. **RESPONSIBILITIES**

- A. **Immediate Supervisor**: Supervisors at all levels and especially first line supervisors are the key components in the performance management and discipline processes. They must insure that employees become aware of and comply with Housing Authority policies, rules and procedures in regard to performance and conduct. It is ultimately the responsibility of supervisors to take appropriate disciplinary action in accordance with this policy, and to administer discipline in a fair, impartial and effective manner.
- B. **Human Resources Division (HR)**: The Human Resources Director will ensure that all parties comply with procedural requirements contained in these Personnel Policies, Rules and Procedures and the appropriate collective bargaining agreements. HR will also provide advisory service to supervisors at all stages of the disciplinary process. No disciplinary actions will be issued to any employee until HR has reviewed and concurred in the action.

III. **DEFINITIONS**

- A. **JUST CAUSE** Unsatisfactory employee job performance or misconduct shall be just cause for disciplinary action. Extreme acts of employee misconduct may lead to suspension or immediate discharge.
- B. **UNSATISFACTORY JOB PERFORMANCE** An employee's failure or inability to perform his/her job satisfactorily. Failure to perform satisfactorily may be due to an inability to understand the duties of the position, lack of necessary skills or training, unwillingness to apply him/herself to meeting goals and expectations, or because of personal problems that are impacting the employee in some way.
- C. **MISCONDUCT** An employee's failure to comply with Housing Authority policies, procedures, rules, regulations, or instructions from a supervisor. The Authority has established reasonable rules and regulations concerning the conduct of employees. The Rules of Conduct and representative offenses are listed in the Guidelines for Disciplinary Action, Appendix of this manual
- D. **INCOMPETENCE** The inability of an employee to perform his/her job at a satisfactory level.

IV. **GUIDELINES**

- A. **DISCIPLINE PROCESS** A fundamental concept of progressive discipline includes providing due process to the affected employee. Instances of gross misconduct such as assault, threats of violence, theft, vandalism, acts of discrimination or sexual harassment, being impaired by or using drugs or alcohol during work hours on Authority property or blatant insubordination, may be cause for immediate termination. However, in less severe cases and for other acts of misconduct, progressive discipline, i.e., the application of

increasingly serious disciplinary actions will be applied. The Authority will generally use progressive discipline to afford an employee the opportunity to correct his/her performance or conduct. Disciplinary actions must fit the individual circumstances of the offense and employee.

Progressive discipline is intended to provide an employee with adequate notice that his/her conduct or performance is not acceptable and must change or improve and that future violations may result in more severe actions being taken up to and including discharge if the poor performance or misconduct continues. There is no specific number of offenses that must occur before discharge but in general, an employee who has had a formal reprimand and one or two suspensions should be considered for discharge.

The discipline process will generally follow the steps below, however depending on the offense, the supervisor, upon consultation with Labor/Employee Relations, may initiate discipline at any of the following steps:

1. Informal counseling for unsatisfactory job performance or misconduct may be verbal or in writing. The informal counseling is not intended to be disciplinary in nature. A counseling memorandum for record should be made for file with a copy provided to the employee. Counseling memorandums are not placed into the employee's official personnel file. Since counseling is not intended to lead to immediate discipline and employees are not legally entitled to have a union representative present. The verbal or written informal counseling will not discuss or address discipline or future consequences.
2. Formal counseling/written reprimand for unsatisfactory job performance or misconduct must be in to writing. Written reprimands are issued for repetition of the offense or if another infraction occurs. Supervisors should be aware that an employee called in for formal counseling may request union representation if the employee reasonably believes the meeting could result in disciplinary action. When an employee is requested to attend a formal meeting or is in a formal meeting and requests union representation. The supervisor must reschedule the meeting or stop the meeting until a union representative can be present.
 - A short suspension for repetition of the offense or another infraction.
 - A longer suspension for repetition of the offense or another infraction.
 - Discharge.

During a probationary period, the Housing Authority will determine, at its discretion, whether a person's employment, movement to a new line of work or placement into a supervisory position will continue. Unsatisfactory job performance, misconduct, or violation of Authority rules by a probationary employee may result in immediate discharge or a lesser penalty at the discretion of management.

B. DUE PROCESS The Authority may afford due process to nonrepresented employees by following the steps below:

1. A notice of the proposed action including the proposed penalty, the specific charges and reasons action is being proposed;
2. A copy of the materials upon which the action is based;
3. The right to respond, either orally or in writing or both, to the supervisor initiating the discipline or his/her designee or a higher level supervisor and to have the information in the response considered.
4. A written decision regarding the final penalty after consideration of all information presented in the case.

Appendix C is a table of offenses and proposed penalties, Guidelines for Disciplinary Action. These guidelines offer a judicious and progressive approach when applying discipline for unsatisfactory job performance or misconduct. The object of these guidelines is to make employees aware of the possible consequences of their actions. Employees covered by a union agreement should refer to the appropriate Memorandum of Understanding as it relates to rules of conduct. When the union agreement is silent regarding rules of conduct, the Authority guidelines apply.

C. PAYMENT OF RENT AND PAYMENTS OF JUST DEBTS OWED TO THE HOUSING AUTHORITY

1. The Housing Authority employs many residents of public housing. Living in public housing creates a special duty for Authority employees since these dwellings are built and maintained with public funds. Those who are both residents and employees have a special duty to set a good example for other residents and to present themselves as exemplary members of the community. The Authority cannot be seen as providing special advantages to its employees who are residents when these same benefits are not available to other residents. Nor can the Authority be seen as selectively enforcing rules and lease provisions with one standard for employee/residents and another standard for nonemployee residents, i.e., a resident may be evicted for nonpayment of rent. For these reasons, it is critically important that employees who are residents keep their rent payments current. The failure to make timely rent payments for Housing Authority units will be just cause to support progressive discipline.
2. Employees may also incur other non-rent related indebtedness to the Housing Authority. When this indebtedness is identified and confirmed, employees are expected to enter into repayment agreements to ensure the debt is paid in a timely manner. Failure to repay confirmed indebtedness will be just cause to support progressive discipline.
3. Use of progressive discipline based on failure to pay rent or failure to discharge indebtedness does not interfere with the use of any other

avenues of recourse to collect these just debts up to and including civil court action.

V. GUIDELINES FOR SUPERVISORS

- A. Gather the facts** Immediately after a specific incident occurs, or immediately after learning of an incident, the supervisor should obtain complete and detailed information about the incident by interviewing, privately and separately, each person who saw or heard the incident and then the employee who was involved in the incident. Employees who are covered by a union agreement have a right to have a union representative present in any formal meeting with a supervisor when the employee reasonably believes the meeting could result in disciplinary action. If the employee asks for union representation, the supervisor must stop the meeting and allow the employee to contact a union representative and have that representative present before the meeting can continue. Every effort should be made to reconcile conflicting statements. Supervisors will contact the Labor and Employee Relations (LER) Specialist in Human Resources for consultation and assistance. If an offense involves conduct, that threatens the health, safety or welfare of employees or residents or the safety and security of property and facilities, the supervisor will immediately notify LER. LER will review the facts and, if appropriate, immediately suspend or terminate the employee or place the employee of administrative leave with pay for the time necessary to complete the investigation. If the employee's conduct constitutes an immediate threat or if the employee is violent, the supervisor should call 911 for an immediate police response.
- B. Prepare a written report** The supervisor should write a complete, accurate and unbiased report describing the information obtained. Include in the report any other information that is part of the employee's record as it relates to repetition of the offense or other documented infractions that have occurred (past performance appraisals, prior warnings, attendance records or tardiness or unexcused absences, etc) that may provide additional substantiation of the planned disciplinary action. This written report will be useful in providing the context of the offense and should be prepared as close in time as possible to the conduct or performance infraction.
- C. Weigh the evidence** Review and weigh all the evidence obtained and applicable SFHA policies to determine whether the offense warrants a formal disciplinary action, and if so, what action should be proposed. If discipline is appropriate, consider the following factors in deciding an a proposed or final penalty:
1. How serious is the misconduct?
 2. Are there multiple offenses charged?
 3. What is the employee's past documented performance or conduct record?
Did the supervisor give copies of the documentation to the employee?
 4. What is the employee's documented performance history?

5. Is the employee a supervisor, manager or in a position of high trust?
6. Does the offense suggest the employee violated his/her trust in an area directly related to his/her job duties, e.g., a cashier stealing money?
7. Has the employee been previously formally disciplined for the same or other types of misconduct? If so, how recently was the most recent discipline?
8. What is the employee's attitude one of contrition or defiance?
9. Has the employee completed his/her probationary period?
10. Is this a new employee or one with long tenure with the Authority?
11. Were the offenses particularly infamous or did they cause great notoriety for the Authority?
12. Is the proposed penalty consistent with other actions taken by the same organization?
13. If the misconduct took place off-duty, is there a connection between the employee's off-duty misconduct and the duties the employee performs for the Authority, e.g., off-duty child molestation by an employee whose job with the Authority involves working with children?

D. Administering disciplinary action The following guidelines are suggested for administering disciplinary actions. In most cases the first line supervisor should administer disciplinary actions, including proposals to suspend or discharge. Unless the employee is not at work for some reason, the supervisor will deliver disciplinary actions whether proposed or final action in a personal meeting with the employee. In unusual cases, a second line supervisor or other designated official may administer disciplinary actions. The guidelines below apply only to nonrepresented employees and may be applied to at-will employees at the sole discretion of the Executive Director.

1. Letters of Counseling or Reprimand

- a) The immediate supervisor should prepare these disciplinary actions.
- b) The supervisor should coordinate and consult with Human Resources in preparing these actions
- c) The supervisor should give the employee copies of any memorandums for the record or other documents relating to poor performance or misconduct including warning notices and ask the employee to sign acknowledging receipt of the documents. All formal letters of reprimand must be sent to Human Resources for filing in the employee's personnel file.
- d) If the employee refuses to sign the a letter of counseling or reprimand, the supervisor will annotate the letter with the time and date and state that a copy of the letter was given to the employee and the employee refused to sign.
- e) A copy of a warning notice or letter of reprimand will be given the employee, supervisor and Labor and Employee Relations.

2. Letters of Suspension and Discharge (applies to nonrepresented employees)

- a) The first line supervisor will conduct the investigation of poor performance or misconduct and will generally be the proposing official for any action.
- b) A proposed disciplinary action of suspension or termination must include the supervisor consulting with and obtaining the concurrence of Human Resources prior to issuing a proposed suspension or discharge action. LER Specialist will review the facts surrounding the proposed discipline with the supervisor and, based on the written information provided by the supervisor prepare the proposed suspension or discharge letter. The immediate supervisor will sign and issue the proposed disciplinary action to the employee. The letter will inform the employee of his/her right to respond orally or in writing or both and to have copies of all materials that served as the basis for the proposed action.
- c) The initiating supervisor will receive any written reply and hear any oral reply.
- d) The supervisor who receives and/or hears the employee's reply should make the decision regarding the level of discipline that will be imposed. This supervisor should fully consider all the information, including the employee's written and oral replies, if any. The supervisor must consult with the LER Specialist. The employee will generally be in a work status pending the outcome of the disciplinary process.

3. Timely Action Discipline is most effective if it is administered close in time to events that gave rise to the discipline. Supervisors and managers should ensure that all facts are gathered, the written reports are complete, all evidence is weighed, and discipline is administered as soon as practical the incident occurs. In certain situations involving a specific problem or pattern of behavior that must be corrected, e.g., absenteeism or tardiness, the supervisor should initiate discussions with the employee as soon as the problem manifests itself and before it becomes serious. These discussions should allow the employee an opportunity to correct behavior or performance before they become a more serious problem.

4. Consultation The supervisor is encouraged to consult with upper lever management and Human Resources, Labor and Employees Relations at all stages of the disciplinary process. All formal disciplinary actions must be reviewed by Human Resources before they are given to an employee. This consultation is intended to ensure appropriate due process is applied

and decision making on these sensitive issues is consistent, fair and equitable.

5. **Discipline for FLSA Exempt Employees** Exempt employees are employed on a salary basis and there are specific issues that affect disciplinary actions for such employees. An Exempt employee can be suspended from duty without pay in increments of a workweek, i.e., five (5) day blocks of time but not for lesser periods unless the suspension results from a serious safety violation. Exempt employees may be reprimanded, demoted or discharged for just cause.

SAN FRANCISCO HOUSING AUTHORITY

Personnel Policies, Rules and Procedures

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

POLICY

The San Francisco Housing Authority will provide fair and equal opportunity in its employment and promotional practices. It is the policy of the Authority that no person shall be discriminated against in employment on the basis of race, color, creed, sex, national origin, ethnicity, ancestry, age, disability or medical condition, political affiliation, sexual orientation, marital or domestic partner status, parental status, other non-merit factors, or any other categories prohibited by federal, state or local law. The Authority is committed to actively recruiting from all segments of the community it serves and to achieving a qualified workforce that reflects the diversity of our community. Employment decisions will be based solely on applicable experience, education and demonstrated ability to perform the work specified with or without accommodation.

Adopted by Resolution Number 4989, 7/12/01

RULES AND PROCEDURES

- A.** Employment decisions shall be made based solely on applicable experience, education and demonstrated ability to perform the essential duties of the classification in which an employment opportunity exists. The Authority will comply with all federal, state, and local employment laws and guidelines and further, will follow employment principles and practices that promote fair and open competition for all of its employment opportunities and is committed to having a workforce comprised of at least twenty-five (25%) percent public housing residents and/or Section 8 participants.
- B.** Each supervisor, manager, and executive is responsible for understanding, communicating, and enforcing these policies, rules, and procedures to ensure that the workplace is free from discrimination. All complaints of discrimination must be reported immediately to the Human Resources Director.
- C.** The Authority will immediately, thoroughly and objectively investigate all complaints of discrimination. Those connected to or having information about the complaint will be interviewed, the findings and conclusions will be documented, and the results of the investigation will be communicated to the Human Resources Director, the complainant, the alleged discriminator, and, as appropriate, to others who may be involved. The complaint filing and investigative procedures are the same as those defined for sexual harassment complaints in these policies and procedures.
- D.** Employees may also file a complaint with the Federal Equal Employment Opportunity Commission and the California State Department of Fair Employment and Housing.

SAN FRANCISCO HOUSING AUTHORITY

Personnel Policies, Rules and Procedures

VIOLENCE-FREE WORKPLACE

POLICY

Employees, clients, and residents of the San Francisco Housing Authority are entitled to safe and healthy work and living places. Any form of violence or threats of violence (explicit or implied) is forbidden. Examples include, but are not limited to fighting or inciting a fight; deliberate destruction of property; verbal or physical abuse of residents, guests, clients or employees, any form of sexual harassment, threats or harassment stemming from personal relationships or domestic disputes, carrying or using firearms, fireworks or weapons on Authority property, threatening, abusive or vulgar remarks or gestures directed toward any Authority supervisor, employee or resident. Supervisors and employees must report all acts of threatening or violent behavior. Supervisors are required to take swift and appropriate action to investigate and correct such behavior. Violent or threatening behavior will not be excused because it arises from horseplay or joking around. Employees found in violation of this policy are subject to appropriate disciplinary action including discharge. The Authority has a “Zero Tolerance” policy with respect to manifestations of intolerance (Hate Crimes) based on an individual or group’s race, color, creed, sex, national origin, ethnicity, ancestry, age, disability or medical condition, political affiliation, sexual orientation, marital or domestic partner status, parental status, other non-merit factors, or any other categories prohibited by federal, state or local law.

Adopted by Resolution Number 4989, 7/12/01

RULES AND PROCEDURES

A healthy workplace is the foundation for preventing violence. Authority employees are not immune to the emotional stresses of society. Sometimes these stresses are brought into the workplace and contribute to threatening or violent incidents. Managers and supervisors at all levels are responsible for ensuring that a safe and secure work environment is maintained for employees, clients and residents. Supervisors must be aware of situations that have the potential to produce threatening or violent behavior at Authority work sites. Managers and supervisors will take positive steps to assist employees and peers in obtaining appropriate services through the Employee Assistance Program (EAP). Employees who are threatened or experience a violent act while on official duty in the field should report incidents to the appropriate level of supervision and Human Resources at the first opportunity. Any employee observing violent or threatening acts should first secure his/her own safety and then:

1. **Emergency:** Call 911 if the situation requires immediate assistance of medical and/or law enforcement personnel.
2. **Non-emergency:** Notify your supervisor, or if the person making the threat is your supervisor, notify a higher level supervisor or the Director of Human Resources.

SAN FRANCISCO HOUSING AUTHORITY

Personnel Policies, Rules and Procedures

SAFETY & WORKERS COMPENSATION

POLICY

The San Francisco Housing Authority is vitally interested in the safety and welfare of its employees and seeks to provide a safe and healthy workplace. All managers and supervisors of the Authority are charged with the responsibility for ensuring the safety of its employees. The Authority will comply with all federal and state safety laws and provide appropriate safety equipment and require it to be used on the job. All accidents will be reported and investigated promptly, and corrective actions, if required, will be implemented immediately to prevent recurrences.

Adopted by Resolution Number 4989, 7/12/01

RULES AND PROCEDURES

- A. **SAFETY PROGRAMS:** The Authority shall establish and maintain practical safety programs under the direction of the Occupational Health & Safety Manager. Such programs shall help to:
 - 1. Identify occupational health and safety risks consistent with OSHA and EPA requirements.
 - 2. Control and reduce employee exposure to all known occupational safety and health risks.
 - 3. Through periodic training, promote better ways to protect the safety and health of employees and increase safety consciousness among the work force.
 - 4. Investigate worker's compensation claims in an effort to prevent and reduce work-related injuries and minimize fraudulent claims.
- B. **ACCIDENT REPORTING:** All accidents will be reported immediately to the Director of Occupational Safety & Health who in accordance with applicable state law, will report such incidents to the State Department of Industrial Relations.
- C. **AUTHORITY PROPERTY:** Each employee is responsible for the safe operation of all Authority property (e.g., equipment, tools, machinery, vehicles, etc.) in his/her charge at any time. The Authority shall provide for the proper care and maintenance of Authority property. Each employee must report any malfunction of Authority property to his/her supervisor. An employee may be liable for damage to Authority property in cases of willful destruction or abuse. All Authority employees must take reasonable and prudent steps to protect property from loss or theft.
- D. **PROTECTIVE EQUIPMENT:** All Authority employees whose job requires them to wear protective equipment, e.g., safety shoes, ear or eye protection, etc,

must wear all such equipment at all appropriate times and in all appropriate environments. When there is a doubt about the need to use protective equipment, the employee should err on the side of safety and wear or use the protective equipment. Failure to wear or use appropriate or required protective equipment at all appropriate times is cause for disciplinary action. The Authority will supply, at its expense, required safety equipment for employees.

- E. **RETURN TO WORK:** The Authority will make a good faith effort to return to work an employee who is pregnant or who has sustained an injury or illness and whose doctors certify that she/he is temporarily unable to perform specified aspects of his/her job duties by temporarily modifying duties within the prescribed medical restrictions. Modified assignment duties may differ from the employee's regular duties or from duties performed by other employees in the injured employee's regular class. Where appropriate duty modification is not available in the injured employee's regular class, shift or department, the employee may be temporarily assigned pursuant to this section, to work in another class, shift or department. After 90 days, the parties shall reevaluate the modified duty or other assignment that has occurred in conjunction with the employee's medical restrictions. Modified duty assignments are intended to be temporary, not ongoing.

Employees who are absent because of occupational or non-occupational disability and who are receiving Temporary Disability, Vocational Rehabilitation Maintenance Allowance, or State Disability Insurance, may request that the amount of disability payment be supplemented with unused sick leave, annual leave or compensatory time off credit so as to equal the normal salary the employee would have earned during their normal work schedule.

- F. **EMERGENCIES:** In the case of any employee related emergency such as injury or illness, the Office of Occupational Safety and Health (OSH) will be notified immediately. The OSH will make arrangements to contact the appropriate individual in case of emergency. In those cases where the Authority has been notified of an external emergency involving an employee's family member or friend, every effort will be made to notify the employee immediately.
- G. **SMOKE FREE WORKPLACE:** The San Francisco Housing Authority is a smoke free workplace. Except for designated outdoor smoking areas, smoking is prohibited in all buildings and vehicles owned or leased by the Authority.
- H. **CHILDREN IN THE WORKPLACE:** The presence of children in the workplace is discouraged and should only occur in very limited instances. Children can be a safety hazard and may distract or disrupt employees from the performance of their work. Children will be authorized in the workplace on special and recognized occasions or events sanctioned by the Authority, e.g., bring your child to work day or an Authority recreational event. Exceptions must have advance written approval by the Executive Director or designee.

SAN FRANCISCO HOUSING AUTHORITY

Personnel Policies, Rules and Procedures

DUTY CLASSIFICATION, POSITION ALLOCATION, & APPOINTMENTS

POLICY

The Authority shall maintain for all active classifications, written descriptions identifying the concept, duties, responsibilities, minimum qualifications, physical requirements, union representation, and Fair Labor Standards Act (FLSA) status. The information in these descriptions will provide the basis for selection procedures, performance evaluation, ensure equal pay for like work, and provide the basis for comparison to classes in other jurisdictions.

Adopted by Resolution Number 4989, 7/12/01

RULES AND PROCEDURES

- A. **JOB DESCRIPTIONS, PROPER ASSIGNMENT OF DUTIES, AND OUT OF CLASS WORK:** Managers and supervisors are responsible for planning, organizing and directing the work of their respective work units. This includes properly assigning duties that are consistent with an employee's class description and ensuring that employees are not allowed or instructed to perform duties outside their classifications unless the required clearances are received from Human Resources. Managers and supervisors are responsible for helping maintain up to date and accurate class descriptions by informing Human Resources of duty assignment changes that are needed to carryout the work unit's mission. Human Resources should be involved as soon as it is clear that changes need to occur. Employees who believe they are working out of class must notify their supervisor and Human Resources within 30 days of the out of class work commencement to be eligible for any claim to additional compensation.
- B. **REGULAR, FULL-TIME APPOINTMENTS:** These are effected when an employee has been hired without a predetermined termination date and works a minimum of thirty-six (36) hours per week. Such employees may be at-will or be required to serve a prescribed probationary period and are eligible for all employee benefits upon appointment date.
- C. **REGULAR, PART-TIME APPOINTMENTS:** These are effected when an employee has been hired without a predetermined termination date and works less than thirty-six (36) hours per week. Such employees may be at-will or required to serve a prescribed probationary period and must work at least twenty (20) hours each week to be eligible on a prorated basis for all employee benefits.
- D. **TEMPORARY APPOINTMENTS:** These are effected when an employee is hired to work either full-or part-time with a predetermined termination date

or “not to exceed” date, and is employed on an hour-by-hour or day-by-day basis in response to seasonal, or otherwise unanticipated work situations that arise from unpredictable or changing circumstances or conditions. Temporary employees have no expectation or guarantee of continued employment. A temporary employee may be terminated at any time at the Authority's discretion. As a condition of employment, temporary employees must sign a written agreement that they agree to and understand the above conditions of their employment. Temporary employees are eligible either on a full or prorated basis for all leave related employee benefits only. As a rule, temporary employees should not work more than 1000 hours in a fiscal year (slightly less than six (6) months) otherwise the Authority must enroll them in the PERS retirement system and they become eligible to participate in health, dental, vision, and life insurance benefits.

- E. TEMPORARY PROMOTIONS:** These are effected when an employee is assigned the duties of a higher level classification and the duration of the assignment is uncertain because of unknown or changing conditions or circumstances. To be eligible for a temporary promotion, the employee must meet all minimum qualifications, including typing requirements of the higher level class. Unless otherwise provided by a collective bargaining agreement, these types of assignments are not approved for the incidental coverage of a higher position's duties such as during periods of short vacation. Such assignments may be appropriate if immediate coverage of the higher level duties is essential to maintain critical operations or service delivery. If for any reason an employee who is on a temporary promotion is unable to perform the required duties for two (2) consecutive pay periods, the temporary promotion will be terminated by Human Resources. If the employee does not fully meet the minimum qualifications for the higher level class, see paragraph G of this section and paragraph D of COMPENSATION POLICIES.
- F. TERM APPOINTMENTS:** These are effected when an employee is engaged to work pursuant to a written agreement, either full-time or part-time, with a predetermined termination date, normally longer than one year and less than five years. Term employees are generally hired in conjunction with a particular project, process or funding source and their employment will be of the same duration unless terminated earlier or extended. The key difference between a term and temporary appointment is that the duration of the term appointment is generally tied to the specific project or process and the appointee is eligible for full benefits from date of hire. No term employee will work beyond the approved termination date of his/her appointment. Term employees receive the same benefits as regular employees and are considered regular employees for all purposes other than tenure. Their terms and conditions of employment are covered under the written agreement; however, a term employee has no guarantee or expectation of continuing employment and may be terminated at any time at the authority's discretion.
- G. ACTING ASSIGNMENTS:** These are effected when existing employees are temporarily assigned to perform duties at the same or lower classification without regard to the employee fully meeting the minimum qualifications for

the class. (typing requirements must be met and certified by test upon assignment of the new duties).

- H. TRANSFERS:** These can occur to move an employee from one class to another without examination if the employee meets the minimum qualifications for the class being transferred to, and there is no more than a one step difference between the 5th steps of the respective salary schedules. Management may initiate transfers for the good of the Authority or a request to transfer may be made by the employee. Transfers do not change an employee's existing appointment status or anniversary date.

SAN FRANCISCO HOUSING AUTHORITY

Personnel Policies, Rules and Procedures

COMPENSATION ADMINISTRATION & PERSONNEL ACTIONS

POLICY

It is the policy of the San Francisco Housing Authority to compensate its employees adequately and fairly, follow the principle of equal pay for equal work, and not discriminate in the administration of its compensation plan. The Authority will follow applicable state and federal laws in its compensation administration, compensating its employees in accordance with the provisions of applicable MOUs, collective bargaining agreements and prevailing industry or geographic practices. Salaries for classes represented by recognized employee organizations will be negotiated with representatives of those organizations. Consistent with applicable laws pertaining to collective bargaining, the salaries for Authority classes will not exceed comparable class salaries in the City & County of San Francisco (CCSF). The Executive Director, subject to availability of funds and a determination that a salary increase is warranted, may approve salary adjustments for confidential and non-represented classes.

Adopted by Resolution Number 4989, 7/12/01

RULES AND PROCEDURES

- A. **WAGE AND SALARY DETERMINATIONS:** All classification salaries will, to the extent possible, be aligned with comparable classifications in the CCSF, established as an appropriate percentage below or above the salary for a nearly comparable CCSF class, or aligned internally with Authority classifications recognizing such factors as supervisory/subordinate relationships and internal equity with other classes. The Authority salary schedules and the method of setting class salaries a specific percentage below or above another class salary will be the same as CCSF as follows:

All calculations will be based on step 5 of the respective salary schedules. For example, 5% above a given schedule would be calculated by multiplying the 5th step of the lower schedule by 105% (1.05). Conversely, 5% below would be calculated by dividing the 5th step of the higher schedule by 105% (1.05).

- B. **EFFECTIVE DATE OF SALARY INCREASES:** Unless otherwise required, such as by MOU provision, all salary increases, regardless of the reason for the increase, will be effective at the beginning of the pay period immediately following Human Resources approval of the action causing the increase. There are no provisions for retroactivity unless agreed to as part of a grievance settlement or MOU provision.
- C. **SALARY UPON INITIAL APPOINTMENT:** Compensation upon initial appointment will be at the lowest step that allows the Authority to attract and retain well-qualified personnel and to the extent possible, will be at salary step

1. Requests for above minimum step appointment must be submitted in writing from the appropriate Administrator for advance approval by Human Resources and should include a discussion in light of the following:

1. **SUPERIOR QUALIFICATIONS:** The candidate's qualifications, e.g., education, experience, credentials are demonstrably superior to what would be expected from a fully qualified candidate for the position being filled.
 2. **EXISTING OR PREVIOUS SALARY:** Matching or exceeding the candidate's current salary is necessary to ensure acceptance of the employment offer or matching or exceeding a previous salary received from the CCSF or the Housing Authority is required for the same reasons. Generally, in these instances, appointment will occur at a step that is higher, but within 15% of the candidate's current or previous salary. In determining whether to make an above minimum step salary offer, consideration will be given to income and other benefits of monetary value that the candidate will forfeit by accepting employment with the Authority. These may include income from the candidate's present employment and earnings from any outside employment that has been a regular part of the candidate's total income and that will not continue as an Authority employee. "*Firm*" salary increases or other employment offers may also be considered. If the candidate is relocating from outside the San Francisco Bay Area, the prevailing rate of pay for comparable positions in the area where the prospective employee currently works may be used as an indicator of "*existing salary*".
 3. **SUPERVISORY/SUBORDINATE DIFFERENTIAL:** In some instances, advanced step placement may be needed to provide an appropriate differential between a supervisor and a closely compensated subordinate. Generally, a 7.5% - 10% differential is acceptable. Revised 6/5/02.
- D. **ACTING ASSIGNMENTS:** Assignment to a different classification with the same or lower salary schedule than an employee's normal class will not change an employee's existing salary.
- E. **PROMOTIONS - PERMANENT AND TEMPORARY:** An employee who is promoted will receive salary step 1 of the higher class or the next nearest step that is at least 7.5% higher than the employee's salary in the class to which they are permanently appointed. If the prescribed salary falls between two steps, the higher step prevails. Temporary promotions, (*transacted in the payroll system as Acting Assignments*) are subject to the same salary movement provisions as permanent promotions and the employee's anniversary date becomes the effective date of the promotion. Upon completion of the temporary promotion, the employee will return to their previous class at the salary step they would have been at had the temporary promotion not occurred. In cases where the temporary promotion lasts at least two (2) continuous years, and the employee returns to a lower classification for reasons other than a fiscally

driven layoff, retained pay provisions will be applied, or the employee will be placed at the salary step of the lower classification that most closely matches the salary they had been receiving when the promotion was terminated, whichever is most advantageous to the employee.

In situations where the employee does not fully meet the minimum qualifications for the higher class, where an employee is assigned to perform "*unclassified higher level duties*", or when the employee is performing a substantial portion of the higher class duties, but is still responsible for the essential duties of their regular class, they will be paid a 7.5% differential above their current salary step. Salary step progression continues to occur in the employee's regular class and the differential is recalculated after each step increase. In no instance shall any of these provisions result in the employee being paid more than the 5th step of the higher class. The employee's anniversary date does not change as a result of receiving the differential. In all cases of higher level unclassified duty assignment, Human Resources must first determine that the unclassified duties are at a higher level before the differential will be paid.

- F. **TEMPORARY APPOINTMENTS:** When temporary employees receive a new temporary appointment to a different class, appointment shall be at salary step 1. Temporary appointments change the employee's anniversary date to the effective date of the action.
- G. **APPOINTMENT CONVERSIONS, TRANSFERS, DEMOTION, PROBATION FAILURE:** Neither salary step or anniversary date will change when an employee's appointment is converted from temporary, term or acting to permanent, or upon demotion or transfer from one class to another. In the case of transfer, when the new class has a higher salary, the employee will receive the step that matches or most closely exceeds the salary they were receiving in the class from which they transferred. Appointment status does not change upon transfer or demotion with employees retaining the same status in the new class as they had in the class from which they transferred or demoted. Voluntary demotion or probation failure in a higher class will result in the employee being placed at the salary step of the lower classification that matches or most closely approximates the salary they had been receiving in the higher class.
- H. **DUTY OR CLASSIFICATION CHANGES:** In situations where employees experience a classification change as a result of reorganization, duty reassignment or classification review, if the new or successor class has a higher salary, the employee will receive the step that matches or most closely exceeds the salary they were receiving prior to the change and their anniversary date becomes the effective date of the action. When the new or successor class has a lower salary, the same salary provisions apply or the employee will receive *Retained Pay*, whichever is most advantageous to the employee, but just as with demotions, the employees anniversary date does not change.

- I. **STEP INCREASES:** Step increases occur after 52 weeks of service and a rating on the most recent performance appraisal of at least *Standards Achieved*. Increases beyond step 5 are not possible. Temporary and term appointees receive step increases under the same provisions as employees with permanent appointments. Time served in these appointments counts toward step increases when the appointment is converted to permanent in that the employee's anniversary date does not change upon conversion.

Accelerated step advancement may occur if there is a determination following initial appointment that an administrative oversight or failure to adequately consider all relevant information could have resulted in the employee being hired at a higher step. Such adjustments must occur within one year of initial appointment and cannot be retroactive. Accelerated step movement may also be warranted to establish or restore an adequate differential between a supervisor and a closely compensated subordinate. Generally, such differentials should be between 7.5% and 10%. Revised 6/5/02.

- J. **SALARY SCHEDULE ADJUSTMENTS:** Salary schedule adjustments for confidential and non-represented classes must be approved by the Executive Director and are not automatically linked to adjustments at the CCSF. Salary schedule adjustments for represented classes are negotiated through the collective bargaining process.

- K. **RETAINED PAY (FORMERLY CALLED “Y” RATING):** When the duties assigned to a permanent or term employee are classified downward because of organizational, technological, or management initiated change, or Human Resources review determines the duties to be overclassified, the employee's existing salary will be retained when it exceeds step 5 of the proper classification. In these instances, employees who have been performing satisfactorily, will retain their existing salary until salary step 5 of the proper class either matches or exceeds the retained salary. At that time, the retained pay will end and the employee's salary will become step 5 of the proper classification. During the period of salary retention, the employee shall receive no salary increases. Retained pay status will not apply during fiscally driven layoffs, the termination of temporary promotions less than two (2) years in duration, term appointments or acting assignments, or demotions because of disciplinary action or employee personal convenience. If the employee accepts any appointment while receiving retained pay, they continue on retained pay status if it is to their benefit, otherwise they receive the salary step dictated by the compensation policies. Under no circumstances will retained pay status extend beyond five years.

SAN FRANCISCO HOUSING AUTHORITY

Personnel Policies, Rules and Procedures

HOURS OF WORK AND OVERTIME COMPENSATORY TIME

POLICY

Most Housing Authority employees can complete their job duties and responsibilities within eight (8) hours a day and forty (40) hours a week. However, there are some situations in which an employee will be required to work additional hours to complete assigned tasks. Exempt employees are expected to work the hours necessary to complete their assigned duties. The San Francisco Housing Authority will keep overtime to a minimum and will compensate employees for overtime in accordance with federal and state laws and the provisions of applicable MOUs.

Adopted by Resolution Number 4989, 7/12/01

RULES AND PROCEDURES

A. EXEMPT AND NON-EXEMPT EMPLOYEES: All employees of the Authority occupy positions within one of two categories.

1. **EXEMPT:** Exempt positions are determined in accordance with the Federal Fair Labor Standards Act of 1938, as amended (FLSA). Exempt employees shall be compensated on a salary basis for all days worked, whether full or partial days, and for all days of paid leave provided for in the Leave portion of these Personnel Policies, Rules and Procedures. An exempt employee is not entitled to overtime compensation or compensatory time off and will use annual or sick leave in minimum increments of two (2) hours. If the employee works any part of a day, the employee must be paid for the day. The FLSA status of a class is identified on its SFHA Classification Description a copy of which is provided to each employee and supervisor upon appointment to the class.
2. **NON-EXEMPT:** Employees who are not within the scope and definition of exempt employees under the FLSA are not exempt from overtime provisions. Non-exempt employees shall be compensated on an hourly basis for all hours worked and for all hours of paid leave. Payment of appropriate overtime compensation is governed under the provisions of the appropriate MOU. A non-exempt employee who is scheduled to work one-half (1/2) hour or more in excess of eight (8) hours in any work day, or works in excess of forty (40) hours in any one week will receive overtime pay, or compensatory time if requested in writing prior to the performance of the overtime work as follows or as specified in the applicable memorandum of understanding:

- a. One and one-half times (1.5x) for each hour worked over eight (8) hours in any one day up through twelve (12) hours;
- b. One and one-half times (1.5x) for each hour worked over forty (40) hours in any one week;
- c. Two times (2x) for each hour worked over twelve (12) hours in one day;
- d. Two times (2x) for each hour worked over eight (8) hours on the 7th consecutive day worked in a workweek.
- e. Compensatory time must be used in the fiscal year in which it is earned. Employees must be paid for any accrued and unused compensatory time upon separation from the Authority.

Supervisors must not “suffer or permit” FLSA non-exempt employees to work overtime without compensation. Supervisors are responsible for ensuring that non-exempt employees report for work on time, take the appropriate lunch period and stop work on time. In the FLSA, “suffer” means to be indifferent to the fact that overtime is being worked while “permit” means the supervisor assigns work that allows or requires overtime with the supervisor’s knowledge. Under the law, a supervisor can neither suffer nor permit a non-exempt employee to work overtime without compensation.

B. ASSIGNMENT OF OVERTIME

1. All overtime must be requested and approved in advance.
2. In all cases, the assignment of overtime work shall be consistent, uniform, non-discriminatory. Overtime shall be offered first to those employees who normally occupy the required positions. If an employee rejects the offered time, the supervisor shall choose an alternate employee who desires the overtime. In cases, where there is no alternate employee or the employee’s skills are specifically needed to perform the overtime work, the employee occupying the required position will be required to work the overtime.
3. Supervisors will give all employees required to work overtime as much advance notice as possible under the circumstances.

C. AUTHORIZATION

All requests for overtime that will either result in pay or compensatory time off must be approved in advance by the Department Administrator or equivalent. Overtime requests must be submitted to the Department Administrator or equivalent, by the supervisor at least one (1) day in advance of the overtime work requested and must contain the following:

- a. date of overtime work desired;
- b. name of the employee(s) involved;
- c. justification for the use of overtime;
- d. number of hours requested in excess of 8 hours per day or 40 hours per week;

- e. the impact that non-approval would have on the Authority.

D. SHIFTING OF HOURS

Employees may request time off for personal obligations and make up the time without the Authority having to pay overtime. The make-up time cannot result in more than twelve (12) hours of work in one day or forty (40) hours of work in one week. The employee must submit written request for the time off and make-up time. Approval of make-up time is not an employee entitlement. The supervisor will consider the workload and need for office coverage and grant the request if the employee can be spared. All make-up time must be performed during the same pay period as the time off was used. This provision applies only to FLSA non-exempt employees.

SAN FRANCISCO HOUSING AUTHORITY

Personnel Policies, Rules and Procedures

AWARDS

POLICY

The Authority recognizes superior employee performance and accomplishments through the use of appropriate awards including monetary and non-monetary awards. Supervisors at all levels are responsible for encouraging and motivating employees and soliciting suggestions to improve work processes and service.

Adopted by Resolution Number 4989, 7/12/01

RULES AND PROCEDURES

NON-MONETARY AWARDS

1. INFORMAL RECOGNITION

Informal recognition from a supervisor in the form of verbal praise and a simple “thank you” is always appropriate. In addition, employees may be given non-monetary recognition such as letters of appreciation, certificates and plaques.

2. TIME OFF AWARDS

This award is time off with pay without charge to leave and is granted to recognize superior accomplishments or other personal efforts that contribute to the quality, efficiency or economy of the Authority’s operations or services.

Time off awards are granted in increments of whole workdays only. Depending on an employee’s approved work schedule, a workday could be longer than 8 hours.

Supervisors above the first level may approve time off awards of one (1) workday, not to exceed a total of three (3) workdays in a fiscal year. An Administrator or Director or equivalent must approve periods beyond one workday at a time or more than three workdays in a fiscal year. Directors may approve up to three workdays for a single achievement; Administrators may approve up to a maximum of ten (10) days per fiscal year for one or more achievements. No single employee will receive more than a total of ten (10) workdays in a fiscal year without the prior written approval of the Executive Director or designee. Once approved, a time off award may be used at any time that is mutually agreeable between the employee and supervisor. However, time off awards must be used within 12 months of the date the award is approved or the award will be forfeited. Time off awards must be used in increments of full workdays only and cannot be converted to cash payments. Timekeepers will show the use of a time off award on the timecard by indicating the employee was on duty for the workday and annotating the remark section of the timecard to show the use of this award.

B. MONETARY AWARDS

Monetary awards may be used to recognize and demonstrate appreciation of overall employee performance, one-time or short-term performance or achievements, or sustained accomplishments which contribute to the efficiency and economy of the Authority or improved service to residents and customers. Administrators and Directors (or equivalent) are authorized to grant the following types of monetary awards:

- Performance Awards
- Superior Accomplishment/Special Act Awards
- On-the-Spot Awards including Sick Leave Conservation awards

In selecting the appropriate type of award, supervisors should determine if the superior performance is within the employee's assigned duties or clearly exceeds the standards for the position. Awards should be granted only when the employee's contributions clearly exceed the standards for the position. An additional consideration is whether or not the acts or accomplishments were sustained over an extended period or a one-time event. An employee cannot receive more than one form of monetary recognition for the same act or contribution. No monetary award is automatic and no employee is entitled to an award. An annual Performance Summary rating of Unacceptable or Development Needed or any poor or unsatisfactory performance during the appraisal period will make the employee ineligible for any type of monetary award. Employees who commit acts of misconduct for which they are formally disciplined are also ineligible for monetary awards provided the disciplinary action(s) were in the previous 12 months. Employees will not be informed they are under consideration for any type of monetary award until the appropriate official has approved the award. Each award must be considered on its merits and requires a specific recommendation of the supervisor to the Director or Administrator (or equivalent). The decision of the Administrator or equivalent is final. Temporary employees are not eligible for monetary awards. Non selection for a monetary award or the type or amount of the award are not grievable issues.

C. PERFORMANCE AWARDS

Performance awards are a monetary bonus to employees who substantially and consistently perform in an exemplary manner. Performance awards are based on the employee's annual performance rating and are determined at the time the annual performance appraisal is completed. This award is paid in a lump sum or by granting an additional step increase within the existing schedule. An employee must have a Performance Summary Rating of Outstanding to be eligible for a performance award. Performance awards are intended to provide a means to financially reward an employee whose performance over a rating period substantially exceeds the established standards as documented on the employee's annual performance appraisal.

The amount of the performance award will not exceed five (5) percent of the employee's annual salary. Generally, percentages nearing 5% will be based on

clearly documented superior performance and the top rating level. A special step increase may also be granted provided the employee is below step 5. Granting a step increase as an award does not change the employee's anniversary date.

Directors or equivalent (with the concurrence of their Administrator) may approve awards up to 2% of an employee's annual pay while Administrators or equivalent (with the concurrence of the Executive Director or designee) may approve up to 5% of an employee's annual pay or a step increase. The Executive Director or designee must approve awards for Administrators or equivalent.

D. SUPERIOR ACCOMPLISHMENT/SPECIAL ACT AWARDS

These awards are paid in a lump sum to recognize exemplary performance that benefits one or more elements, organizations or operations of the Authority. These awards may be granted at any time and will recognize achievements that do not necessarily coincide with a performance rating period. These awards are not based on the employee's annual performance appraisal.

The amount of these awards may range from \$250 to \$1000. The Executive Director or designee may grant awards up to \$2000 in exceptional cases. In determining the award amount, the nominating and approving supervisors/managers must assess the extent of the application of the employee's achievement, i.e., how broadly the employee's achievement applies within the Authority, and the value of the benefit, i.e., whether the change or performance was small or substantial. For example, an act that affects only one unit in a department and changes or modifies only an internal process or procedure could justify an award at the lower end of the range while an act that affects the entire Authority and establishes an entirely new process or procedure or affects several organizations, districts or developments may justify an award at the upper end of the range. Directors or equivalent may approve awards up to \$500 and Administrators or equivalent may approve awards up to \$1000. The Executive Director or designee must approve awards for Administrators or equivalent and awards over \$1000.

E. ON-THE-SPOT AWARDS

This award is intended to provide rapid feedback and recognition to employees who make an extra effort, either one-time or short-term, to perform their duties in an exemplary manner, especially if the extra effort might otherwise go unrecognized. This type of award should not be a substitute for a higher level award when that is more appropriate. Spot awards are intended to require only a simple justification and will be paid to the employee within a short time after the achievement being recognized.

Spot awards may range from \$50 to \$250, depending on the nature and duration of the performance being recognized. Spot awards are appropriate to recognize employees who enhance the productivity of the Authority and its ability to provide services to clients by conserving sick leave. Employees who use no more than sixteen (16) hours of sick leave on an annual basis (October 1 through September 30) will receive a spot award of \$150. This award is not intended to penalize employees who must use sick leave but to reward employees who

prudently schedule medical appointments during non-work hours and maintain their health and welfare.

Administrators, Directors or equivalent may approve up to \$250. If any single employee receives more than \$500 in a 12 month period, in Spot or Superior Accomplishment/Special Act Awards, the award that results in the total exceeding \$500 must be approved by the appropriate Administrator.

F. EMPLOYEE OF THE QUARTER/EMPLOYEE OF THE YEAR

Each Administrator or equivalent may have an employee of the quarter program to provide appropriate honorary recognition to an employee whose contributions went above and beyond expectations during the previous quarter. Administrators wishing to have an Employee of the Quarter/Year should develop their own written internal procedures spelling out how their program will operate. A copy to the procedure will be submitted to Human Resources. A spot award of up to \$100 may accompany this award.

The Authority will hold an annual competition for the Housing Authority Employee of the Year. The competitors for this award will include all the employees of the quarter who have been selected throughout the year. The Authority competition will be held in January of each year with a panel of key managers selecting the finalist. The employee of the year will receive a plaque and \$500.

G. NOMINATION PROCEDURES FOR MONETARY AWARDS

Administrators or equivalent will establish internal procedures for their employee of the quarter programs. Administrators granting a cash award to the employee selected as the employee of the quarter for their organization will follow the procedures below for approval of the cash award.

Monetary award nominations will be processed as follows:

1. The nominating supervisor will determine the appropriate type of award and the amount.
2. The nominating supervisor will prepare a Personnel Request Form indicating the type of award in the "Other" block at the top of the form, fill in the employee's name and other information and indicate the award and amount recommended in the "Remarks" section of the form. This form must be reviewed and approved by the level of management having authority to approve the type and amount of the recommended award.
3. The nominating supervisor will prepare a justification spelling out the specific accomplishments that justify the award. The justification should be in memo form and should have enough information so an impartial reader can assess the employee's contributions. Higher award amounts will require more substantial justification.
4. A nomination for a performance award may only be submitted in conjunction with the employee's annual performance appraisal. A copy of the completed appraisal must accompany the Personnel Request Form.

5. A Time Off Award requires a short memo spelling out the achievement that justifies the award. The appropriate levels of management required to grant the requested number of days off must approve the memo.
6. After receiving approval from the appropriate management officials, the nomination package will be submitted to Human Resources for processing. Human Resources will review the award for compliance with the guidelines in these rules and procedures, consistency in granting similar awards, the appropriate type and amount of the award, justification, and approval by appropriate management levels. Human Resources will coordinate with Finance to ensure funds are available.

SAN FRANCISCO HOUSING AUTHORITY

Personnel Policies, Rules and Procedures

RECRUITMENT, SELECTION & PROBATION PERIODS

POLICY

It is the policy of the San Francisco Housing Authority that all appointments will be based on merit and ability, and consistent with the Authority's Equal Employment Opportunity/Affirmative Action Policy. The Authority is committed to actively recruiting from all segments of the community it serves and to achieving a qualified workforce that reflects the diversity of our clients and residents. Consistent with the policy guidance of the U.S. Department of Housing and Urban Development's economic development expectations, the Authority will endeavor to improve the economic status of public and subsidized housing residents by giving preference in initial employment to residents of public housing and leased (Section 8) housing and will also strive to promote its qualified employees to the extent feasible. For purposes of this policy, a "resident of public housing" is any person whose name is on the lease of a public housing residential unit or a person covered by a Section 8 certificate. Outreach efforts will also extend to the community surrounding Authority developments.

The Authority will not show preferential treatment to relatives of employees in the selection process, nor will relatives be automatically excluded from employment or advancement. The Authority will not appoint or place a person into a position that is supervised by an employee who is related to that person by blood or marriage. Additionally, no supervisor will rate or attempt to make or influence any employment or monetary decisions for anyone related to him/her by blood or marriage. In instances where nepotism may exist, all parties involved, i.e., supervisors, employees and applicants, must inform the Authority of such relationships, regardless of when or the circumstances under which the relationship develops. Failure by anyone involved in a nepotistic situation to notify the Authority of the relationship will be viewed as a serious breach of the standards of conduct.

Individuals with criminal convictions will be evaluated for employment suitability in accordance with relevant federal and state laws and regulations and the Authority's policies on background investigations.

The Authority considers an employee's probationary period to be an extension of the recruitment and selection process. Managers and supervisors will use the probationary period to evaluate the employee's capabilities and development to ensure the Authority retains only employees who satisfactorily carry out their duties and responsibilities.

The Authority may periodically need to retain the services of Human Resources professionals, Human Resources independent contractors or Human Resources consultants to provide specific services. Human Resources may enter into agreements for such services provided that total compensation from any one or combination of agreements with said vendor, does not exceed \$25,000 in any fiscal year.

Adopted by Resolution Number 4989, 7/12/01

RULES AND PROCEDURES

- A. **HIRING OF RELATIVES:** The San Francisco Housing Authority reserves the right not to hire relatives of staff who are presently employed and who would be working within the same division of the authority. Employees who are related by blood or marriage cannot report to one another. Current employees who become married or otherwise related to other employees while working will be allowed to continue their employment, if there are no direct reporting relationship involved. Employees related by blood or marriage are prohibited from making or influencing any employment decisions for each other.
- B. **REINSTATEMENT OF FORMER EMPLOYEES:** Former employees are eligible to apply for vacancies for which they meet the minimum qualifications if their separation from the Authority was not the result of misconduct or poor performance. Unless prohibited by MOU provisions, reinstatement can be effected within three (3) years of the separation date without having to conduct a formal recruitment process. Reinstated employees must serve the required probationary period.
- C. **INTERNAL CANDIDATES:** In filling vacant positions, preference shall be given to current qualified Authority employees over external candidates, when merit and ability are equal as determined by a qualifications assessment process. Internal candidates will include any person on the lease of a public housing dwelling or a Section 8 participant.
- D. **APPLICANTS WHO ARE RESIDENTS OF PUBLIC HOUSING:** Prior to employment with the Authority, a prospective employee who is a resident of public housing must be current on his/her rent or have entered into a written agreement to bring his/her rent current. Once an employee, failure to remain current on the rent, may result in disciplinary action, up to and including termination from employment.
- E. **EMPLOYMENT ELIGIBILITY VERIFICATION:** All prospective applicants who are citizens of the United States are eligible for employment consideration by the San Francisco Housing Authority. Applicants with permanent resident-alien status, or who have work visas covering the term of their employment may also be considered for employment. During new hire orientation, the prospective employee will be required to provide proof of citizenship or a legal right to work in United States. Any applicant who fails to provide proof of citizenship or eligibility to work in the United States through the timely completion of the Form I-9 will be disqualified immediately.
- F. **CAPABILITY TO PERFORM:** All employees must be medically and physically capable of performing the essential duties and responsibilities of the class to which they are hired and in accordance with the provisions of the Americans with Disabilities Act. The Authority reserves the right to have prospective and existing employees submit to a fitness for duty medical examination.

- G. MINIMUM QUALIFICATIONS AND TESTING:** Minimum qualifications for each class can be satisfied through any combination of experience, education or training that would likely provide the knowledge, skills and abilities identified in the class description. A standard statement to this effect will be included in all class descriptions and employment opportunity announcements. Formal education beyond that which is minimally required can substitute for required experience based on one (1) year of education being equal to six (6) months of experience. Experience beyond that which is minimally required can substitute for required education on one (1) year for one (1) year basis. Testing will be administered to assess job-related knowledge, skills, and abilities. Employment tests will be administered only by the Human Resources Department in accordance with the EEOC “*Uniform Guidelines on Selection*” and may consist of any combination of written, oral or other exercises or assessment procedures that evaluate, but that are not necessarily limited to, typing, math and English skills, computer and software proficiency, writing ability, reading comprehension, analytical ability or any other job-related knowledge, skill, ability or qualification. The Authority may without notice, change or eliminate any particular assessment component or combination of components as the needs of the agency dictate. In cases where a viable eligible list does not exist and the needs of the agency dictate, an existing alternate eligible list may be used when the compensation, knowledge, skills, abilities and other qualifications of the class being considered as an alternate, equal or exceed those of the class for which there is no list.
- H. REFERENCE CHECKS:** Reference checks will be conducted on all applicants selected for hire by the Authority. Preferably, at least two (2) of the references will be former supervisors of the candidate. Information gathered through the reference checks that indicates misrepresentation of skills, work history, educational background, or a record of misconduct or poor performance will normally result in the withdrawal of any conditional employment offer.
- I. CREDENTIALS VERIFICATION:** When a specific license, certificate, or degree is required for the class, or claimed by the applicant (whether or not required by the position), the applicant will be required to provide proof of its existence. Copies of documents submitted as proof will be kept in the employee's personnel file. Additionally, the Authority will independently verify all degrees and credentials claimed.
- J. EMPLOYMENT DURATION, OFFERS AND NEW EMPLOYEE PROCESSING:** The Housing Authority makes no commitment or guarantees of employment for any specific duration. No one is guaranteed continued employment. Employment offers will be made only by Human Resources after consultation with the hiring supervisor and receipt of all required approvals. Employment offers must be made in writing and no one will begin work until the acceptance of such offer is confirmed in writing and all requirements have been satisfied, e.g., tests, drug and alcohol tests, credentials and reference checks, and the employee has processed through Human Resources. In the event the Board of Commissioners deems it necessary to employ one or more people for a specific period, they will do so with a written contract.

K. UNSOLICITED APPLICATIONS/RESUMES: The Housing Authority accepts applications and resumes only for positions that are under active recruitment. Unsolicited applications or resumes will be destroyed, or at the Authority's discretion, retained for inclusion in future recruitments for which the applicant may qualify.

L. RECRUITMENT AND SELECTION PROCEDURES

1. Recruitment will be initiated upon receipt of a completed Personnel Request Form (PRF) that contains all necessary approvals.
2. Selection for all permanent and term initial appointments will be based on a competitive process. Temporary appointments are solely at the discretion of the Executive Director, or designee. Selection for permanent promotion to a higher classification will generally result from a competitive process but is not required. Permanent or term employees may be non-competitively promoted subject to applicable compensation procedures when their position is reclassified to a higher class and they have been successfully performing the higher level duties, or the needs of the agency dictate that a non-competitive promotion be effected. Individuals in *Acting* assignments who do not pass the required examination(s) for permanent appointment to the class must have their *Acting* assignments terminated when an eligible list of qualified candidates is established and a permanent employment offer is consummated with a candidate on the list. In reorganizations and layoffs, qualifications may be waived to facilitate the placement of surplus employees. Qualification waivers will be used only in extraordinary cases and the employee will receive intensive and documented training to ensure minimum qualifications are met as soon as possible.
3. Human Resources, in consultation with the hiring supervisor, will determine recruitment strategy and the qualification assessment process, including the types of media for publicity and screening and assessment devices to be administered.
4. Human Resources will receive all applications/resumes from the publicity. Applicants who do not submit a Housing Authority employment application form at the time they apply must complete one prior to reporting for work.
5. All applications/resumes received by the filing deadline will be screened by Human Resources against the class minimum qualifications and acknowledgement letters will be sent to all applicants.
6. Following initial screening, either all or an appropriate number of the most highly qualified applicants will be scheduled for whatever tests, or qualifications assessment exercises that have been deemed appropriate. Interview rating panels will consist of at least two (2)

people and to the extent possible, should represent the diversity of the Housing Authority.

7. Employment eligibility lists will be established as the result of the qualifications assessment process and forwarded with copies of applications/resumes to the hiring supervisor. Once a candidate has been tentatively selected, that supervisor or in some cases, Human Resources will conduct reference checks to verify past work performance. Human Resources will verify credentials and initiate a criminal history check at or prior to in processing.
8. All applications/resumes that were sent to the organization will be returned to Human Resources and kept on file in accordance with record retention requirements. Candidates who were interviewed and not selected will be notified of the outcome by Human Resources.
9. Upon receiving written notice from the hiring supervisor of the candidate selected, with concurrence by the Administrator and/or Executive Director, Human Resources will consult with the hiring supervisor on the appropriate amount of compensation to be offered and send a written employment offer to the prospective employee. The offer letter must be signed by the prospective employee in the acceptance signature block and returned to Human Resources. Copies will be sent to the personnel file and the hiring supervisor. Payroll will receive a copy of the approved Personnel Request Form and Personnel Action form for its records.

M. USE OF PROFESSIONALS OR INDEPENDENT CONTRACTORS

Human Resources may enter into agreements with Human Resources professionals and Human Resources independent contractors for specific services needed to carry out the Human Resources mission of the Housing Authority. These agreements will usually include provisions for compensating the Human Resources professional or contractor on a per hour or per job basis. The total amount of the agreement cannot exceed \$25,000. For agreements of \$25,000 or less, bidding is not required. The Human Resources professional, contractor or consultant must be eminently qualified to provide the required services. Those utilized under this provision will enter into an agreement to provide services and are not employees of the Authority. All agreements must be approved in advance by the Executive Director or designee.

N. RECRUITMENT AND RETENTION ALLOWANCE

The Authority desires to recruit, attract and retain highly qualified employees for its top positions. To accomplish this goal, the Executive Director may grant recruitment or retention bonuses. These bonuses may be offered to attract highly qualified individuals to sign-on with the Authority into top-level or hard to fill positions (generally Division Directors or above). Bonuses may also be offered to retain highly qualified employees who might otherwise leave for other employment or to a current Authority employee who assists in attracting a highly qualified applicant who is ultimately hired, and remains in a top level or

hard to fill position for at least one (1) year. The bonus will range from 1% to 10% of the employee's current salary.

O. PROBATIONARY PERIODS

1. **THE MEANING OF PROBATIONARY PERIOD:** Regardless of any other provisions in these Personnel Policies, Rules and Procedures or any other documents concerning the employment relationship, during any probationary period, a new or rehired employee or employees promoted to a new line of work or employees serving in their first Housing Authority supervisory/managerial position, serve at the sole discretion of the Executive Director. Either the employee or the Authority may terminate the employment at any time, for any reason and with or without prior notice. Neither the employee nor the Authority needs cause to terminate the employee's employment, and the employee has no property right in the employment and no right to a hearing at any time in connection with the termination of employment unless otherwise provided under the provisions of an applicable MOU. Further, probationary employees have no right to use the grievance procedure during their probationary period.
2. **UPON INITIAL EMPLOYMENT OR REHIRE:** Except for at-will employees, all employees who are hired or rehired without a predetermined termination date are required to serve a six (6) month probationary period commencing the first day of employment. Upon satisfactory completion of the probationary period, the employee shall attain regular status. Failure to successfully complete the probationary period will result in the employee being discharged without appeal.
3. **AT-WILL EMPLOYEES:** At-will employees do not serve any probationary periods since, by definition, an at-will employee serves at all times at the sole discretion of the Executive Director. Either party may terminate employment at any time, with or without cause or advance notice.
4. **UPON PROMOTION OR INITIAL PLACEMENT INTO A MANAGERIAL OR SUPERVISORY CLASS:** All employees receiving a promotion or being employed for the first time in a managerial or supervisory class and who are serving without a predetermined termination date, will serve a six (6) month probationary period. Probationary periods are generally six (6) months unless extended under the provisions of an applicable MOU.
5. **SUPERVISOR'S RESPONSIBILITIES DURING THE PROBATIONARY PERIOD:** While the employee is on probation, the supervisor will monitor the employee's performance and conduct to ensure proper adjustment to the work environment. All new employees except at-will employees serve a probationary period and must receive appraisals of their job performance during their probationary period. The appraisals will be used to determine if the probationary employee is fully qualified for retention in regular employment status. The supervisor may at his/her

discretion terminate the employee's probationary employment at anytime with department head concurrence.

Absent early termination, probationary employees will receive at least two (2) performance appraisals from their immediate supervisor at three (3) month intervals. The second and final appraisal will be completed immediately prior to the end of the probationary period and will state whether the employee is to be afforded regular employment status. At-will employees will be evaluated continuously during their first months of employment to assess their qualifications and determine their ability to acclimate to the Housing Authority.

Employees receiving an overall "*Unacceptable*" rating on either probationary performance appraisal will be terminated from employment immediately. Any employee receiving an overall "*Development Needed*" rating on the first probationary performance appraisal may be given an additional three months to achieve a "*Standards Achieved*" rating; however, an overall "*Development Needed*" rating can be grounds for immediate employment termination at the hiring supervisor's discretion and with concurrence of the department head. If an overall "*Standards Achieved*" rating is not achieved on the final evaluation, the employee will be terminated from employment immediately. In no case will an employee with a final probationary period overall rating of "*Unacceptable*" or "*Development Needed*" be retained by the Housing Authority.

Employees whose final probationary appraisal reflects an overall rating of "*Standards Achieved*" or better will attain regular employment status but are not eligible for performance bonuses until they have completed at least one year of service. Supervisors must complete an evaluation of temporary employees who are expected to be employed longer than six (6) months. Temporary employees who are employed less than six (6) months may be evaluated at the supervisor's discretion. A temporary employee who receives an overall rating of "*Unacceptable*" or "*Development Needed*" on any performance appraisal will be terminated from employment immediately and become ineligible for future employment in the class from which they were terminated.

Probationary evaluations must be received by Human Resources before the end of the probationary period. If the overall rating is at least "*Standards Achieved*" the appraisal will be filed and no further action is required. If the overall rating is "*Unacceptable*" or "*Development Needed*" on the final evaluation, Human Resources will discharge the employee.

PROBATION FAILURE: Failure to successfully complete the required probationary period will result in employment termination for all initial hires. Employees who fail probation in a non-initial appointment, may be returned to the classification from which they promoted, to another classification no lower than from which they promoted and which they are qualified, or if no position is available, their employment can be terminated.

SAN FRANCISCO HOUSING AUTHORITY

Personnel Policies Rules and Procedures

BACKGROUND INVESTIGATION

POLICY

The Housing Authority will conduct a criminal history check on all newly hired individuals and former employees who have had a break in service of any duration and who are seeking reemployment. Additionally, individuals who may occupy sensitive positions (as identified by the Executive Director) may be subject to a more in-depth background investigation, depending on the sensitivity or confidentiality of the position. The presence of criminal conviction history, by itself, is not disqualifying for employment and the Authority will comply with all federal and state laws and regulations relative to the screening and employment of individuals with such history. The presence of unsealed juvenile criminal history, depending on the nature of the conviction, will not be viewed in the same light as had the same offense occurred as an adult. Applicants with a criminal background will receive close scrutiny for evidence of rehabilitation and the Executive Director must specifically approve the employment of any individual who has completed a court imposed sentence other than drug diversion within the previous eighteen (18) months. The Executive Director will be advised of all new hires with reportable criminal history. To ensure that the individual with a criminal history does not represent a danger to residents, other employees or property, they will be closely scrutinized for evidence of rehabilitation which may include the successful engagement in or completion of rehabilitation activities, support group activities, individual counseling and satisfactory compliance with parole or probation conditions.

Adopted by Resolution Number 4989, 7/12/01

RULES AND PROCEDURES

- A. **ACCESS TO INFORMATION FROM BACKGROUND CHECKS:** The access to information obtained through criminal history checks will be closely held and released on a strict need to know basis, unless otherwise required by law. The Executive Director designates the Director of Human Resources as custodian of these records. These records will be kept in a secure area, separate from other personnel records. Only the Executive Director or the Director of Human Resources will disclose the contents of these records. The records will be retained for the shortest time required by prudence and as allowed by applicable laws and regulations and then destroyed, unless there is pending litigation.
- B. **FAILURE TO DISCLOSE INFORMATION:** Individuals will be required to provide the information needed to conduct the criminal history check including other names used, or any other information that may be required to fully conduct the check. Failure to provide full, accurate, and timely information will result in the retraction of the employment offer.

- C. **USE OF CRIMINAL HISTORY INFORMATION:** The Housing Authority will assess the employment suitability of individuals with criminal history or a pending court case on a situation by situation basis in light of following criteria:
- Federal and state statutes and regulations that dictate when a conviction can no longer be considered in making employment decisions.
 - Evidence of rehabilitation or likelihood of rehabilitation.
 - Length of time since the most recent conviction.
 - Nature of the position applied for, nature of the conviction(s) nature of the case(s) under adjudication, and the degree to which the conviction(s) or case(s) under adjudication, relate to the class requirements and the individual's capability to satisfactorily perform the required duties.
- D. **INDIVIDUALS WHO HAVE RECENTLY COMPLETED A COURT IMPOSED SENTENCE:** Individuals who have completed a court imposed sentence other than drug diversion within the previous eighteen (18) months require Executive Director approval of their employment. The Executive Director will be advised of all individuals being considered for employment with reportable criminal history. To ensure that the individual does not represent a danger to residents, other employees or property, they will be closely scrutinized for evidence of rehabilitation which may include the successful engagement in or completion of rehabilitation activities, support group activities, individual counseling and satisfactory compliance with parole or probation conditions.

SAN FRANCISCO HOUSING AUTHORITY

Personnel Policies, Rules and Procedures

VOLUNTARY AND INVOLUNTARY EMPLOYMENT TERMINATION

POLICY

The Authority recognizes that employees may find it in their interests to end their employment and pursue other opportunities including retirement. The Authority also recognizes that it may periodically be necessary to reduce staff. Reductions in force, reorganizations, layoffs, abolishment of classifications and other involuntary separations of non-represented employees and at-will employees are at the sole discretion of the Executive Director who has final authority on all separations and related payments. The Executive Director in deciding these matters and at his/her sole discretion, may consider an employee's performance as documented by the official performance appraisal system. The Authority will respect employees in their decisions to leave and will, to the extent feasible, assist those who are facing involuntary separation. Temporary and Term employees, as a condition of employment, serve at the sole discretion of the Executive Director and their employment may be terminated at any time, with or without advance notice.

Employees who are absent for two (2) consecutive workdays without leave, notice, or prior supervisory approval are considered to have voluntarily separated from the Authority.

Adopted by Resolution Number 4989, 7/12/01

RULES AND PROCEDURES

A. DEFINITIONS

1. **VOLUNTARY SEPARATION:** Voluntary separation occurs when an employee resigns retires or is otherwise separated from the Authority at his/her request. This includes an employee who is absent for two (2) consecutive workdays without prior authorization.
2. **INVOLUNTARY SEPARATION:** Involuntary separation may occur by:
 - a. **LAYOFF:** A reduction in work force for either a finite or indefinite period of time that occurs when it is not economically or operationally practical to maintain existing staffing levels perform a specific function. Layoffs are at the sole discretion of the Executive Director.
 - b. **CLASSIFICATION ABOLISHMENT:** This generally occurs when the classification is eliminated due to procedural, technological, or organizational changes, and replacement is not required. The establishment and abolishment of classifications is at the sole discretion of the Executive Director.

- c. **DISCHARGE:** This occurs for cause, such as unsatisfactory job performance or misconduct (See Discipline Policies).

B. **NOTIFICATION PROCESS**

1. **NOTIFICATION OF VOLUNTARY SEPARATION:** With the exception of at-will employees, employees who intend to resign or leave the Authority voluntarily is expected to give at least two (2) weeks notice in writing to his/her immediate supervisor and/or Human Resources. Unused leave may not be used to fulfill the two weeks notice.

Absence for two (2) consecutive workdays without notice or prior supervisory approval is considered a voluntary separation. After an absence of two consecutive days, the employee will be separated and his/her final check, including payment for accrued vacation, floating holidays and other compensation will be mailed to the last known address via certified mail.

2. **NOTIFICATION OF INVOLUNTARY SEPARATION (layoff):** Represented employees will be noticed in accordance with the provisions of the respective MOUs. Employees designated as “confidential” for collective bargaining purposes will be noticed in the same fashion as employees in the MEA bargaining unit.

3. **NOTIFICATION OF DISCHARGE FOR CAUSE:** Represented employees discharged for cause will be noticed in accordance with the provisions of the respective MOUs. Confidential and non-represented employees will be noticed in accordance with the Disciplinary Policies and Procedures of this manual. Employees subject to immediate discharge for cause will receive written notice as soon as possible, either by person or by certified mail. This provision does not apply to at-will employees.

4. **DELIVERY OF NOTICES:** The Authority will attempt to deliver layoff, termination and discharge notices personally when possible. If the employee is absent or not available for personal delivery, the notice will be mailed to the employee’s address as shown in the personnel data system.

5. **NOTICE TO TEMPORARY AND TERM EMPLOYEES:** Temporary and Term employees will be provided written notification of involuntary separation, regardless of reason, the day of separation.

6. **HUMAN RESOURCES REVIEW:** All involuntary terminations, voluntary separations resulting from unauthorized absence, and discharges require the review and concurrence of Human Resources.

7. **APPEAL:** Unless provided for in an MOU, there is no administrative appeal beyond the Executive Director, or designee.

C. PAYMENT PROCESS

1. **PAYMENT UPON VOLUNTARY SEPARATION:** A regular or probationary employee who voluntarily separates from the Authority will be paid all wages due, including overtime, and payment for accrued vacation and if eligible, sick leave credits, on the last day of work or within seventy-two (72) hours of their resignation if no advance notice has been provided to the authority. Any salary advances, overpayment collections, or used but unearned vacation will be deducted at the time of separation. Temporary employees who voluntarily separate from the Authority will receive their final paycheck on their next regularly scheduled payday.
2. **PAYMENT UPON INVOLUNTARY SEPARATION:** Employees who are involuntarily separated from the Authority are entitled only to actual wages earned as of the date of separation, accrued vacation and floating holidays. Such payment shall be made on the day of the employee's separation.
3. **ADDITIONAL COMPENSATION:** Unless otherwise provided for by an MOU, any additional compensation must be approved in advance by the Executive Director who has sole discretion and final authority on such matters.

D. SEPARATION BENEFITS: Separated employees have the opportunity to retain or convert certain benefits upon separation. These opportunities will be covered with the employee during the exit interview conducted by Human Resources.

1. **MEDICAL, DENTAL AND VISION INSURANCE:** Medical insurance is canceled the last day of the month following the month of employment termination (PERS requirement). Dental and Vision coverage is cancelled the last day of the month in which employment terminates. All of these coverages can be continued for an additional eighteen (18) months and in some cases, thirty six (36) if the employee makes the COBRA election.
2. **LIFE INSURANCE:** Life insurance is canceled as of the last day worked. An individual life insurance policy may be purchased from the group carrier if proper application is made.
3. **PUBLIC EMPLOYEE'S RETIREMENT SYSTEM (PERS):** If the employee has accepted a position with an organization that does not participate in PERS, and the employee has fewer than five (5) years of service in PERS, the employee's contributions will be

returned by PERS. Those employees who have more than five (5) years of service under PERS may request withdrawal of their contributions from the system, or leave them on deposit to be counted toward their pension.

4. **CREDIT UNION:** An employee who separates may choose to remain a member of the credit union.
5. **DEFERRED COMPENSATION PLAN:** An employee who separates is no longer eligible to participate in the plan. The employee may wish to leave his/her contributions on deposit with the plan or withdraw their contributions from the plan at anytime after separation.

E. **EXIT INTERVIEWS:** All employees who leave the Authority for any reason will be asked to complete an exit interview with Human Resources. Exit interviews will be conducted on the employee's last day of employment. Employees who are immediately discharged will be contacted by phone or mail to conduct the exit interview. Human Resources may conduct follow up exit interviews up to six (6) months after separation to obtain any additional information the employee may want to provide about their employment with the Authority. The purposes of the exit interview are:

- To determine the reasons for the employee leaving the Authority.
- To discover any unknown causes of involuntary termination, the knowledge of which could prevent recurrence of such loss.
- To learn of any grievances or problems the employee may have with the Authority so that management can explore possible solutions.
- To reveal any misunderstandings between an employee and his/her supervisor so that a similar situation can be avoided in the future.
- To give the terminated employee an understanding of what compensation and benefits he/she is scheduled to receive and to correct or clarify any errors.
- To determine if there are employee or supervisory training needs that should be addressed.

F. **EMPLOYEE DEATH:** If an employee dies while employed by the Authority, his/her surviving family and/or beneficiaries will receive the benefits to which they are entitled. Human Resources will contact the family and/or beneficiaries to assist them in claiming their entitlements.

SAN FRANCISCO HOUSING AUTHORITY

Personnel Policies, Rules and Procedures

PERFORMANCE MANAGEMENT

POLICY

An effective workforce is vital to the successful operation of the Housing Authority. It is the policy of the Authority that all employees receive periodic, but at least annual, written evaluations of their performance. Managers and supervisors will make effective use of the probationary period appraisals to ensure the Authority retains only qualified and capable employees. The Authority will use an employee's performance appraisal for the purpose of evaluating performance in an objective, consistent, and uniform manner. Consistent with the provisions of the respective MOUs, managers and supervisors will evaluate their regular and term employee's performance during the probationary period and on an annual basis. Annual evaluations will be conducted on temporary employees who have worked longer than six (6) months.

Adopted by Resolution Number 4989, 7/12/01

RULES AND PROCEEDURES

- A. **PERFORMANCE APPRAISAL OBJECTIVES:** The objectives of the employee performance appraisal are to:
1. Assist supervisors in making objective evaluations of their employee's job performance, as compared to Authority standards.
 2. Determine retention of probationary employees.
 3. Give Authority employee's a detailed evaluation of their job performance and to provide them with the feedback needed to assist them in improving their performance.
 4. Provide a basis for determining the job training needs of individual employees, and to identify potential growth areas.
 5. Determine basis for step increases and performance bonuses for employees.
 6. Collaboratively establish goals for the upcoming 12-month period covered by the appraisal.
- B. **TYPES OF PERFORMANCE APPRAISALS:** The standard "*Annual and Probationary Employee Performance Evaluation Form*" will be used to evaluate the performance of all probationary and regular employees. The form contains completion instructions on the back. (Appendix to this section).

C. ELEMENTS OF THE PROCESS

1. Written evaluation on the standard form and a personal discussion with the employee.
2. Employee input into the performance expectations established at the start of the appraisal process.
3. Advisement to employees in advance of the appraisal meeting, so he/she has the time to prepare thoughts and comments.
4. Employee right to examine the written appraisal and make comments with regard to its content.
5. Basis for possible performance award, step increase, or for disciplinary action for sub standard performance.
6. Placement in the employee's permanent personnel file and kept confidential.
7. Goal and training needs identification for the next 12-month period.

D. TIMEFRAMES FOR PERFORMANCE APPRAISALS: Each employee's job performance will be evaluated based on employment status, as follows:

1. At the start of the appraisal period, whether annual or probationary, the first line supervisor is to meet with the employee to go over the appraisal process and spell out any performance expectations. The performance expectations must be entered in writing on the appraisal form and initialed by the rating supervisor, employee and the second level supervisor.
2. The beginning of the appraisal period should be used to identify any training and development to be pursued during the upcoming appraisal period. Training can be effective in addressing performance deficiencies, updating skills, learning new technology or aiding in professional growth.
3. Human Resources will provide the supervisor with a performance appraisal form for all probationary employees. Annual evaluations will be conducted on or before the employee's anniversary date and the rating supervisor will be notified in advance of the need to complete the evaluation. The appropriate appraisal form is available from Human Resources and on the MIS server. Human Resources will perform a technical review on all written employee appraisals to ensure that no discrepancies or inconsistencies exist, prior to giving them final approval. If such discrepancies or inconsistencies do exist, Human Resources will discuss the matter with the appropriate supervisor or evaluator and resolve it before processing the appraisal. Completed appraisal forms are due in Human Resources no later than two (2) weeks following the employee's anniversary date.
4. The first-level supervisor should complete the performance appraisal form and review it with his/her supervisor. The review is intended to ensure consideration of all aspects of performance, supervisory agreement on the

appropriate rating, and consistency among the ratings made by the supervisor. Both the supervisor and the next level supervisor should sign the appraisal form in the spaces provided.

5. After the evaluator and their immediate supervisor have reviewed the performance appraisal, it will be discussed with the employee. The supervisor should tell the employee in advance about the appraisal interview in order to give the employee a chance to prepare for the discussion. In addition, the supervisor should allot adequate time for the appraisal discussion and make advance arrangements so the discussion will not be interrupted.
6. The employee will be requested to sign the appraisal form to acknowledge that he/she has read and discussed it with his/her supervisor or appropriate evaluator. The employee's signature does not signify agreement with the rating, but only that the appraisal was discussed with the employee and the employee was given a copy of the appraisal. If the employee refuses to sign the appraisal form, the supervisor should make a notation of this fact in the space provided for the employee's signature. Employees who wish to comment on their appraisals may do so by a written attached supplement.
7. Following the discussion of the appraisal, the supervisor should review the form to assure that it is properly completed and that all instructions have been followed. Copies should be distributed in accordance with the instructions on the bottom of the for evaluation form.
8. The final step in the performance appraisal process must include the collaborative agreement between supervisor and employee of goals to be completed prior to the next performance appraisal meeting.

SAN FRANCISCO HOUSING AUTHORITY

Personnel Rules and Procedures

EMPLOYEE ATTENDANCE

POLICY

The ongoing and regular attendance by every Housing Authority employee is essential for the successful operation of its programs. Unscheduled or unauthorized absences and tardiness adversely impact the Authority's ability to deliver services to its residents and others who rely on its services. Each Authority employee accepts, as a condition of employment, the responsibility of reporting to work as scheduled. Every Authority supervisor is responsible for maintaining and controlling absenteeism.

Adopted by Resolution Number 4989, 7/12/01

RULES AND PROCEEDURES

A. DEFINITIONS

1. **ABSENCE:** The failure of an employee to report during the hours he/she is normally scheduled to work.
2. **EXCUSED ABSENCE:** An absence which is prearranged and/or authorized by the employee's immediate supervisor, e.g., annual leave and prescheduled sick leave.
3. **ABSENCE WITHOUT LEAVE (AWOL):** An absence that is not prearranged, authorized, or approved by the employee's immediate supervisor.
4. **TARDINESS:** The employee arrives after his/her scheduled work hours without prior approval. A late arrival that has not been prearranged with the immediate supervisor is unexcused.

B. NOTIFICATION OF ABSENCE

The use of unscheduled leave and unauthorized absence is to be avoided. When an employee is absent from work and the absence has not been prearranged and approved they must contact their supervisor to request approval for the time off and their date of return. Employees should be aware that approval for an unscheduled absence is not automatic.

All absences must be reported to the immediate supervisor or designee within one (1) hour of the employee's regularly scheduled reporting time. The supervisor will record all absences on the employee's timesheet after each occurrence.

A supervisor may request a physician's statement from an employee claiming time off for illness for more than three (3) working days. In addition, supervisors who suspect abuse of sick leave may require a physician's statement for absence of any duration after written notice to the employee of the requirement to provide such statements.

C. SUPERVISORY ACTIONS: When appropriate, the following actions should be taken with regard to employee attendance.

Unexcused absence will be shown as absence without pay on the time card and not paid. In addition, the supervisor should consult with Human Resources and the Guidelines for Disciplinary Action in this manual.

Unexcused absence of two (2) consecutive workdays will constitute voluntary termination, unless the employee can present satisfactory evidence why he/she was unable to contact or report to work.

Chronic tardiness will be subject to disciplinary action that may include termination.

Tardiness in excess of 15 minutes for non-exempt employees will be shown as absence without leave on the time card and not paid.

Exempt employees who work all or part of a day must be paid for the full day but may be subject to disciplinary action if chronically tardy or if their absences adversely affect the Authority's mission.

SAN FRANCISCO HOUSING AUTHORITY

Personnel Rules and Procedures

PERSONAL APPEARANCE

POLICY

All San Francisco Housing Authority employees will dress in a manner appropriate to their positions. Authority administrative employees shall maintain standards of personal cleanliness and grooming, and present a neat, professional appearance during normal working hours. Employee's dress will be appropriate to their job and the amount of public contact required of the employee. Employees will not wear jewelry, clothing with logos or writing that could be, insulting, vulgar, or that have racial, sexual or inflammatory expressions printed on them. Employees will not wear garments that interfere with their work or constitute a safety hazard.

Adopted by Resolution Number 4989, 7/12/01

RULES AND PROCEDURES

A. GUIDELINES

It is the responsibility of each employee to use good judgment in determining appropriate appearance and the responsibility of supervisors to consistently apply these rules and procedures. The following guidelines should help in determining inappropriate attire for the workplace:

- Undergarment tee shirts worn as outer garments
- Halter or backless tops or tops that expose the midriff
- Overalls or jeans (work-type quality. Does not apply to craft employees)
- Athletic-type sweatpants, sweatshirts or gym clothing
- Work quality jeans (does not apply to craft employees)
- Beach wear or beach sandals
- Micro skirts
- Shorts (culottes are acceptable) or cut-offs.
- Baseball-type caps with or without logos or messages (does not apply to craft employees)
- See-through clothing or low cut blouses
- Ripped, torn or worn clothing

B. ENFORCEMENT

It is the responsibility of employees to use good judgment in determining their dress and appearance. Supervisors are responsible for the consistent application of

these rules and procedures. In the event that an employee has apparent difficulty in following this policy, his/her immediate supervisor is expected to clarify the ambiguity. If the employee refuses to comply with the policy as clarified, the supervisor may take disciplinary action.

Depending on the degree of inappropriateness, the employee may be sent home and directed to return to work within a reasonable time in proper attire. Such employees will not be compensated for the time away from work and a second offense may subject the employee to disciplinary action. With the approval of his/her supervisor, an employee may be exempt from this policy during special work assignments or situations.

Resident Custodians are excluded from this policy during their non-office hours.

C. CASUAL DRESS

The Housing Authority requires appropriate business wear on a daily basis except on Fridays and other special occasions that will be announced in advance. On these days, employees, at their option, are allowed to work in casual dress. However, if business needs of the day warrant, employees are to dress in business wear even if it is a designated casual day.

Acceptable forms of casual dress may include the following: slacks, casual pants and jeans in good condition; open neck shirts, vests, cardigans; loafers, sandals

We recognize that casual dress encompasses many different styles and not all of them are right for all employees. We also understand that not all employees are comfortable in casual dress so it is optional, not required.

The Authority reserves the right to change or cancel its casual dress rules and procedures at any time, with or without notice.

SAN FRANCISCO HOUSING AUTHORITY

Personnel Policies, Rules and Procedures

SECURITY

POLICY

The Authority will provide a safe and secure work environment for all its employees through the implementation and enforcement of security measures.

Adopted by Resolution Number 4989, 7/12/01

RULES AND PROCEDURES

- A. **POINTS OF ENTRANCE AND EXIT:** All Authority employees working at Authority work facilities, must enter and exit each facility only through designated employee entrances and exits. All visitors to Authority facilities must enter and exit only through the designated visitor's entrance and exit for that facility.
- B. **EMPLOYEE IDENTIFICATION:** All employees of the San Francisco Housing Authority are required to wear their employee identification badges while on duty.
- C. **VISITORS:** All visitors with the exception of Commissioners, will be required to sign a Visitor's Log, before their entrance to any Authority work facility is granted. All visitors shall be escorted or shall be issued a visitor's tag that must be worn while in Authority work facilities.
- D. **GATE ACCESS** Only Authority employees or visitors with official passes or clearances will be permitted entry through security gates on any Authority facility. All employees are responsible for safeguarding access codes and access cards and ensuring they are given only to personnel who work in the facility.

SAN FRANCISCO HOUSING AUTHORITY

Personnel Policies, Rules and Procedures

EMPLOYEE BENEFITS & LEAVE

POLICY

It is the policy of the San Francisco Housing Authority to provide its employees with a benefits program that is comparable to those provided by other public employers in the locality. It is also the policy of the Authority to review these programs periodically to ensure comparability and cost-effectiveness. Changes to these programs will generally be negotiated through the collective bargaining process.

Adopted by Resolution Number 4989, 7/12/01

RULES AND PROCEDURES

A. AVAILABLE BENEFITS FOR ADMINISTRATIVE EMPLOYEES

Employee benefits provided through the Authority may include, but are not necessarily limited to the following:

- Paid and unpaid leave
- Medical, vision and dental insurance benefits
- Retirement benefits
- Deferred compensation plan
- Group life insurance
- Disability, Workers' Compensation, and Unemployment Insurance
- Travel allowances
- Commuter Check Program
- Credit Union
- Educational reimbursement

B. EXPLANATION OF BENEFITS

1. RETIREMENT/FINANCIAL

California Public Employee's Retirement System (PERS). The Authority is a participating member of PERS and membership is required of all regular full-time salaried employees. The employee's contribution is computed based on the employee's gross biweekly salary amount minus \$61 multiplied by 7%. This amount will automatically be deducted and deposited into PERS. The Authority will provide its contribution in PERS on behalf of the employee.

The Authority offers a 457 deferred compensation program. All employees are eligible to participate. Income placed into a deferred compensation plan is tax deferred. The Authority makes no contribution to this plan on behalf of the employee.

All employees have the option of joining the credit union that covers the Authority. Information regarding the credit union can be obtained from Human Resources.

2. MEDICAL/DENTAL INSURANCE

The San Francisco Housing Authority provides group medical, dental and vision care plans. Coverage is available within each plan for both regular full-time employees and their dependents. The Authority's contribution toward "Employee Only" or "Employee plus Dependent(s)" coverage under medical health plans shall be eighty percent (80%) of the cost of such plans. The Authority shall contribute one hundred percent (100%) of premium for an employee and his/her dependents under an Authority approved dental plan. Dependents are defined as spouse and immediate offspring. Domestic partners are eligible for coverage of dental and vision insurance benefits. Optical coverage is offered at Authority expense. Employees may enroll in any available medical, dental and optical plan during the first thirty- (30) days of employment. Coverage becomes effective on the 1st day of the following month after enrollment. Details of plan coverage may be obtained from Human Resources.

3 LIFE INSURANCE

The Authority shall pay one hundred percent (100%) of the premium for all regular full-time employees for the term of their employment under an Authority approved life insurance plan. The policy coverage shall be calculated at two (2) times an employee's gross annual salary rounded to the next \$1000 with in maximum of \$150,000.00 and a minimum of \$50,000.00.

4. PERSONAL LIABILITY INSURANCE

The Authority provides personal liability insurance coverage for all employees driving Authority vehicles for Authority business. The Authority reserves the right to demote or terminate, as appropriate, an employee who, as part of his/her job responsibilities, must operate an Authority vehicle but who does not possess a valid California Driver's License or is deemed uninsurable by the Authority's insurance carrier.

5. UNEMPLOYMENT INSURANCE

Service at the San Francisco Housing Authority is considered as qualifying service for unemployment insurance purposes by the California State Employment Development Department (EDD). To receive unemployment benefits, former employees must meet the state requirements and apply for unemployment compensation with EDD.

6. WORKERS' COMPENSATION

The Authority provides workers' compensation protection to all employees against work-incurred injury or illness. When an employee is out of work due to a work related illness or injury and is receiving Workers' Compensation, he/she will continue to be eligible to accrue seniority and paid leave, where applicable.

When a work-related injury occurs, the incident must be reported to the employee's supervisor immediately. The supervisor will fill out an employer's report documenting the injury and forward the report to the Office of Occupational Safety and Health (OSH) for processing. In addition, the OSH must be immediately notified by telephone that a work related injury or illness has occurred. If medical authorization is needed to examine or treat the injury, that authorization shall come from the immediate supervisor. Upon return to work from a work-related disability, the employee must provide a doctor's statement to his/her supervisor. The OSH must clear the employee prior to returning to work to ensure the employee is fully cleared to return to work, with or without accommodation.

When an employee has suffered a work-related injury or illness, the difference between the compensation benefits received by the employee and the employee's gross salary shall be made up by utilizing accrued sick leave, until such time that all accrued sick leave has been exhausted. The Payroll Unit will compute the necessary adjustments. Employees must submit verification of dates and amounts of Workers' Compensation benefits received. The Housing Authority will take all prudent steps to accommodate an employee with an occupational injury or illness to attempt to bring the employee back to work..

7. STATE DISABILITY INSURANCE (SDI)

All employees of the Authority are covered by the California SDI Program. Employees, through payroll deduction pay premiums for this coverage. Employees who become disabled may apply for SDI by contacting the Employment Development Department.

When an employee is receiving SDI, any available leave balances can be integrated with SDI to mitigate loss of income while disabled. The Payroll Unit will perform all necessary calculations and adjustments. Employees are required to provide written verification of dates and amounts of SDI received.

8. SOCIAL SECURITY

The Authority participates in the Social Security System.

SAN FRANCISCO HOUSING AUTHORITY

Policies Personnel, Rules and Procedures

LEAVES AND TIME OFF WITH PAY (PAID LEAVE)

POLICY

The San Francisco Housing Authority recognizes the need for employees to be away from work from time to time for rest and recreation. The Authority also recognizes that employees may require routine medical, dental or other healthcare, become ill, or suffer an injury requiring them to be away from work. Paid annual and sick leave as well as other types of leave and holidays should be afforded to employees.

Adopted by Resolution Number 4989, 7/12/01

RULES AND PROCEEDURES

ELIGIBILITY:

1. The paid time off benefits below do not apply to craft employees since provisions of their respective memoranda of understanding cover these employees.
2. All Regular and Term full-time employees are eligible for the full accrual of annual and sick leave, jury and bereavement leave and paid/floating holidays and receive all benefits outlined in this section.
3. All Regular and Term part-time employees are eligible to accrue annual and sick leave, jury and bereavement leave and receive paid holidays/floating holidays on a prorated basis.
4. Temporary employees (full-time or part-time) will accrue and receive paid leave limited to annual and sick leave, and holidays including floating holidays either on a full or prorated basis depending on whether their appointment is full- or part-time.

B. NEED FOR PRIOR APPROVAL

With the exception of holidays and administrative leave, all paid leave including floating holidays must be requested and approved in advance by the appropriate supervisor before it can be taken. Generally, requests for leave will be made at least five (5) working days in advance. These provisions also apply to non-emergency sick leave when it is scheduled in advance. An employee requesting leave shall do so by submitting a completed Leave Application Request Form to his/her supervisor for approval.

C. ANNUAL LEAVE

1. Annual Leave (Vacation) Accrual Rates

- a) Unless otherwise provided by MOU or Executive Director directive, employees with less than five (5) years of service accrue annual leave at the rate of ten (10) working days per year, accruable from the date of employment. Employees may accrue and carry over from year to year a maximum balance of 320 hours. Employees accruing leave in excess of 320 hours will stop accruing leave until their balance is below 320 hours.
- b) Employees with five (5) years of service accrue annual leave at the rate of fifteen (15) working days per year, from the date of completion of five (5) years of service. Employees may accrue and carry over from year to year a maximum balance of 360 hours. Employees accruing leave in excess of 360 hours will stop accruing leave until their balance is below 360 hours.
- c) Employees with fifteen (15) or more years of service accrue annual leave at the rate of twenty (20) days per year, from the date of completion of fifteen (15) years of service. Employees may accrue and carry over from year to year a maximum balance of 400 hours. Employees who accrue leave in excess of 400 hours will stop accruing leave until their balance is below 400 hours.
- d) Temporary employees who subsequently become regular employees will be given credit for all uninterrupted service from the original date of hire into a temporary position with the Authority.
- e) The maximum balances provided in paragraphs a, b, and c became effective on October 1, 1992. After that date, any employee who has an accumulated annual leave balance greater than or equal to the maximum balance provided above shall not accrue any additional vacation leave until his/her leave balance has been reduced below the maximum.

2. Usage

- a) Employees shall be allowed to take annual leave with the approval of their supervisor and department head. Only accrued leave may be taken. Employees cannot utilize annual leave until after thirty (30) days of employment with the Authority.
- b) If an employee becomes ill while on annual leave, the period of illness may be charged against sick leave in lieu of annual leave, provided the employee submits to the Authority written verification of the illness.

3. Accrual Balances

Finance will provide each employee, on a biweekly basis, a record of his/her annual leave accrual, usage and current balance with their biweekly earning and leave statement.

4. Scheduling

- a) Each Administrator or equivalent should establish an annual vacation schedule early in each leave year. Employees will furnish the Administrator with information concerning their vacation preferences prior to the establishment of the annual vacation schedule. The Administrator will give due regard to seniority of employees and the needs of the organization. The vacation schedule may be amended when necessary.
- b) If any emergency arises which requires the employee to interrupt his/her leave and immediately return to work, the employee should be released immediately upon completion of the emergency to resume his/her vacation or permitted to arrange a mutually agreeable alternate time for his/her vacation. The Authority shall make every effort to accommodate the revised schedule.

5. Paid Holiday During Annual Leave

When a holiday falls during an employee's annual leave period, the day will be charged as a paid holiday and not against the employee's annual leave.

6. Transferability

Employees who move from administrative positions to craft positions will be paid for all accrued annual leave at the time of their conversion. Service in a craft position will be used as years of service to determine annual leave accrual rates provided the employee transfers from a craft position without a break in service.

7. Payment Upon Separation

Employees shall be paid for all accrued annual leave not taken as of the time of separation from employment.

8. Length of Service Credit upon Reinstatement

The annual leave accrual rate for employees leaving the Housing Authority voluntarily or through no fault of their own will be based on their original date of hire provided they are re-employed within three (3) years of separation.

D. HOLIDAYS

1. The following days are observed as paid holidays

- a) January 1, New Year's Day
- b) Third Monday in January, Martin Luther King, Jr. Day
- c) February 12, Lincoln's Birthday
- d) Third Monday in February, Washington's Birthday
- e) Last Monday in May, Memorial Day
- f) July 4th, Independence Day
- g) First Monday in September, Labor Day
- h) September 9, Admission Day
- i) November 11, Veterans' Day
- j) Last Thursday in November, Thanksgiving Day
- k) Friday following Thanksgiving Day
- l) December 25, Christmas Day

- 2. In addition to the above holidays, any day declared by proclamation of the Mayor, Governor, or President of the United States as a day of mourning or celebration, pursuant to the California Code, shall be treated as a paid holiday when approved by the Executive Director or designee.
- 3. In instances where a holidays falls on Sunday, the following Monday will be treated as the paid holiday. In the event the holiday falls on a Saturday, the proceeding Friday will be treated as the paid holiday.
- 4. Employees must be in pay status the day before the holiday or the day after a holiday to be eligible for a paid holiday.

E. FLOATING HOLIDAYS

Each full-time employee who has completed thirty (30) days of employment will receive two (2) floating holidays each fiscal year (1 Oct – 30 Sept). Floating holiday hours may not be carried over from fiscal year to fiscal year. Employees will be paid for floating holiday hours not taken at the time of separation from employment.

F. SICK LEAVE

1. Accrual Rate

Unless otherwise provided by MOU provisions or Executive Director directive, sick leave will accrue at the rate of 13 days per year. After ten (10) years, employees accrue 15 days of sick leave per year. The maximum accrual and carry over of sick leave is 130 days for any

employee. Sick leave accruals start from the date of employment but cannot be utilized until thirty (30) days after employment. Temporary employees who subsequently become regular employees will be given credit for all uninterrupted service from the original date of hire into a temporary position with the Authority.

2. Usage

Sick leave is an authorized absence from duty granted an employee who is unable to work because of:

- a) Personal illness or injury, childbirth, or appointments for medical, dental or similar examination or treatment.
- b) Required attendance for the conditions cited above involving a spouse, domestic partner, child (including adopted and/or stepchildren).

3. Notification

Employees will coordinate routine absences for medical, dental or similar examinations or treatments with the supervisor when these appointments are known. In those instances where the absence is not anticipated, e.g., illness or emergency appointment, the employee is responsible for contacting his/her supervisor within one (1) hour after the normal reporting time on the day of absence, and each day thereafter, unless otherwise arranged with the supervisor.

4. Proof of Illness

The employee will provide medical verification for any illness beginning on the third (3rd) consecutive working day. In cases of suspected abuse of sick leave the Authority reserves the right to require medical verification for absences of any duration when the employee is requesting sick leave.

5. Holiday During Sick Leave

If an employee is absent on sick leave and a holiday occurs during this absence, the day will be charged as a paid holiday and not to accrued sick leave.

6. Transferability

Employees who move from administrative positions to craft positions may not utilize accrued sick leave and the sick leave is forfeited. Service as a craft employee will be credited as years of service to determine sick leave accrual rates provided the employee transfers from a craft position without a break in service.

7. Payment Upon Separation

The following provision applies only to employees hired on or before September 30, 1984. In restating the provisions in 1992, it is not the intent of the Authority to change in any way the policy, which was adopted previously.

- a) Employees hired after September 30, 1984 ARE NOT eligible for cash reimbursement for unused sick leave upon their retirement or separation from the Authority; however, unused sick leave may be converted to PERS service credit.
- b) Employees who have accumulated sick leave and who were hired on or before September 30, 1984 may irrevocably elect; 1) to be paid for up to one hundred thirty (130) days of sick leave upon retirement, disability separation caused by an industrial accident, or death based on the graduated years of service schedule or ;2) to convert unused sick leave to PERS service credit. The above provision is not intended to constitute additional compensation, nor to be part of the rate of pay to employees, but is reimbursement for the vested and unused sick leave with pay credit balance to which employees would have been entitled, had they not retired or separated due to an industrial accident or death.

8. Sick Leave Bank for Serious Illness or Injury

- a) As part of its effort to assist employees who suffer serious illness or injury and who have exhausted all available annual and sick leave, the Authority provides for the donation of sick leave into a bank for use by affected employees.
- b) Eligibility to use serious illness sick leave hours:
 - 1) Current SFHA employee
 - 2) Must in the alternative (1) have 96 hours of accrued sick leave at the onset of the serious illness or injury or (2) have previously donated hours to the serious illness sick leave bank or (3) successfully petitioned the Director of Human Resources for a waiver of the above based on good cause.
 - 3) The employee has exhausted all annual and sick leave.
 - 4) Suffering from a medically verified serious illness or injury.
 - 5) Provide on-going medical certification of eligibility as requested.
- c) Eligibility to donate hours:

- 1) Donations must not take the donating employee below 96 hours of accrued sick leave.
- 2) Donations must be in increments of 8 hours and are completely voluntary and irrevocable.
- d) Coercion with respect to soliciting the donation of hours or deception with respect to need in obtaining sick leave from the bank are grounds for discipline.
- e) The Executive Director or his designee will resolve any disputes regarding eligibility to use the serious illness sick leave bank and that decision is final.

9. Restoration of Sick Leave Upon Reinstatement

Employees leaving the Authority voluntarily or through no fault of their own will have their sick leave restored provided they are re-employed within three (3) years of separation. This provision does not apply if the employee was paid for accrued sick leave.

10. Use of Accrued Sick Leave to Care for Ill Child, Spouse or Parent

An employee may use up to one half of the total sick leave accrued during each leave year to care for an ill child, spouse or parent. The employee can use the sick leave that has been accrued and is available when he/she asks to use sick leave not to exceed one half the total sick leave the employee will accrue during the leave year. The Authority does not advance sick leave and the requirement to provide medical verification after three (3) days applies to this use of sick leave. Using sick leave for this purpose does not extend leave granted under the California Family Rights Act (CRFA) or the Family Medical Leave Act (FMLA).

G. BEREAVEMENT LEAVE

1. Bereavement leave is an absence because of the death of an employee's parent, step-parent, grandparent, parent-in-law, spouse, domestic partner, sibling, child, grandchild, step-child, adopted child, legal guardian, any person who is permanently residing in the household of the employee or any individual whose close association with the employee is the equivalent of a family relationship. Bereavement leave under these circumstances will be granted for up to three (3) days to be taken within thirty (30) calendar days after the date of death. An employee may request up to two additional working days if travel outside the Bay Area of over one hundred (100) miles is required as a result of the relative's death.
2. An employee may request bereavement leave of up to one (1) day in the event of the death of other relatives not specified above. The employee may request up to two (2) additional working days if travel

outside the Bay Area of over one hundred (100) miles is required as a result of relative's death.

3. Bereavement leave is granted without charge to any other type of leave.
4. Upon request from the supervisor, employees may be required to provide proof of entitlement to use this type of leave.

H. JURY DUTY LEAVE

An employee who is summoned as a witness or juror for a judicial proceeding, is entitled to leave with pay. Any pay received for services performed as a witness or juror must be turned into the Finance Office. The employee may retain the portion of the fee received to pay for transportation costs, if any.

I. VOTING LEAVE

An employee may be allowed paid voting leave for up to two (2) hours, based on need, at the beginning or end of the work shift, on a recognized local, state or national Election Day for the purpose of exercising his/her voting rights. To be eligible for voting leave, the employee must demonstrate that his/her work schedule would interfere with their ability to vote. Employees using this leave may be asked to provide their supervisor with the voting stub or other evidence that they voted.

J. ADMINISTRATIVE DISMISSAL

Administrative dismissal is time off with pay and without charge to other types of leave and may be granted by the Executive Director or designee where it serves the best interests of the Authority. For example, administrative dismissal may be appropriate when services to the Authority are disrupted and it is unsafe for employees to be on Authority property; when it is necessary to administratively dismiss an employee from work with pay to prevent or mitigate incidents involving threats or other disruptions in the workplace; or other circumstances when the dismissal of an employee is deemed necessary and in the interests of the Authority. Administrative dismissals under this provision will generally be short term and difficult to anticipate.

SAN FRANCISCO HOUSING AUTHORITY
Personnel Policies, Rules and Procedures
OTHER LEAVES/LEAVES OF ABSENCE
(WITH OR WITHOUT PAY)

POLICY

Other leaves are authorized to provide job security during leaves of absence. The leaves of absence outlined in this section may present circumstances in which an employee may use, or may be required to use, a combination of paid and unpaid leave. The San Francisco Housing Authority may approve other leaves for employees at the discretion of the Executive Director or his/her designee, and as required by federal and state law.

Adopted by Resolution Number 4989, 7/12/01

RULES AND PROCEDURES

Paid Leave and/or Leave Without Pay:

- ☐ Disability
- ☐ Family Care
- ☐ Personal
- ☐ Military
- ☐ Educational
- ☐ Leave Without Pay (Leave of Absence)
- ☐ Absence Without Leave (AWOL)

A. AUTHORIZATION

1. Application for a leave of absence of up to thirty (30) calendar days will be made in writing to the employee's supervisor for review and approval by the Department Administrator or equivalent. Leave requests for more than thirty (30) calendar days require approval by the Executive Director.
2. The Authority will require employees to use all accrued vacation, sick leave and compensatory time before approving any use of non-paid leave.
3. No vacation or sick leave will be accrued during any period an employee is in leave without pay status.

B. MEDICAL/DENTAL COVERAGE AND RETIREMENT CONTRIBUTIONS

1. The health plans for employees on approved leave of absence will continue provided the employee continues to make any required premium payments. An employee who is in pay status during a leave shall continue to have medical premiums and retirement contributions deducted from his/her paycheck.
2. Employees who are on disability leave or family care leave without pay for more than ten (10) working days but less than four (4) months shall continue to receive medical/dental benefits subject to the requirement that the employee agrees in writing to pay his/her portion of the premiums to the Authority on a regular bi-weekly schedule, on another periodic schedule acceptable to the employee and the Authority or in a lump sum. Failure to pay premiums for more than 30 days will result in the discontinuance of insurance coverage.
3. In cases of extreme hardship where the Executive Director has approved a disability leave or family care leave without pay in excess of four (4) months the employee may continue to receive medical/dental benefits subject to the requirement that the employee agrees in writing to repay the Authority, either periodically, upon the employee's return to work or termination, the employee and the employer portions of his/her medical/dental premiums.
4. In those instances where the Authority has paid all or some of the employee's premiums, the employee will execute a repayment agreement to settle the indebtedness. This repayment agreement will require regular payroll deductions until the debt is repaid. Employee not returning to work at the end of their disability or family leave will be billed for the amount owed. Failure to pay will result in collection action.
5. Employees who are on a personal leave or educational leave without pay for more than ten (10) working days but less than thirty (30) calendar days shall continue to receive medical/dental benefits subject to the requirement that the employee agrees in writing to remit the employee portion of their health premium on a bi-weekly basis. Employees on such leaves without pay for any period exceeding thirty (30) calendar days shall continue to receive medical/dental benefits subject to the employee agreeing in writing to remit the total premium cost (employee and employer contribution) beginning with the first of the month following the 31st day of leave without pay. Payments must be made on a bi-weekly basis. The Human Resources Department must receive all payments by the 5th of each month. Failure to remit payment shall result in the loss of medical/dental coverage.
6. Employee retirement contributions will not be made during any leave of absence without pay.

C. SENIORITY

1. During a disability leave or family care leave, an employee will retain his/her status, and the leave shall not constitute a break in service for purposes of longevity, seniority or any employee benefit plan. An employee returning from such leave shall return with the same seniority as though the employee had not taken the leave for purposes of layoff, recall, promotion, job assignments and seniority-related benefits such as vacation. However, for the purposes of PERS service credit, the unpaid leave period cannot be counted as time accrued under the plan.
2. Seniority credit will be frozen at the commencement of leave without pay status while on a personal leave or educational leave. The waiting period for movement to the next salary step will be delayed to reflect the total number of days the employee was in leave without pay status.

D. RETURN TO WORK

1. An employee expecting to return to work at the end of leave without pay must contact his/her immediate supervisor and Human Resources at least five (5) working days prior to the expected date of return to work. This requirement may be waived if the employee's physician has provided authorization for the employee's return to work and such authorization is provided to the employee less than five (5) days before the authorized return to work date.
2. Upon return from an approved leave of absence, an employee shall be reinstated in his/her position or one of like status and compensation unless the employee's position is not available due to a layoff or reorganization resulting in the elimination of the employee's position. If no positions are available, the employee will be terminated or laid off in accordance with applicable procedures.

E. DISABILITY LEAVE

A medical disability includes any illness or injury, either physical or mental, including pregnancy, childbirth or related medical condition that prevents an employee from performing his/her regular or customary work. For purposes of this section, documentation of disability may be obtained from a physician or other licensed health practitioner.

1. Provisions

- a. Regular, term and probationary full-time employees are eligible for disability leave.
- b. Disability leave will only be granted to a maximum of six (6) months within a twenty-four (24) month period. In cases of extreme hardship, the Executive Director may approve disability leave beyond six (6) months if he determines that granting such leave is in the best interest of the Authority.

- c. An employee serving a probationary period during a period of authorized leave without pay shall have his/her probationary period extended by an equivalent period of time.
- d. The Authority shall require that an employee's request for disability leave be supported by a certification of disability issued by the employee's treating physician or other health practitioner. The certification shall include the date the employee's disability commenced or will commence; the probable duration of the disability; and the date the physician anticipates the employee may return to work.
- e. Upon expiration of the time estimated by the treating physician, the Authority shall require the employee to obtain re-certification in accordance with the procedure outlined above, if additional leave is requested.
- f. Upon return to work, the employee must provide the supervisor and Human Resources with the treating physician's statement certifying the employee's fitness for performance of normal duties.

F. FAMILY MEDICAL LEAVE

- 1. Family/medical leave time is permitted for the birth of the employee's child, or placement of child with the employee for adoption or foster care, to care for the employee's spouse, child or parent who has a serious health condition, or for a serious health condition that makes the employee unable to perform his/her job. Family/medical leave is granted under the provisions of the federal Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA).
- 2. Employees who have more than twelve (12) months of service, who have worked at least 1,250 hours during the previous 12-month period before the date leave is to begin are eligible to take up to a maximum of twelve (12) workweeks of unpaid family/medical leave within a 12-month period.
- 3. Time off from work because of the employee's disability due to pregnancy, childbirth or related medical condition is not counted as time used for CFRA leave, but is counted as time used for FMLA leave. Pregnant employees may have the right to take a pregnancy leave in addition to family or medical leave; such employees should contact their supervisor or Human Resources regarding their individual situation. Any leave taken for the birth, adoption or foster care placement of a child does not have to be taken in one continuous period. CFRA leave taken for the reason of birth or placement of a child will be granted in minimum amounts of two weeks. However, the Authority will grant a request for CFRA leave (for birth/placement of a child) of less than two week's duration on any two occasions. Any Time off from work because of disability due to pregnancy, childbirth or related medical condition is not counted as time used for CFRA leave, but is counted as time used for FMLA leave. Any leave taken for the birth, adoption or foster care placement of a child does not have to be taken in one continuous period. CFRA leave taken for the reason of birth or placement of a child will be

granted in minimum amounts of two (2) weeks. However, the Authority will grant a request for a CFRA leave for birth/placement leave taken must be concluded within one year of the birth or placement of the child with the employee.

G. PROCEDURES FOR REQUESTING FAMILY/MEDICAL LEAVE

The following procedures apply when requesting family leave:

1. Contact your supervisor as soon as you become aware of the need for family/medical leave.
2. If the event necessitating the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member, the employee must provide at least 30 days' advance notice before leave is to begin. The employee must consult with his/her supervisor regarding the scheduling of any planned medical treatment or supervision so as to minimize disruption to operations of the employer. Any such scheduling is subject to the approval of the health care provider of the employee or the health care provider of the employee's child, parent or spouse.
3. If 30 days notice is not practicable, notice must be given as soon as practicable.
4. The Authority requires that the employee provide certification as explained below within 15 days of the employee's request for FMLA/CFRA leave, unless it is not practicable for the employee to do so. The Authority may require re-certification from the health care provider if additional leave is required.
5. If the leave is needed to care for a sick child, spouse or parent, the employee must provide a certification from the health care provider that states:
 - a. amount of time the health care provider will provide care;
 - b. date of commencement of the serious health condition;
 - c. probable duration of the condition;
 - d. estimated confirmation that the serious health condition warrants the participation of the employee.
6. In cases where both parents are employed by the Authority and the leave requested is for the birth, adoption, or foster care of a child, the Authority will not grant more than 12 workweeks total of family/medical leave.
7. If the leave is needed for the employee's own serious health condition, the employee must provide a certification from the health care provider that states:
 - a. Date of commencement of the serious health condition;
 - b. Probable duration of the condition;

- c. A statement that the employee is unable to work at all or is unable to perform any one or more of the essential functions of his/her position because of the employee's serious health condition.
 - d. The Authority will require certification by the employee's health care provider that the employee is fit to return to his/her job.
 - e. Failure by the employee to provide certification by the health care provider of the employee's fitness to return to work will result in the employee being denied reinstatement until such time as the certificate is obtained.
 - f. If the FMLA/CFRA request is because of the employee's own serious health condition, the Authority may require, at its expense, a second opinion from a health care provider designated by the Authority. The health care provider designated to provide a second opinion will not be one who is employed on a regular basis by the Authority. If the second opinion differs from the first opinion, the Authority may require, at its expense, that the employee obtain the opinion of a third health care provider designated or approved jointly by the employer and the employee. The opinion of the third health care provider shall be considered final and binding on the Authority and employee.
8. An employee taking family/medical leave will be allowed to continue participating in any health and welfare benefit plans in which he/she was enrolled before the first day of the leave (for up to a maximum of 12 workweeks) at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave. The Authority will continue to make the same premium contribution as if the employee had continued working and the employee will enter into a written agreement to pay his/her portion of the premiums to the Authority on a bi-weekly basis. The continued participation in health benefits begins on the date leave first begins under FMLA (i.e., for pregnancy disability leaves or under FMLA/CFRA (i.e., for all other family care and medical leaves). In those instances where the employee fails to return to work following family/medical leave and owes the Authority for premiums paid, the Authority will take action to recover the debt.
9. Paid leave may be substituted for unpaid leave in the following circumstances:
- a. Accrued annual and/or sick leave may be used during FMLA/CFRA leave for the employee's own serious health condition.
 - b. Annual leave or other accrued time (other than sick leave) may be used for any family/medical leave-qualifying event...
10. Under most circumstances, upon return from family/medical leave, an employee will be reinstated to his/her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For

example, if an employee on family/medical leave would have been laid off had he/she not gone on leave, or if the employee's job has been eliminated during the leave and there is no equivalent or comparable job available, then the employee would not be entitled to reinstatement. In addition, an employee's use of family/medical leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using family/medical leave.

11. Employees on FMLA/CFRA leave will not continue to accrue annual or sick leave during unpaid FMLA/CFRA leave.
12. Leave granted under any of the reasons provided by state and federal law will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement in a 12-month period. The 12-month period is measured forward from the date any employee's first FMLA leave begins. Successive 12-month periods commence on the date of an employee's first use of such leave after the proceeding 12-month period has ended. There is no carryover of unused leave from one 12-month period to the next 12-month period.
13. Employees may take FMLA/CFRA leave intermittently (in blocks of time or by reducing their normal weekly or daily work schedule) if the leave is for the serious health condition of the employee's child, parent, or spouse or of the employee and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is 15 minutes (one quarter of an hour).
14. Reinstatement after family/medical leave may be denied to "key" employees:
 - a. When the refusal to reinstate is necessary because the employee's who are among the highest paid 10 percent (10%) of salaried employees who are employed by the Authority at the time the leave is granted; and
 - b. Reinstatement will cause substantial and grievous economic injury to the Authority's operations; and
 - c. When the employee is notified of the Authority's intent to refuse reinstatement at the time the Authority determines the refusal is necessary; and
 - d. In any case in which leave has already begun, the Authority will give the employee a reasonable opportunity to return to work following the notice in "c" above.

H. PERSONAL LEAVE

A personal leave of absence (which is leave without pay) may be requested among other reasons to:

1. Conduct personal business which cannot be conducted outside of normal working hours, e.g., settlement of an estate, disposing of or purchasing property;
2. Extend a bereavement period;
3. Provide care and attention to individuals not covered under the family leave policy.

Provisions:

1. Regular full-time employees who have completed one (1) year of continuous service and who are not currently the subject of a disciplinary action are eligible to apply for personal leave.
2. Eligible employees must use all available annual leave before they can begin personal leave without pay.
3. Eligible employees must provide a minimum notice of ten (10) working days except in an emergency.
4. An employee returning from a personal leave not exceeding thirty (30) calendar days will be reinstated in his/her position or one of like status and compensation unless the employee's position is not available due to a layoff in the employee's job category or due to a reorganization resulting in the elimination of the employee's
5. In cases of extended leave, the Authority will not guarantee an employee reinstatement to his/her position or a comparable position; however, a reasonable effort will be made to keep the employee's position open or find a comparable position. If no positions are available, the employee will be terminated in accordance with applicable procedures.

I. MILITARY LEAVE

The Authority will grant leave in accordance with California Military and Veterans Code, Chapter 7, Section 389-398.

J. EDUCATIONAL LEAVE

Subject to the needs of the Authority as determined by employee's Administrator or equivalent an employee may request educational leave without pay by submitting a written request to the Administrator stating the educational plans and dates of leave being requested. This information and the Administrator's recommendation will be forwarded to the Executive Director or designee for approval or disapproval.

The Administrator may adjust the employee's work schedule in lieu of leave without pay, e.g., earlier or later starting or ending time; time off in the middle of the day; or part-time work schedule (see discussion of part-time employment for impact on benefits).

K. LEAVE WITHOUT PAY/LEAVE OF ABSENCE

Leave without pay or leave of absence is non-paid time off granted at the request of the employee. Employees on a leave of absence continue to encumber a position and, in many cases, the Authority continues to pay for certain insurance coverage. A leave of absence will not extend beyond six (6) months for any reason unless specifically approved in writing in advance by the Executive Director based on demonstrated extreme hardship supported by documentation or the leave without pay is required because the absence is covered by worker's compensation. Leave without pay or leave of absence will not be granted to employees who are incarcerated.

L. ABSENCE WITHOUT LEAVE (AWOL)

Absence without leave (AWOL) is a non-pay status used to account for an employee who is absent from work and not on any type of approved absence. AWOL is not a disciplinary action but an employee who is AWOL may be subject to appropriate disciplinary action based on unauthorized absence.

SAN FRANCISCO HOUSING AUTHORITY

Personnel Policies, Rules and Procedures

LABOR MANAGEMENT RELATIONS

POLICY

The Authority will maintain an atmosphere that supports teamwork and promotes a cooperative and constructive relationship among managers, supervisors, employees, and collective bargaining units. The Authority recognizes the rights of its employees to organize, bargain collectively and participate, through their recognized labor organizations, in influencing the policies and decisions that affect them.

Adopted by Resolution Number 4989, 7/12/01

RULES AND PROCEDURES

Human Resources will be the point of contact for contacts with labor organizations. Supervisors who are contacted by a labor organization for discussions regarding conditions of employment, working conditions or grievances should immediately contact Human Resources for consultation and assistance.

Supervisors will maintain at least general knowledge of the provisions of the various MOUs that affect the employees under their supervision and will adhere to those provisions.

Employees will be referred to their respective labor organization if they have questions or concerns about issues covered by the MOU entered into with their labor organizations.

SAN FRANCISCO HOUSING AUTHORITY

Personnel Rules and Procedures

EMPLOYEE ASSISTANCE

POLICY

The San Francisco Housing Authority provides an Employee Assistance Program (EAP) to offer confidential referral to outside resources for Authority employees with alcohol or drug abuse problems, emotional or other problems which may be affecting the employee at work and are within the capabilities of the EAP to address.

Adopted by Resolution Number 4989, 7/12/01

RULES AND PROCEDURES

- A. SUBSTANCE ABUSE/EMOTIONAL DISTRESS REFERRAL:** The EAP assists employees in identifying outside resources to aid them in addressing alcohol or drug abuse, emotional problems or other matters. Normally, unsatisfactory work performance or misconduct results in disciplinary action. However, the Authority recognizes that some employees will benefit from the referral to the EAP and will use these referrals to assist employees in addressing underlying problems. The Authority will hold disciplinary action in abeyance for an employee who voluntarily identify themselves as having a drug or alcohol problem and seek assistance through the use the services of the EAP. In most cases of disciplinary action, the Authority will remind the employee of the services the EAP can provide and make the services available to the employee. The services of the EAP are available at no cost to the employee.
- B. PROCESS**
1. All employees are eligible to use the Employee Assistance Program. The decision to seek or accept assistance is ultimately the responsibility of the employee.
 2. An employee seeking assistance should contact Human Resources. All contacts will be strictly confidential.
 3. Supervisors who observe deteriorating employee job performance or conduct should contact the Employee Relations Specialist. As with any job performance problem, the supervisor must document specific examples of such deteriorating job performance or conduct (e.g., excessive absences, decreased productivity, and poor judgment). To assure confidentiality, written documentation should address job performance only, and no reference should be made to the suspected cause.

4. Human Resources, after receiving such documentation from the employee's supervisor, may determine a need to refer the employee to the Employee Assistance Program.
5. If an employee is working while obtaining the assistance of the EAP, the supervisor should continue to evaluate his/her performance and document the information.
6. Human Resources will keep the supervisor informed as to whether the employee is cooperating in resolving the problems, and whether progress is being made.
7. If an employee whose conduct or performance is deteriorating and is referred to the EAP refuses assistance and the misconduct or job performance continues to be a problem, the supervisor will continue to document and, in consultation with Human Resources, propose appropriate disciplinary action.
8. When a disciplinary action has been held in abeyance because the employee is seeking assistance through the EAP, continued successful participation in the EAP and an agreement by the employee for the EAP to provide information to the Authority will be established as conditions of continued employment.

SAN FRANCISCO HOUSING AUTHORITY

Personnel Rules and Procedures

ADMINISTRATIVE GRIEVANCES

POLICY

It is the policy of the San Francisco Housing Authority to provide its non-represented employees with a fair and swift method for resolving problems. It is also the policy of the San Francisco Housing Authority to provide various levels of unrepresented employees within the Authority with ample opportunity to resolve problems at the lowest possible level. The provisions of this grievance procedure do not apply to at-will employees. If grievance appeals shall terminate at the Executive Director level of review. The grievance procedure contained in a collective bargaining agreement will be the sole grievance procedure available to employees in that bargaining unit for resolving grievances.

Adopted by Resolution Number 4989, 7/12/01

RULES AND PROCEDURES

- A. **THE ADMINISTRATIVE PROCESS** A grievance is any dispute, complaint, problem or issue from which the employee seeks relief. The purpose of the grievance procedure is to ensure an orderly administrative method whereby employee complaints are considered promptly, fairly, and without fear of reprisal. An individual underrepresented employee may request resolution under this process, of any grievance or management action which adversely affects the employee's terms and conditions of employment. However, a grievance will be accepted into the formal process only if the employee is able to specify the personal relief that will resolve the grievance. All Authority personnel, except at-will, temporary and probationary employees, are eligible to use this process as a method to resolve complaints or alleged violations of Authority personnel policies, rules or procedures. A sequential grievance process involving increasingly higher levels of management review is the backbone of an effective grievance procedure and must be used. The following process will be followed:

1. **Pre-Grievance Process**
2. **Level One.** Formal written request for review involving the employee and the division director.
3. **Level Two.** Review and final decision by the Executive Director or his/her designee.

B. UNION GRIEVANCE PROCESS Each Union Agreement contains a Grievance Procedure that contains the specific requirements and procedures for the resolution of grievances of by bargaining unit employees.

C. ADMINISTRATIVE GRIEVANCE PROCEDURES

1. **Pre-Grievance Process** An employee who has a grievance will first discuss it with the immediate supervisor who will have the opportunity to resolve the grievance informally. The employee will present the grievance within five (5) working days after the date of the act or the date the employee becomes aware of the issue being grieved. The time limit may be extended by mutual agreement of both parties. The employee may present the grievance orally or in writing. The supervisor may not reject the grievance but will promptly conduct an appropriate investigation of the employee's grievance, making every attempt to resolve the grievance quickly. In any case, the supervisor must give the employee a written decision no later than ten (10) working days after meeting with the employee or at another mutually agreeable date that is set at the grievance meeting. If management is unable to respond by the time limits above, the employee may move the grievance to the next step. Human Resources is available to provide advice and assistance to the supervisor.
2. **Level One** If the employee is not satisfied with the decision rendered by the supervisor at the informal step, he/she may, within five (5) working days after receipt of the decision, direct a written request for a formal review to the Department Administrator or equivalent, or his/her designee. A request for review regarding alleged improper suspension or discharge must be filed in writing within five (5) working days after such suspension or discharge. The failure to file a request for formal review with the Department Administrator or his/her designee within the specified time frame shall negate the request, and the right to request such review shall be considered waived and lost. If the employee reports directly to the Department Administrator or equivalent, the Level One request for grievance review will be directed in writing to the Executive Director or his/her designee.

An employee's formal grievance must:

- a) Be in writing
- b) Be addressed to the Department Administrator, equivalent or his/her designee
- c) Contain sufficient information to clearly identify the matter being grieved and to clarify the reasons for the grievance including reference to the specific policy, rule or procedure that the employee alleges has been violated

- d) Explain any efforts to resolve the grievance
- e) Specify the personal relief sought
- f) Give the name, address, and phone number of the employee's representative, if applicable
- g) Provide copies of any and all supporting documents
- h) Be signed and dated by the employee.

The Department Administrator or his/her designee shall investigate the request for formal review and render a written decision within fifteen (15) working days after receipt of the grievance. The response date may be extended by mutual agreement.

3. **Level Two** If the employee is not satisfied with the answer from the Department Administrator or equivalent, a request for formal review, providing the same information specified above, may be submitted in writing to the Executive Director or his/her designee within five (5) working days after receipt of the Level One decision.
4. The Executive Director or his/her designee shall review all pertinent information and relevant facts regarding the alleged grievance, and communicate in writing a final decision to the employee within fifteen (15) working days after receipt of grievance.
5. The decision of the Executive Director or his/her designee is final.

SAN FRANCISCO HOUSING AUTHORITY

Personnel Policies, Rules and Procedures

ALTERNATE WORK SCHEDULES-ADMINISTRATIVE EMPLOYEES

POLICY

The San Francisco Housing Authority recognizes advantages to its employees and its organizations in establishing an alternate work schedule program. Flexible work schedules offer such advantages as flexibility in commuting schedules and connecting with various means of public transit, greater freedom to balance work requirements and personal needs, savings in use of sick leave since appointments can be scheduled during non-work hours, to assist the Authority to attract and retain high quality employees and to reduce traffic impacts at peak commute times and lessen damage to the environment through reduced traffic.

Adopted by Resolution Number 4989, 7/12/01

RULES AND PROCEDURES

A. GUIDELINES

1. Administrators and Directors or equivalents are not eligible to participate in alternate work schedules unless approved by the Executive Director.
2. The Authority's official business hours are 8:00 AM to 5:00 PM, Monday through Friday. Establishment of the Alternate Work Schedule Program does not alter the Authority's official business hours. All Authority offices will be opened and staffed during the official business hours.
4. The standard work schedule for full-time employees is eight (8) hours per day on Monday through Friday from 8:00 AM to 5:00 PM, excluding one hour for lunch.
5. All work schedules for full-time employees must provide for a lunch period of at least one-half hour to a maximum of one hour during work schedules, and such lunch period is not included as work time.
6. Full-time employees will select one of the twelve (12) work schedules under the Alternate Work Schedule Program subject to the following requirements:
 - a. Each employee will be responsible for ensuring that his/her alternate work schedule does not interfere with the continuing responsibility to carry out his/her assigned duties and to complete assigned work on schedule.

- b. Employees must take a lunch period for a minimum of one-half hour each workday. The maximum time for a lunch period is one hour.
- c. Employees shall select one of the following fixed work schedules:

With One Hour Lunch

With One-Half Hour Lunch

7:00 AM - 4:00 PM
 7:30 AM - 4:30 PM
 8:00 AM - 5:00 PM
 8:30 AM - 5:30 PM
 9:00 AM - 6:00 PM
 9:30 AM - 6:30 PM

7:00AM-3:30PM
 7:30AM-4:00PM
 8:00AM-4:30PM
 8:30AM-5:00PM
 9:00AM-5:30PM
 9:30AM-6:00PM

- 7. Other work schedules may be adopted at the discretion of the Authority to respond to operational needs and requests of employees. These schedules may include alternate work schedules such as four (4) ten-hour days per week, or a biweekly work schedule that includes one workweek of five days of nine hours per day and a second workweek of three days of nine hour days, one day of eight hours with one day off per biweekly period. This latter schedule is sometimes called a 9/80-work schedule.
- 8. The respective Supervisor, Division Director and Administrator shall approve all selected work schedules.
- 9. Employees shall not extend their work hours to account for absences during the day on a scheduled workday. Supervisors may approve absences with pay of not more than fifteen (15) minutes for an occasional late arrival to work if equivalent time is made up at the end of the workday the same day the tardiness occurs. Rest breaks and portions of lunch periods may not be waived to account for absences during the day or taken in any combination nor accumulated or accrued for future use. Frequent occurrences of late arrival to work or late return from rest breaks or lunch periods should be reviewed and appropriate corrective action pursued.
- 10. The Authority maintains its right to require or approve overtime work by any employee on any work schedule. All overtime must be approved in advance.
- 11. Employees may request a change to their work schedule each calendar quarter subject to approval by the supervisor.

B. MANAGEMENT RESPONSIBILITY/AUTHORIZATION

- 1. The supervisors are responsible for ensuring that offices are adequately covered, for determining office coverage requirements, in terms of both the numbers and types of employees needed and skills required, during the Authority's official business hours and that adequate supervision is available during hours when employees are working.

2. Administrators may designate certain positions or entire organizational units for which alternate work schedules are not permitted because of office coverage requirements or specific, job-related requirements of those positions or organizations.
3. Administrators may change, either temporarily or permanently, the work schedule choices of individual employees in order to maintain adequate office coverage or to ensure adequate supervision is available. The determination of who will be required to work particular hours in order to meet coverage or other operational requirements shall be within the discretion of the Administrator. To the extent possible, however, personal scheduling preferences will be considered in making such decisions.

C. PROCEDURES

Employees may request a specific work schedule by submitting a Work Schedule Request Form (see Appendix A of this section). The immediate supervisor shall review each request and indicate approval or denial and forward the request to the Division Director for further review and approval or denial. The Division Director's decision is final unless the employee submits the request to the Administrator. Decisions to approve or deny an employee's work schedule request will be based on the needs of the Authority. The decision of the appropriate Administrator is final. The approval or denial of a work schedule is not subject to arbitration.

SAN FRANCISCO HOUSING AUTHORITY

Personnel Policies, Rules and Procedures

FRAUD PREVENTION AND DETECTION

POLICY

The San Francisco Housing Authority (SFHA) will take all appropriate actions to ensure its operations are free from fraud, misrepresentation, and other activities that will undermine the public trust. All allegations of fraudulent activities will be quickly and objectively investigated and appropriate action taken to resolve and correct any issues that arise from the investigation, and protect the integrity of the SFHA. This policy applies to SFHA employees, contractors, and vendors.

RULES AND PROCUDURES

Background

The U.S. Department of Housing and Urban Development (HUD) requires public housing authorities (PHA) to prudently manage the federal funds it provides in support of housing programs and services, and to comply with applicable federal, state and local laws, regulations, ordinances, and rules. HUD expects that PHAs will take aggressive steps to prevent and detect fraud.

Fraud Defined. Fraud is the intentional perversion of truth for the purpose of inducing another in reliance upon it to part with some valuable thing belonging to him or to surrender a legal right. A false representation of a matter of fact, whether by words or conduct, by false or misleading allegations, or by concealment of that which should have been disclosed, which deceives and is intended to deceive another so that he should act upon it to his legal injury. Fraud is either *actual* or *constructive*.

Actual fraud consists of deceit, artifice, trick, design, some direct and active operation of the mind; it includes cases of the intentional and successful employment of any cunning, deception, or artifice used to circumvent or cheat another. It is something said, done, or omitted by a person with the design of perpetrating a cheat or deception.

Constructive fraud consists of any act of commission or omission contrary to legal or equitable duty, trust, or confidence justly reposed, which is contrary to good conscience and operates to the injury of another. Or, as otherwise defined, it is an act, statement or omission which operates as a virtual fraud on an individual, or which, if generally permitted, would be prejudicial to the public welfare, and yet may have been unconnected with any selfish or evil design. (Black's Law Dictionary, Abridged 5th Edition, page 337, West Publishing Co., St. Paul, Minn., 1983)

Simply put, fraud means to deliberately deceive to secure an unlawful or unfair gain; to engage in trickery; to cheat. Fraud is intentional false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury.

Application of the Fraud Policy, Rules and Procedures

This fraud policy is established to facilitate the development of controls, which will aid in the detection and prevention of fraud against the San Francisco Housing Authority. It is the intent of the Authority to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations into matters involving or possibly involving fraudulent activities.

This policy applies to any irregularity, or suspected irregularity, involving employees as well as consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with the SFHA.

Any investigative activity required will be conducted fairly and objectively without regard to the suspected wrongdoer's length of service, position, or relationship to the Authority.

Management is responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Each member of the management team will be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity.

Any irregularity that is detected or suspected must be reported immediately to the Executive Director, who will coordinate all investigations with the Office of the General Counsel, Human Resources Division and other affected areas of the SFHA.

Fraud Prevention Actions

The SFHA will use a variety of methods to prevent and/or detect fraud, including:

- Education;
- Aggressive, timely, and objective investigation of all allegations;
- Surprise audits;
- Job rotation;
- Mandatory vacations of at least five (5) consecutive work days annually for selected positions;
- An open door policy to report suspected fraudulent activities;
- A strong ethical climate;
- Assistance to employees with personal problems;
- Management oversight and internal controls; and
- Appropriate action for employees and others when fraud is established.

Actions Constituting Fraud

The terms defalcation, misappropriation, and other fiscal irregularities refer to, but are not limited to:

- Any dishonest or fraudulent act;
- Forgery or alteration of any document or account belonging to the SFHA;
- Forgery or alteration of a check, bank draft, or any other financial document;
- Misappropriation of funds, securities, supplies, or other assets;
- Impropriety in the handling or reporting of money or financial transactions;
- Profiteering as a result of insider knowledge of Authority activities;
- Disclosing confidential and/or proprietary information to outside parties;
- Disclosing to other persons activities engaged in or contemplated by the SFHA;
- Accepting or seeking anything of material value from housing applicants, landlords, contractors, vendors or persons providing services/materials to the Authority, or accepting gifts, services, or gratuities of value in excess of \$25.00;
- Destruction, removal or inappropriate use of records, furniture, fixtures, and equipment; and/or
- Any similar or related irregularity.

Other Irregularities

Irregularities concerning an employee's moral, ethical, or behavioral conduct, should be resolved by the employee's department administrator and, if appropriate, the Human Resources Division.

If there is any question as to whether an action constitutes fraud, contact your department administrator, Director of Human Resources, or General Counsel for guidance.

Examples of fraudulent activities:

- Receiving a check made out to the SFHA or someone else and converting it to your use.
- Receiving or soliciting a bribe in exchange for public or Section 8 housing.
- Circumventing the waiting list to house someone out of waiting list order.

- Processing housing or financial transactions for you or a relative.
- Receiving or soliciting a kickback to influence the outcome of an inspection, bid process, rent increase, or other transaction.
- Using influence such as kinship, friendship or political influence to thwart a legal process.
- Failing to report all income when required as part of the SFHA recertification process.
- Knowingly accepting forged or altered documents to provide an advantage to an applicant for SFHA services.
- Submitting a false claim, e.g., travel reimbursement, workers compensation, or other benefits.

Responsibility for Investigation

The Executive Office has the primary responsibility for ensuring that all suspected fraudulent acts, as defined in this policy, are promptly and fairly investigated. The report of the investigation will be given to the Executive Director. If the investigation substantiates that fraudulent activities have occurred, appropriate action will be initiated.

Decisions to prosecute or refer the investigative results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made by the Executive Director.

Authorization for Investigating Suspected Fraud

The investigators designated to conduct investigations will have:

- Free and unrestricted access to all SFHA records and premises, whether owned or rented; AND
- The authority to examine, copy, and/or remove all or any portion of the contents of computers, files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who may use or have custody of any such items or facilities when it is within the scope of their investigation.

Confidentiality

All SFHA personnel who have knowledge of the investigation and its outcome will treat all information regarding any possible fraudulent activity or activities, including the names of person or persons possible involved, as confidential.

Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations

of persons suspected, but subsequently found innocent of wrongful conduct and to protect the Authority from potential civil liability.

Notification

Any employee who discovers or suspects dishonest or fraudulent activity will immediately notify his/her Administrator, Director of Human Resources, or General Counsel. The employee who discovers or suspects dishonest or fraudulent activity must not attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act.

Cooperation

All SFHA employees who are believed to have knowledge of matters under investigation will fully cooperate in the investigation and provide any and all information, written or verbal, that is in their possession. Failure to cooperate is a serious violation of this policy and the Housing Authority's Personnel Policies, Rules and Procedures.

Reporting Procedures

Great care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way. The employee or other complainant may remain anonymous to the extent allowed by law. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to the General Counsel. No information concerning the status of an investigation will be given or released to any person without the specific consent of the Executive Director.

The reporting employee or individual should be informed of the following:

- Do not contact the suspected individual in an effort to determine facts or demand restitution.
- Do not discuss the case, facts, suspicions, or allegations with *anyone* unless specifically asked to do so by the Executive Director, SFHA investigator, others acting on behalf of the SFHA, or the General Counsel.

Action when Fraud is Established

If an investigation results in a finding that fraudulent actions have taken place, the SFHA's Personnel Policies, Rules and Procedures will be followed to determine an appropriate course of action. A substantiated finding of fraud in any amount or value is subject to an appropriate level of discipline, including termination of employment with the SFHA.

False Reporting

An employee who intentionally makes a false report to cause harm to another employee, the Housing Authority or others covered by this policy shall be subject to appropriate disciplinary action under the Personnel Policies, Rules and Procedures.

Administration

The Executive Director is responsible for the administration, revision, interpretation, and application of this policy. The policy will be reviewed annually and revised as needed.

SAN FRANCISCO HOUSING AUTHORITY

Personnel Policies, Rules and Procedures

DRIVING AND PARKING RULES AND PROCEDURES

I. Use of Personal Vehicle for Work-Related Purposes

It is the policy of the San Francisco Housing Authority that Authority employees use SFHA owned, leased, or rented vehicles in the performance of their official duties and while on Authority property. In the event that an employee requests approval to use his or her personal vehicle exclusively on a year round basis to perform the duties and responsibilities of his or her job/position, the Executive Director may authorize the use of a personal vehicle and the payment of an automobile allowance or reimbursement when such use is essential to the business of the Authority. The authority to use a personal vehicle for Housing Authority official business and receive an allowance or reimbursement may be rescinded at any time, with or without advance notice, if the Housing Authority determines there is no longer a need for use of a personal vehicle. No employee will be disciplined for not agreeing to use his/her personal vehicle.

If the authorization to use a personal vehicle is rescinded, the employee shall be entitled to any reimbursement for expenses or mileage costs up to the time the authorization was rescinded. The disapproval for the use of a personal vehicle for Housing Authority business and the loss of the allowance is not subject to any grievance procedure. Approval to operate a personal vehicle in the performance of Housing Authority business is at the sole discretion of the Housing Authority.

Prior Approval From Executive Director Required. Employees wishing to use their personal vehicles in connection with SFHA official business will submit a request through their department administrator for final approval by the Executive Director. Use of a personal vehicle is not authorized without prior Executive Director approval.

Private Vehicle Use for Official SFHA Business Only. Personal vehicle use for an "official purpose" is the use of one's personal vehicle for purposes directly related to authorized activities or the performance of official duties for the SFHA, including the attendance of official social events, if the employee's attendance at such events is assigned by the Executive Director or Deputy Executive Director and a function of the employee's job. If an employee is not using the vehicle for an activity that is specifically and directly related to the mission, or business functions, or to further the interests of the Housing Authority, the activity will not be deemed an "official purpose."

An "official purpose" does not include transportation to, from, or between work sites when personal business or personal errands are conducted or performed.

II. Budget

Each Administrator recommending that department employees use personal vehicles for official purposes will budget sufficient funds to cover these costs.

III. Reimbursement

When a SFHA employee is authorized to use a personal automobile for work-related business, he or she will receive a vehicle allowance or be reimbursed on a per mile basis at the rate established by the Internal Revenue Service (IRS). The IRS rate is subject to periodic adjustment and the reimbursement amount will be adjusted based on IRS adjustments. The Executive Director will determine the payment method at the time of approval of the use of a personal vehicle. The vehicle allowance or mileage rate is intended to include, but not be limited to, the costs of gasoline, repairs, insurance, parking, and general wear and tear on the automobile.

As of July 2003, the following amounts apply to the vehicle allowance and mileage reimbursement:

- | | |
|--------------------------------|---|
| • Vehicle Allowance | \$100 per month |
| • Mileage Reimbursement | \$0.375 (IRS rate for 2003/2004) |

Documentation Required. The vehicle allowance will be shown as income on the employee's W-2 statement. If the mileage reimbursement method is used, the employee must submit documentation of monthly mileage claimed no later than the fifth (5th) business day of the following month. The mileage reimbursement is not taxable and is intended to include, but not be limited to, the costs of gasoline, repairs, insurance, parking, and general wear and tear on the vehicle.

Travel Outside the City and County of San Francisco. Authorized travel outside the City and County of San Francisco (CCSF) is not included in the above reimbursement methods. Authorized official travel of more than 100 miles outside the CCSF will be reimbursed at the IRS rate for the number of miles traveled and the cost for tolls and reasonable parking expenses when receipts are provided. Employees driving Housing Authority vehicles will also be reimbursed for the cost for tolls and reasonable parking expenses, when receipts are provided.

Travel to Temporary Work Sites. An employee assigned to a temporary work site or location is eligible, upon the prior approval of the Executive Director, for the reimbursement of his or her travel expenses based on the number of miles traveled and costs incurred that exceed the reasonable and typical number of miles traveled and costs incurred by the employee in his or her normal travels to and from his or her primary work site or location. The cost of the regular use of public transportation will be included in determining the amount to be reimbursed. In no case will employees be reimbursed for commuting between their homes and offices or other regular work locations.

Administrator's Approval Prior to Submission to Finance Department. In order to be reimbursed for personal automobile use, employees must complete the Personal Automobile Travel Expense Form. This form must be submitted to the SFHA employee's department administrator for approval prior to submission to the Finance Department for payment. Once approved, the vehicle allowance will be paid by Payroll on the second payday of each month.

IV. Required Submissions

In order for the employee to use his or her personal vehicle for work-related purposes, the employee must complete, sign, and submit to his/her Department Administrator the following information:

A. Executive Director Approval Form (Appendix 1)

B. Proof of Insurance (Appendix 2)

The Authority shall be named as an additional insured on the employee's vehicle insurance policy and must show proof of automobile insurance in the amounts set forth above as a condition for the use of their personal vehicle.

San Francisco Housing Authority employees who are authorized to use their personal vehicles for official business and work-related travel are required to show proof of the following minimum levels of insurance coverage:

- Bodily Injury: \$100,000/\$300,000
- Property Damage \$25,000

The Authority may terminate an employee's approval for personal vehicle use, with or without notice to the employee, upon any lapse of required insurance coverage.

C. Valid Driver's License (Appendix 3)

Employees who operate personal vehicles for Housing Authority purposes must have a valid motor vehicle operator's license issued by the State of California for the classification of the vehicle being used and may be required to provide proof of valid motor vehicle operator's license once every six (6) months.

D. Proof of an Acceptable Driving Record (Appendix 4)

Must possess a driving record acceptable to the Housing Authority's insurance carrier in order to obtain automobile/liability coverage set forth above. The SFHA employee and vehicle used for official business must be 'free and clear' of any warrants and/or citations.

E. Signed Waiver and Acknowledgement (Appendix 5)

Waiver of Liability for the SFHA and acknowledgement that the SFHA employee must adhere to and obey all laws and requirements of the California Vehicle Code in the operation of his/her motor vehicle while on official business.

V. Automobile Accidents

Sole Responsibility for Insurance Coverage. In the event that a SFHA employee's personal vehicle is damaged or the employee incurs liability during an approved, work-related trip, the employee must look solely to his or her own insurance policy for coverage for any damage or liability, including any deductibles.

Reports Required for Injuries. If a SFHA employee, whether a vehicle operator or passenger, is injured or injures someone while operating his or her personal vehicle in the performance of official SFHA business, the employee is required to file a police report with the appropriate jurisdiction immediately, or if the employee is incapacitated, as soon as is reasonably possible. A copy of the police report will be furnished to the SFHA Office of General Counsel as soon as the employee receives it. The employee's private insurer is the only source of liability or insurance coverage.

Responsible for Relevant Information. Nevertheless, the employee must record relevant information, such as the name, address, phone number, other driver's license number, insurance carrier, policy number, make of vehicle, license plate number, location of accident, names and contact information for any witnesses, etc. If vehicles have to be towed, the employee should insure that disabled vehicles are taken to a secure location. All SFHA employees involved in the accident are required to report the accident and relevant information to their Administrator and provide an accident report by the next business day or as soon as reasonably possible (Appendix 6). Any injuries to a SFHA employee must be immediately reported to the Director of Occupational Health and Safety.

VI. Eligibility for Use of Personal Vehicle

Criteria which will be used in the determination of eligibility for use of an employee's personal vehicle, shall include:

- Officially designated duties;
- Requirement for frequent presence at different sites;
- Ability to make agency vehicles available to others; and
- Availability of agency vehicles

VII. Use Of Personal Vehicle For Work-Related Purposes

Once approval is granted for the use of a personal vehicle for official business, the employee will not use a SFHA vehicle at any time, unless the Executive Director grants approval in writing. Vehicle use is for legitimate and authorized Authority purposes only. The vehicle should be driven over the most direct route, taking into account road and traffic conditions. The vehicle should not be utilized for travel outside a direct route for personal reasons.

Vehicles will not be used to transport any individual who is not directly or specifically related to Authority business. Passengers shall be limited to employees and individuals who are directly associated with Authority work activity. San Francisco Housing Authority employees can not request reimbursement for private vehicle use expenses when transporting family members or persons not directly and specifically involved with SFHA official business. Family members will not be transported in personal vehicles during work hours. Vehicles should contain only those items for which the vehicle is designed and rated based on publications of nationally recognized insurance institutes specifications. The Authority shall not be liable for the loss or damage of any personal property transported in the vehicle.

VIII. Adherence to Rules and Laws

Employees must adhere to the following rules and laws:

- Vehicle operators are responsible for knowledge of and compliance with all State and local laws and ordinances governing the use and operation of motor vehicles.
- Employees will not operate for the purpose of performing official SFHA business any motorcycle, motor-driven cycle, or three-wheeled cycle, or electric or gas-powered scooter, handcart, bicycle, or any vehicle that does not have a fully enclosed and securable driver and passenger compartment.
- Before starting, make sure the vehicle is in safe operating condition before each trip. Check all lights, horn, windshield wipers and washer, brakes, tires, fuel gauge, rearview mirrors, seat belts, and windows for clear visibility.
- Employees are expected to keep vehicles clean and to maintain their vehicles in good working order.
- Employees must wear seatbelts in vehicles during operation of the vehicle.
- Employees may not operate vehicles under the influence of alcohol, illegal drugs, or prescription drugs or medications, which may interfere with effective and safe operation.
- Employees shall obey all applicable traffic and parking regulations, ordinances, and laws. Employees who incur parking or other fines will be personally responsible for payment of such fines.
- Employees who are issued citations for any offense while on agency business must notify their supervisor immediately when practicable, but in no case later than 24 hours.

- An employee who is arrested for or charged with a motor vehicle offense for which the punishment includes suspension or revocation of the motor vehicle license, whether in his or her personal vehicle or in an agency vehicle, must notify his or her supervisor immediately when practicable, but in no case later than 24 hours. Conviction for such an offense may be grounds for loss of municipal vehicle privileges and/or further disciplinary action.
- Cell phone users must use headsets or other hands-free devices while driving.

SPECIAL CIRCUMSTANCES: This policy is intended to provide a basic framework governing the use of personal vehicles, and, as such, cannot contain procedures governing every situation that might arise. Employees seeking clarification of the provisions of this policy should contact their Administrator who will provide such clarification. Only the Executive Director can provide exceptions to this policy under mitigating circumstances.

SANCTIONS: Failure to comply with any and all provisions of this policy may result in disciplinary action up to and including removal of vehicle privileges, suspension, and/or termination from employment.

IX. Elective Parking Procedures at SFHA Facilities

Elective parking is a privilege and not a right and is contingent upon SFHA employee complying with the California Vehicle Code and SFHA parking rules and procedures. These procedures apply to employees who are not required to use their personal vehicles for work-related purposes and are given permission to park on SFHA property as a convenience to the employee.

In order for an employee to park his or her personal vehicle on SFHA property, the following requirements must be met:

The employee must provide to the Director of Administration, the following:

- Proof of Current Insurance (California Minimum)
- Valid Driver's License
- Signed SFHA Waiver

X. Proof of Insurance Required to Park on SFHA Property

Any authorization to park on SFHA property is conditioned on the employee presenting and maintaining proof of automobile insurance. The employee will only

be allowed to use the assigned parking space for the vehicle identified and will

assigned a stall based on the size and type of the vehicle. If the employee does not use his or her space for a period of longer than one (1) one week, the employee must immediately notify the Director of Administration of the duration of the expected vacancy so the space can be temporarily or permanently returned to the parking assignment pool.

XI. Proof of a Valid Driver's License

A copy of the employee's driver's license must be given to the Director of Administration and will be kept on file. It is the duty of the employee to report any changes in the information provided.

XII. Waiver

The employee must sign a waiver holding the SFHA harmless from any damage or injury arising from the use of SFHA property to park his or her vehicle. Pursuant to the waiver, the employee agrees that he/she is parking at his/her own risk and will not seek reimbursement from the SFHA for any damage to or loss of personal property.

XIII. Assigned Parking Spaces

The Director of Administration will assign spaces to employees authorized to park on SFHA property. Spaces will depend on the size and type of vehicle and will be assigned in order of priority. The spaces will be assigned in order of priority as follows: official vehicles, visitors, disabled employees, residents, and Housing Authority employees.

Parking permits will be given to each approved driver and must be properly displayed and easily visible.

XIV. Employee Responsibility

The Housing Authority is not responsible for loss or damage to personal property, and employees are expected to take precautions to safeguard their automobile and any valuables left therein. From time to time, the Housing Authority may conduct periodic inspections of cars parked in its parking lots, in the interest of safety, health, and security. Employees are expected to cooperate with such inspections.

The employee's private insurer is the only source of insurance coverage, even when the employee is using his/her vehicle for Housing Authority business. *If the employee damages someone else's vehicle or property*, the employee's private insurer must cover the damage.

Housing Authority employees who cause vehicle damage while on Housing Authority property are expected to leave a note on the windshield or inform the Director of Administration. However, the Housing Authority is not responsible for the damage and neither the Housing Authority nor its insurance program will compensate the employee for any damage. For example, the Housing Authority will not reimburse the vehicle's owner if the employee-operated vehicle is damaged on SFHA property.

The employee will be responsible for all damage to Housing Authority property and equipment while using Authority property to park his/her vehicle including but not limited to oil spills or spots, damage to garage walls, damage to buildings, gates, equipment, etc.

XV. Parking Rules

1. Parking in a restricted area, a no parking zone, a loading zone, or fire lanes, or in a manner that obstructs traffic, is strictly prohibited. This is enforced at all times.
2. Vehicles parked illegally are subject to tow-away at the owner's expense.
3. Whether posted or not posted, the speed limit in all driveways and all parking areas is 5 MPH.
4. Pedestrians shall be given the right-of-way.
5. Overnight parking is not permitted unless the employee is given prior written authorization to do so.
6. Unauthorized vehicles are subject to tow-away at owner's expense.
7. Vehicles must be parked within marked stalls.
8. The right is reserved to close any parking area or facility for Housing Authority purposes. Advanced notice will be given when practical. No special accommodations are guaranteed to permit holders.
9. The Housing Authority assumes no liability for loss or damage to any vehicle or contents thereof while parked in any Housing Authority area.
10. The registered owner/permit-holder/operator is responsible for all violations attached to the vehicle and is thus subject to any and all forfeitures resulting from these violations.
11. Any person who knowingly provides false information when applying for a Housing Authority parking permit is subject to loss of all parking privileges, as well as appropriate disciplinary action.
12. The sharing or swapping of permits is prohibited and may result in disciplinary action.
13. Employees must report any unsafe conditions to the Director of Administration and should avoid parking or driving in an area that appears unsafe.

Adopted by the Executive Director, January 2, 2004

ATTACHMENT 1

**EXECUTIVE DIRECTOR APPROVAL FORM
SAN FRANCISCO HOUSING AUTHORITY**

TO: _____ **DATE:** _____

FROM: _____ **Driver's License Number :** _____

SUBJ: REQUEST TO USE MY PERSONAL VEHICLE ON SFHA BUSINESS*

I request approval to use my own vehicle for SFHA business for the purpose of*:

Period of use:

Reason for using my own vehicle:

- ☐ **My frequent presence is required at different SFHA sites**
- ☐ **I do not have a SFHA vehicle available to me for official duties**
- ☐ **I understand that I am authorized to use my personal vehicle during the workday for officially designated duties only.**

Reimbursement:

- ☐ **I am requesting mileage reimbursement.**
- ☐ **I am requesting a monthly vehicle allowance.**

Personal or Private Vehicle Liability

If you are authorized to use a personal or private vehicle on SFHA business, you are responsible for carrying the minimum liability insurance required in the SFHA Driving Policy.

- ☐ I understand that if I operate my personal or private vehicle on official business, I must look to my personal vehicle insurance policy for any damage or liability resulting from such use, including any deductible amount required for the settlement of claims. I understand that I am 100% responsible for collision or comprehensive damage and that the SFHA will not cover any loss or damage I incur or cause to others.
- ☐ If I have any questions about the correct insurance coverage for my personal vehicle while driving on SFHA business, I will contact my own insurance agent for advice.
- ☐ If I am involved in a vehicle accident while on SFHA business, I will promptly notify my supervisor and Risk Management.

* *Approval Required Prior to Usage of Private Vehicle

* Employees are not authorized to use personally owned motorcycles to accomplish SFHA business.

- ☐ I understand that I am responsible for payment of all parking and traffic violations, and there can be no reimbursement for these payments'
- ☐ I understand that I must take the most direct route to my destination and any deviation may result in suspension of my driving privileges.
- ☐ I have read the SFHA Driving and Parking Policy and agree that I will abide by its provisions.

Requested By: _____ **Approved By:** _____

A. Employee's Signature: Date: Supervisor's Signature: Date:

I have considered the employee's driving experience and driving record during the past year. The attached operator's record has been verified and the employee is authorized to operate vehicles approved by the type of license noted above. This authorization is subject to review at anytime.

MSSD Administrator Signature

Date

Reimbursement Approval:

☐ mileage reimbursement. ☐ monthly vehicle allowance.

DEPARTMENT ENDORSEMENT:

I have reviewed this employee's need to drive a personal vehicle in the conduct of SFHA business and recommend that such authority be granted.

Department Head Signature

Date

EXECUTIVE DIRECTOR OR DESIGNEE APPROVAL:

I have reviewed this employee's need to drive a personal vehicle in the conduct of SFHA business and approve such use.

Executive Director Signature

Date

This Driver is approved to use a personal vehicle for SFHA business for the following period:
_____, subject to the following restrictions:



ATTACHMENT 2
PROOF OF INSURANCE/VALID DRIVER'S LICENSE
AUTOMOBILE INSURANCE/DRIVER'S LICENSE INFORMATION FORM

Any SFHA employee who is authorized to use a personal vehicle for office business and work-related travel are required to show proof of the following minimum levels of insurance coverage:
Bodily Injury; \$100,000 per individual /\$300,000 per occurrence;
Property Damage; \$25,000 per occurrence.

Employee Name: _____ Position: _____

Department: _____ Phone Number: _____

Driver's License Number: _____ Expiration Date: _____

Year/Make of Automobile: _____ Vehicle License Number: _____

Insurance Carrier/Agent: _____

Phone Number: _____ Liability Limits: _____

Policy Number: _____ Expiration Date: _____

Driving

Restrictions: _____

☐ Attached is a copy of a Certificate of Insurance showing SFHA as an additional insured.

I certify that the above information is correct and that the insurance coverage is in force.

I understand that if performing work for the SFHA in the course of my duties I may utilize a my personal vehicle, I must have liability insurance coverage in force as required by the State of California and agree to advise the SFHA, in writing, of any changes in the above information. I further certify that the above vehicle is mechanically safe.

Signed: _____ Date: _____

Note: If you drive your personal automobile while on SFHA business and you are involved in an accident, by law your liability insurance policy is used first. The SFHA does not cover, nor is it responsible for comprehensive and collision coverage to your vehicle. All persons driving on SFHA business will: (1) follow the most direct route; (2) avoid all unnecessary stops (3) not carry unauthorized non-SFHA personnel or students or guests as passengers; and (4) ensure that all vehicle occupants use seat belts. Note: Please attach a photocopy of the following: (1) "Proof of Insurance" form presently being provided by your automobile insurance company that indicates expiration date of insurance and limits and (2,) driver's license. SFHA administration may obtain employee driving record checks from the California Department of Motor Vehicles, which are a matter of public record



ATTACHMENT 3
Proof of an Acceptable Driving Record Form

FIRST, MIDDLE & LAST NAME: _____

POSITION and DEPARTMENT: _____

CALIFORNIA DRIVER'S LICENSE NUMBER: _____

SOCIAL SECURITY NUMBER: _____

DATE OF BIRTH: _____

In order to maintain authorization to use your own vehicle for official SFHA business, you must submit yearly proof of a good driving record in the form of Department of Motor Vehicle record printout.

Guidelines for What Constitutes an Acceptable Driver:

Valid Driver's License

Do you certify that you have a valid CALIFORNIA Driver's license that is currently in effect?

☐ Yes ☐ No

Age/ Medical Condition

Are you over 23 years of age and have had more than three year's driving experience?

☐ Yes ☐ No

Do you have a medical condition that would affect your driving safety?

☐ Yes ☐ No

If yes, please explain _____

Motor Vehicle Record

1. During the previous three (3) years have you been involved in any of the following:

Had automobile insurance rejected, cancelled, refused or been in a high-risk insurance program?

Been involved in any accident whether at fault or not at fault?

Been arrested for any traffic related incidents?

Had any traffic violations other than parking?

Had more than two moving violations and/or chargeable accidents?

Had a license suspended or revoked for accidents, failures to appear, and/or moving violations?

2. Had any of the following major convictions during the previous five-year period:
Driving under the influence of alcohol or drugs?

Reckless driving?

Hit and run?

Homicide or assault with a motor vehicle?

Drag racing?

Operating a motor vehicle without the owner's consent?

Please provide all details including date and location for any question that was answered by "yes."

I understand that by giving incorrect information or by omitting information I am falsifying my application and therefore subject to disciplinary action, up to and including dismissal. I further agree that the SFHA may check my driving record at any time. I further agree to report to my supervisor any accidents, arrest, suspensions, or cancellation of personal insurance as soon as possible after they occur and prior to driving any vehicle on behalf of the SFHA. Prior to driving on behalf of the SFHA, I am aware that an acceptable driving record is required.

I certify that my vehicle is equipped with safety belts in operational condition.

I certify that while using a privately owned vehicle for SFHA-affiliated business, I will report all accidents to the Risk Management Office and fill out an accident report form within 48 hours of the accident.

EMPLOYEE'S SIGNATURE

DATE

ATTACHMENT 4
Waiver and Hold Harmless Agreement

The undersigned hereby requests to use a personal or private vehicle for official SFHA-related business and/or to park on SFHA property.

In consideration of authorization to drive my personal vehicle for official SFHA business and/or to park on SFHA property, I waive any right I have to sue or make claims against the SFHA and its officers, commissioners, employees or other members for any damages or losses arising out of or in connection with the use of my personal vehicle for SFHA and hereby release, hold harmless, and discharge the SFHA from all liability in connection therewith.

Knowing, understanding, and fully appreciating all possible risks, I hereby expressly, voluntarily, and willingly assume all risks and dangers associated with use of my personal vehicle. These risks could result in damage to property, personal and/or bodily injury or death.

I have read this waiver and release and understand the terms used in it and their legal significance. This waiver and release is freely and voluntarily given with the understanding that right to legal recourse against the SFHA is knowingly given up in return for allowing me to use my personal vehicle and/or to park on SFHA property.

My signature on this document is intended to bind not only myself but also my successors, heirs, representatives, administrators, and assigns.

Employee's Name (please print) _____

Position _____ Department _____

Signature _____ Date _____

Acknowledgement

The undersigned hereby acknowledges that he or she must adhere to and obey all laws and requirements of the California Vehicle Code in the operation of his or her motor vehicle while on official business.

The undersigned hereby acknowledges that he or she must follow the SFHA Driving and Parking Policy while using a personal vehicle for official business or while parking on SFHA property.

Signature _____ Date _____



SAN FRANCISCO HOUSING AUTHORITY
440 Turk Street - San Francisco, CA 94102 - PHONE (415) 554-1200

VEHICLE ACCIDENT REPORT FORM

<u>EMPLOYEE INFORMATION</u>	TODAY'S DATE:
NAME:	BADGE #:
DEPARTMENT:	DRIVER LICENSE #:
DATE OF BIRTH:	EXPIRATION DATE:
FLEET #:	LICENSE PLATE #:
VEHICLE IDENTIFICATION #:	
PURPOSE OF USE:	

OTHER PARTY'S INFORMATION	NAME:
ADDRESS:	HOME TELEPHONE #:
	WORK TELEPHONE #:
DRIVER LICENSE # STATE:	VEHICLE YEAR: MAKE/MODEL:
LICENSE PLATE #: STATE:	INSURANCE COMPANY: POLICY #:

ACCIDENT INFORMATION	
ACCIDENT LOCATION:	
WEATHER: <input type="checkbox"/> CLEAR <input type="checkbox"/> RAIN <input type="checkbox"/> OVERCAST <input type="checkbox"/> OTHER: _____	
POLICE REPORT FILED: <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE LIST THE REPORT #:	
WAS SFHA VEHICLE TOWED AWAY? <input type="checkbox"/> YES <input type="checkbox"/> NO	
DIRECTION SFHA VEHICLE WAS TRAVELING: <input type="checkbox"/> NORTH <input type="checkbox"/> SOUTH <input type="checkbox"/> EAST <input type="checkbox"/> WEST PLEASE INCLUDE THE STREET NAME:	
INJURIES REPORTED: <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE LIST NAMES OF INJURED PERSON(S):	
WITNESSES:	
DESCRIBE DAMAGE TO SFHA VEHICLE: DESCRIBE DAMAGE TO OTHER VEHICLE:	
PLEASE ESTIMATE TO THE BEST OF YOUR ABILITY THE COST OF DAMAGES TO SFHA VEHICLE:	
(Don't forget to complete page 2 of form on back)	

DESCRIBE ACCIDENT:
(use extra sheet if needed)

DRAW DIAGRAM OF ACCIDENT:

SIGNATURE:

Please submit this form along with the DMV Report of Traffic Accident Form (SR-1) to the Office of General Counsel immediately.

**REPORT OF TRAFFIC ACCIDENT
OCCURRING IN CALIFORNIA**
READ IMPORTANT INFORMATION ON BACK

DMV USE ONLY

AS APPROPRIATE, PLEASE TYPE OR PRINT IN BOXES

	# OF VEHICLES	DATE OF ACCIDENT MMDDYY	CALIFORNIA COUNTY OF ACCIDENT	CALIFORNIA CITY WHERE ACCIDENT OCCURRED
REPORTING PARTY'S INFORMATION	TIME OF ACCIDENT Hour <input type="text"/> AM <input type="text"/> PM <input type="checkbox"/> In Traffic <input type="checkbox"/> Parked <input type="checkbox"/> Pedestrian <input type="checkbox"/> Bicyclist <input type="checkbox"/> Other (EXPLAIN, E.G., ROLLAWAY)		DRIVING FOR EMPLOYER <input type="checkbox"/> Yes <input type="checkbox"/> No	
	DRIVER'S NAME (FIRST AND MIDDLE) LAST NAME		DRIVER LICENSE NUMBER STATE	
	DRIVER'S ADDRESS (NUMBER) STREET		DATE OF BIRTH DAMAGE AMOUNT MMDDYY .00	
	CITY STATE ZIP CODE		TELEPHONE NUMBERS Wk () Hm ()	
	VEHICLE OWNER—PERSON OR COMPANY		DATE OF BIRTH VEHICLE LICENSE PLATE STATE MMDDYY	
	ADDRESS CITY STATE ZIP CODE			
	VEHICLE IDENTIFICATION NUMBER		INSURANCE COMPANY NAME (NOT AGENT, UNDERWRITER, OR BROKER) COMPANY NA/C NUMBER	
	INSURANCE POLICY NUMBER COVERING THE VEHICLE ACCIDENT (NOT CLAIM OR FILE NUMBER)		POLICY PERIOD From To	
	POLICY HOLDER'S NAME (IF DIFFERENT) STREET ADDRESS CITY		STATE ZIP CODE	
	OTHER PARTY'S INFORMATION	<input type="checkbox"/> In Traffic <input type="checkbox"/> Parked <input type="checkbox"/> Pedestrian <input type="checkbox"/> Bicyclist <input type="checkbox"/> Other (EXPLAIN, E.G., ROLLAWAY)		DRIVING FOR EMPLOYER <input type="checkbox"/> Yes <input type="checkbox"/> No
DRIVER'S NAME (FIRST AND MIDDLE) LAST NAME		DRIVER LICENSE NUMBER STATE		
DRIVER'S ADDRESS (NUMBER) STREET		DATE OF BIRTH DAMAGE AMOUNT MMDDYY .00		
CITY STATE ZIP CODE		TELEPHONE NUMBERS Wk () Hm ()		
VEHICLE OWNER—PERSON OR COMPANY		DATE OF BIRTH VEHICLE LICENSE PLATE STATE MMDDYY		
ADDRESS CITY STATE ZIP CODE				
VEHICLE IDENTIFICATION NUMBER		INSURANCE COMPANY NAME (NOT AGENT, UNDERWRITER, OR BROKER) COMPANY NA/C NUMBER		
INSURANCE POLICY NUMBER COVERING THE VEHICLE ACCIDENT (NOT CLAIM OR FILE NUMBER)		POLICY PERIOD From To		
POLICY HOLDER'S NAME (IF DIFFERENT) STREET ADDRESS CITY		STATE ZIP CODE		
INJURY/DEATH PROPERTY DAMAGE		NAME AND ADDRESS OF INDIVIDUAL INJURED OR DECEASED		<input type="checkbox"/> Injured <input type="checkbox"/> Driver <input type="checkbox"/> Passenger <input type="checkbox"/> Deceased <input type="checkbox"/> Bicyclist <input type="checkbox"/> Pedestrian
	NAME AND ADDRESS OF INDIVIDUAL INJURED OR DECEASED		<input type="checkbox"/> Injured <input type="checkbox"/> Driver <input type="checkbox"/> Passenger <input type="checkbox"/> Deceased <input type="checkbox"/> Bicyclist <input type="checkbox"/> Pedestrian	
	OTHER PROPERTY DAMAGED (TELEPHONE POLES, FENCE, LIVESTOCK, ETC.)		DAMAGE AMOUNT .00	
	PROPERTY OWNER'S NAME AND ADDRESS			

I certify under penalty of perjury under the laws of the State of California that the information entered on this document is true and correct.

DATE	PRINTED NAME	SIGNATURE X
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☐ ADDITIONAL INFORMATION ATTACHED

IMPORTANT INFORMATION

California law requires traffic accidents on a California street/highway or private property to be reported to the Department of Motor Vehicles (DMV) within 10 days if there was an injury, death or property damage. Untimely reporting could result in DMV suspending a driver license. Accidents occurring on December 31, 2002, or prior must result in damages to any one person's property in excess of \$500, and accidents occurring on January 1, 2003, or after must result in damages in excess of \$750 to be reported. Accidents involving vehicles not required to be registered such as an off-road vehicle (OHV), implement of husbandry, or snowmobile or occurring on a military base or occurring on the driver's own property involving only the personal property of the driver and there was no injury or death are not reportable.

The law requires the driver to file this SR-I form with DMV regardless of fault. This report must be made in addition to any other report filed with a law enforcement agency, insurance company, or the California Highway Patrol (CHP) as their reports do not satisfy the filing requirement. An insurance agent, attorney, or other designated representative may file the report for the driver.

The law requires every driver and every owner of a motor vehicle to be "financially responsible" for any injury or damage resulting from operating or owning a motor vehicle. The minimum insurance level for "financial responsibility" is public liability and property damage coverage of \$15,000 for injury or death of one person, \$30,000 for injury or death of two or more persons and \$5,000 property damage per accident. Comprehensive and collision insurance does not meet the legal requirement.

§ 1806 of the California Vehicle Code (CVC) requires the DMV to record accident information regardless of fault when individuals report accidents under the Financial Responsibility Law or if law enforcement agencies or CHP investigate and make a report.

WHEN COMPLETING THIS FORM

Please print within the spaces and boxes on this form. If you need to provide additional information on a separate piece of paper(s) or you include a copy of any law enforcement agency report please check the box to indicate 'Additional Information Attached'. If you are the passenger reporting the accident, be sure to identify yourself by using the "other" box and stating "passenger" in the explanation.

- Write unknown (for unknown) or none in any space or box when you do not have information on the other party involved.
- Give insurance information that is complete and which correctly and fully identifies the company that issued the policy.
- Place the correct National Association of Insurance Commissioners (NAIC) number for your insurance company in the boxes provided. The NAIC number should be located on your insurance ID card or you can contact your insurance agent or company for the information.
- Identify any person involved in the accident (driver, passenger, bicyclist, pedestrian, etc.) who you saw was injured or complained of bodily injury or you know to be deceased as a result of the accident.
- Record in the OTHER PROPERTY DAMAGED section any damage to telephone poles, fences, street signs, guard posts, trees, livestock, dogs, etc., meeting the filing requirement, including amount. This may require that you contact the owner of the property for an estimate of damages.
- Once you have completed this report, please mail it to:

DEPARTMENT OF MOTOR VEHICLES FINANCIAL RESPONSIBILITY MAIL STATION J237 P.O. BOX 942884 SACRAMENTO, CA 94284-0884

DMV does not accept reports or take actions against non-reporting or uninsured motorists unless this SR-I form is sent to DMV by someone involved in the accident or their designee and the report is received by DMV within one calendar year of the accident date.

ADVISORY STATEMENT

The accident information on the SR-I is required under the authority of Divisions 6 and 7 of the California Vehicle Code. Failure to provide the information will result in suspension of the driving privilege. Except as made confidential by law (e.g., medical information) or exempted under the Public Records Act, the information is a public record, is regularly used by law enforcement agencies and insurance companies, and is open to public inspection.

§16005 CVC limits the public record for SR-I reports to accident involvement, but does allow persons with a proper interest (involved drivers, their employers, etc.) to receive specified information. Individuals may inspect or obtain copies of information contained in their records during regular office hours. The Financial Responsibility Section Manager, 2570 24th Street, Sacramento, CA 95818 (telephone number: 916-657-6677) is responsible for maintaining this information.

SR I (REV 11 /2002) WWW

SAN FRANCISCO HOUSING AUTHORITY
Guidelines for Disciplinary Action

APPENDIX F

JUST CAUSE FOR DISCIPLINARY ACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
Carrying or using firearms unauthorized, fireworks, or any other weapon on Authority property	Discharge			
Fighting or inciting others to fight a. Weapon involved b. No weapon involved	Discharge 3-10 Days Suspension to Discharge	Discharge		
Possession of intoxicants on SFHA property possession of illegal drugs on SFHA property Suspension to Discharge Sale of illegal drugs on SFHA Property	Written Reprimand to Suspension to Discharge Discharge	3-10 Days Suspension to Discharge	Discharge	

SAN FRANCISCO HOUSING AUTHORITY
Guidelines for Disciplinary Action

APPENDIX F

JUST CAUSE FOR DISCIPLINARY ACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
Sexual Harassment	3-10 Days Suspension to Discharge	5-15 Days Suspension to Discharge	Discharge	
Misuse, abuse or unauthorized disclosure of information obtained in an official capacity for an unauthorized purpose	Suspension to Discharge	Suspension to Discharge	Discharge	
Removal and/or tampering with official Authority postings without authorization.	Formal Counseling	Written Reprimand	3-10 Days Suspension	Discharge
Removal and/or tampering with official postings without authorization thereby creating a health or safety hazard to other employees, residents or the public.	3-5 Days Suspension to Discharge	5-15 Days Suspension to Discharge	Discharge	

SAN FRANCISCO HOUSING AUTHORITY
Guidelines for Disciplinary Action

APPENDIX F

JUST CAUSE FOR DISCIPLINARY ACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
Falsification of records	Suspension, Demotion, to immediate Discharge	Discharge		
Immoral conduct of indecency on Authority property.	Suspension to Discharge	Discharge		
Conduct which reflects negatively on the San Francisco Housing Authority, e.g., discourteous treatment of the public and/or residents; on or off duty notorious or infamous conduct	Written Reprimand, Suspension to Discharge	3-10 Days Suspension to Discharge	Discharge	

SAN FRANCISCO HOUSING AUTHORITY
Guidelines for Disciplinary Action

APPENDIX F

JUST CAUSE FOR DISCIPLINARY ACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
Being under the influence of intoxicants or illegal drugs on SFHA property	Possible referral to rehabilitation program	5-15 Days Suspension to Discharge	Discharge	
Using abusive, vulgar, or threatening language, including racial slurs	Formal Counseling to Discharge	Discharge		
Deliberate destruction of Authority, resident of employee property	3-10 Days Suspension or Discharge	Discharge		

SAN FRANCISCO HOUSING AUTHORITY
Guidelines for Disciplinary Action

APPENDIX F

JUST CAUSE FOR DISCIPLINARY ACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
Theft	3-15 Days Suspension to Discharge	Discharge		
Dishonesty	Formal Counseling, Written Reprimand to 3 Day Suspension	5-15 Day Suspension to Discharge	Discharge	
Absent without leave (AWOL) after two (2) working days	Voluntary Termination			
Absent without leave (AWOL) for less than two (2) working days	Formal Counseling to Formal Reprimand	Formal Reprimand to Three (3) day suspension	Four (4) to ten (10) day Suspension to Discharge	Discharge

SAN FRANCISCO HOUSING AUTHORITY
Guidelines for Disciplinary Action

APPENDIX F

JUST CAUSE FOR DISCIPLINARY ACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
Unauthorized leaving of work site	Written Reprimand or 3-10 Days Suspension	3-10 Days Suspension or Discharge	Discharge	
Excessive unexcused absenteeism and/or tardiness	Formal Counseling to written Reprimand	Written Reprimand to 3-10 Days Suspension	5-15 Days Suspension to Discharge	Discharge
Insubordination	Written Reprimand to 3 Day suspension	3-10 Days Suspension or Discharge	Discharge	

SAN FRANCISCO HOUSING AUTHORITY
Guidelines for Disciplinary Action

APPENDIX F

JUST CAUSE FOR DISCIPLINARY ACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
Failure to work on assigned duties, failure to follow instructions from a supervisor, Failure to comply with Authority Policies, Rules, Procedures, Regulations or instructions, or Malingering	Written Reprimand to 3 Day Suspension	3-10 Day Suspension to Discharge	Discharge	
Disrespectful or intemperate language or gestures to a supervisor that undermines order and discipline.	Written Reprimand to 1 Day Suspension	3-10 Day Suspension	5-15 Day Suspension to Discharge	Discharge
Unauthorized use of Authority property or vehicles	3-10 Days Suspension to Discharge	Discharge		

SAN FRANCISCO HOUSING AUTHORITY
Guidelines for Disciplinary Action

APPENDIX F

JUST CAUSE FOR DISCIPLINARY ACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
Unsatisfactory job performance	Formal counseling to Demotion	Written Reprimand 94 3-10 Days Suspension to Demotion	Discharge of Demotion	
Gross Negligence	Written Reprimand to 3- 10 Days Suspension	3-10 Days Suspension to Discharge	Discharge	
Sleeping on the job	Written Reprimand to 3 Day Suspension	3-10 Days Suspension	Discharge	

SAN FRANCISCO HOUSING AUTHORITY
Guidelines for Disciplinary Action

APPENDIX F

JUST CAUSE FOR DISCIPLINARY ACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
Gambling or unlawful betting	Written Reprimand to 3-10 Days Suspension	3-10 Day Suspension to Discharge	Discharge	
Non-compliance with Authority safety standards including failure to wear required personal protective equipment	Formal Counseling, Formal Reprimand to 3 Day Suspension	Written Reprimand or 3-10 Days Suspension	Discharge	
Failure to cooperate in an official investigation	Reprimand to 1 Day Suspension	3-5 Days Suspension	5-15 Days Suspension	Discharge

SAN FRANCISCO HOUSING AUTHORITY
Guidelines for Disciplinary Action

APPENDIX F

JUST CAUSE FOR DISCIPLINARY ACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
Failure to possess current and valid Driver's License, or uninsurable	3-5 Days Suspension to Discharge	Discharge		
Failure to pay Housing Authority rent on time or failure to pay just indebtedness to the Housing Authority	Formal Counseling to Reprimand	Reprimand to 3 Day Suspension	5 Day Suspension	Discharge