

## CHAPTER 9

### CONDUCT

#### **Section 9.1 — Attendance**

Employees shall be at their places of work in accordance with MHA policies and regulations. The Authority shall establish work schedules and maintain daily employee attendance records.

#### **Section 9.2 — Work Standards**

It is duty of each employee to maintain high standards of productivity, cooperation, efficiency and economy in his/her work for MHA. The Authority will organize and direct the work of the department to achieve objectives.

If work habits, attitude, production and/or personal conduct of an employee fall below appropriate standards, supervisors should point out the deficiencies at the time they are observed. Counseling and warning the employee in sufficient time for improvement will ordinarily precede formal disciplinary action, but nothing can and shall prevent immediate formal action as provided elsewhere in these rules whenever it is the best interests of the MHA.

#### **Section 9.3 — Political Activity**

Federal law (5 U.S.C. 1501 et seq.) restricts the political activities of Housing Authority officers and employees if their principal employment is in connection with an activity financed in whole or in part by federal funds. The legal restrictions prohibit:

- Use of official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office;
- Directly or indirectly coercing, attempting to coerce, commanding or advising a state or local officer or employee to pay, lend or contribute anything of value to any party, committee, organization, agency or person for political purposes; and
- Being a candidate for elective office in a partisan election.

All members, officers, and employees of the Housing Authority, whose employment as such constitutes their principal employment, shall be subject to the provisions of Section 129(a) of the Hatch Act (website: <http://www.osc.gov> ).

#### **Section 9.4 — Solicitation**

Solicitation of funds or anything of value for any purpose whatsoever shall not be permitted by MHA employees on the job only with express approval of the Executive Director. No employee may be required to make any contribution or may be penalized in any way in connection with his/her employment according to his/her response to solicitation.

### **Section 9.5 — Outside Employment**

An employee shall not engage in outside employment, including self-employment, where such employment would adversely affect the employee's performance in the service. Outside employment must be reported to the Executive Director.

No employee may engage in outside employment activities during established MHA working hours.

No employee may benefit financially from employment with the Authority by engaging in activities with or providing authority business information to outside parties.

### **Section 9.6 — Acceptance of Gifts**

All employees, regardless of their position, are prohibited from accepting gifts or gratuities from residents, or individuals and firms with which MHA does business. In many instances businesses have a policy of giving gifts during the holiday seasons and return of such gifts could create unnecessary ill will for MHA. Under these circumstances gifts of token value, ten dollars or less, may be accepted. If a gift cannot be graciously declined, or is sent to employee's home, the receipt of the gift must be reported to the Executive Director. In no instance may money be accepted.

### **Section 9.7 — Interest in Property, Contractors, Vendors**

No employee may knowingly have any interest direct or indirect, in any property included or planned to be included in any project of the Authority. No employee may knowingly have any interest, direct, or indirect, in any contract or proposed contract for materials or services to be used by the Authority. If such interest was acquired prior to the employment of the employee, or if the employee's knowledge of such interest is subsequent to employment, the employee shall disclose the same in writing to the Authority.

### **Section 9.8 — Conflict of Interest**

No employee, whether regular full-time, part-time or temporary, shall engage in any business or transaction or shall have a financial or other personal interest direct or indirect, which, in the opinion of the Executive Director, is incompatible with the proper discharge of their official duties. Personal as distinguished from financial interest include an interest arising from blood or marriage relationships or close business or political association.

### **Section 9.9 — Entering Authority Apartments**

Except in emergencies, no employee shall enter an occupied apartment without 48 hour notice to tenant. (Does not apply to tenant requests for maintenance and repairs)

- a. In all cases, before entering with a pass key, the employee shall make certain the resident is not home. First try knocking and then by calling out loudly (as the door is opened), "Housing Authority Maintenance (or office), is anyone home?"
- b. On entering, the employee must place an official notice on the door knob indicating that "A Housing Authority Employee is working inside."
- c. No article belonging to the resident should be touched unless necessary in the course of the work and in that case must be left in original condition. Any debris from the work must be cleaned up and removed. If any accidental damage to the resident's property occurs, a report must be made immediately to the Executive Director.
- d. For the purpose of performing inspections, maintenance improvements or repairs (such as extraordinary maintenance, betterments and additions) the employee will notify the tenant specifying the purpose of entry at least two (2) days before such entry takes place.
- e. When there is reasonable cause to believe an emergency exist in an occupied dwelling and the tenant and all adult members of the household are absent from the premises, the employee shall leave a written statement (on the premises) specifying the date, time and purpose of the entry prior to leaving the premises.

### **Section 9.10 — Tenant Property in Vacant Units**

Mexico Housing Authority may declare a Premise abandoned and remove the Tenants' possessions from said Premises and dispose of possessions unless, within 10 days after Mexico Housing Authority has posted Abandonment Notice on said Premises and mailed Abandonment Notice to the Tenant, the Tenant writes Mexico Housing Authority stating that the Tenant has not abandoned the Premise.

### **Section 9.11 — Housing Authority Property**

- a. Under no circumstances may employees take in their possession, give or sell Authority property including, but not limited to unserviceable appliances, fixtures, and equipment and scrap materials.
- b. Unserviceable items will be inventoried and disposed by the Facilities Supervisor in the prescribed manner and supported by inventory. The Facilities Supervisor will turn

in all proceeds to Finance along with supporting receipts.

c. For contractual purposes, the Facilities Supervisor will ensure a "salvage rights" clause in those contracts where salvage of replaced property is in the best interest of Authority.

d. Under no circumstances may Authority supplies or equipment be used to perform personal work. Employee dishonesty will be cause for separation of employment and possible prosecution.

#### **Section 9.12 — Release of Information**

An employee is subject to disciplinary action and/or dismissal for unauthorized disclosure of official information. As a general rule all employees should report to their immediate supervisor, any request for official information.

- a. New Releases — News releases may be issue interviews with news reporters granted and inquiries by the public may be handled only by or with the specific approval of the Executive Director.
- b. Confidential Information — No employee, other than the Executive Director or his representative, may release confidential information to persons outside the Authority, e.g., personnel files and resident files.
- c. Correspondence and Files — No information drawn from the correspondence or files of the Authority may be made available by any employee to any person not employed by the Authority except as required in the normal course of business.

#### **Section 9.13 — Personal Conduct- Dress Code**

When the personal conduct of an employee, on or off the job, compromises their ability to perform assigned duties in a satisfactory manner or is determined to be detrimental to the best interest of the Housing Authority, such employee shall be subject to involuntary separation. The following acts and any other act of similar scope or impact, by an employee shall be considered acts of misconduct subject to these provisions.

- a. Policy Violation — knowingly and willfully violating Housing Authority policy, to include established safety rules and regulations.
- b. Insubordination — Refusal to obey lawful dutiful instructions of a supervisor. An act of this nature shall be grounds for immediate separation.

- c. Threats — Threatening the life of or to do bodily harm to a supervisor, resident, or any other employee. An act of this nature shall be grounds for immediate termination.
- d. Alcohol and Illicit Drugs — Use of alcohol or illicit drugs, on or off the job which cause inefficiency on the job or damage or potential damage to persons or property or an injurious accident to self or another employee shall be grounds for immediate termination.
- e. Misappropriation of Funds and Property — Wrongful appropriation and/or application of funds or property. An act of this nature shall be grounds for immediate termination.
- f. Misrepresentation — Material misrepresentation of statements, intentional or otherwise, on the application for employment that results in a favorable selection decision that would not have occurred otherwise, provided that the misrepresentation is detected within three (3) years of employment.
- g. Sexual and Other Harassment — Sexual and Other Harassment of another employee.
- h. Deadly Weapons — Carrying or possessing an unauthorized deadly weapon while on duty or bringing such weapon on Housing Authority property.
- i. Physical Violence — Provoking and engaging in a physical fight with another employee during working hours or on MHA property. An act of this nature shall be grounds for immediate termination
- j. Medical Examination — Refusal to submit to a medical examination by a Housing Authority physician to determine physical or mental status for work.
- k. Other Acts — other acts of a serious nature which are detrimental to the best interests of the Housing Authority. Such acts may include any action or omission on the part of an employee which adversely affects the Housing Authority's operational ability, funds, materials, or personnel resources.
- l. Disability — Physical or mental inability to perform satisfactorily the duties of assigned position including having a communicable disease.
- m. Impediment of Service — acting or encouraging action by another employee, to impede or inhibit loyal and honorable service to the Housing Authority. Impediment or initiation of disloyal and dishonorable service shall be grounds for immediate termination.

- n. Dress Code — (Will be updated as needed by the Executive Director)  
Shirts/ Blouses — Housing Authority Pullovers or Shirts ok, or office attire  
Shoes- No Slippers Nonskid when appropriate  
Pants/ Jeans- No see through- No holes No Jean Shorts-No Cut-Offs  
Skirts- No Shorter than finger tips  
Tights-shirts must be long and worn over tights

While performing Housing Authority inspections proper attire is pants or jeans or shorts that are appropriate and sneakers- No High Heels or Sandals

#### **Section 9.14 — Hours of Work Lunch Breaks and Rest Periods**

The Authority's policy pertaining to hours of work, lunch breaks and rest periods are as follows:

a. Hours of work and Lunch Breaks — Except for employees working special schedules, the normal daily working hours for regular full time employees are from 8:00 a.m. to 5:00 p.m., Monday through Friday with a one hour unpaid lunch period (12:00pm to 1:00pm lunch break, unless prior approval from ED). Employees are entitled to a non-paid one hour lunch period each normal work day. Supervisors are responsible to ensure coverage within their department during normal working hours.

b. Rest Periods — Employees may be permitted two (15) minute rest periods each work day for the purpose of rest and refreshment in order to sustain a high level of job productivity. Rest periods are to be taken in proximity to the employee's work location at approximately 10:00 a.m. and 3:00 p.m., unless otherwise scheduled by the Executive Director. These rest periods shall not be taken in conjunction with the lunch period or the start or end of the work day. When a rest is not permitted due to an exceptional work load, the Authority accrues no liability for overtime pay or compensatory time off because of the lost rest period.

## CHAPTER 10

### TRAVEL AND DRIVING ELIGIBILITY

#### Section 10.1 — Purpose

The purpose of this directive is to set forth policies and procedures governing travel within and beyond the city limits of Mexico by Housing Authority employees and commissioners on official Authority business.

Employees must understand that while traveling, they are representatives of their employer and must conduct themselves accordingly. This requirement includes observing appropriate grooming and behavior standards, alcohol and drug prohibitions and sexual and other harassment guidelines.

#### Section 10.2 — General

The following basic principles are applicable for employees and/or commissioners of the Authority business travel:

- a. Travel request to any destination outside the State of Missouri must be authorized by the Executive Director.
- b. Reimbursable travel for employees will be approved in advance by the Executive Director.
- c. Travel within the State of Missouri must be approved by the Executive Director. To the greatest extent possible, travel within the State will be by Authority vehicle.

#### Section 10.3 — Authorized Travel Expenses

- a. Air travel will be prepaid or reimbursed up to the cost of air coach on approved travel.
- b. Costs of car rental, taxi fares, telephone calls, telegrams, fax secretarial services and similar items necessarily incidental to the performance of official business shall be considered reimbursable items.
- c. Reimbursement of expenses for Authority employees will be in compliance as follows:

When it is necessary for an employee and/or commissioner to travel over night the employee and/or commissioner will be reimbursed for lodging, meals and the travel expense. All expenses will be in the moderate range and when possible will be prepaid by

MHA. If no Per Diem was possible before travel expenses, then money will be reimbursed with a receipt for approved travel.

The amount payable for all employees and/or commissioner is the actual amount of meal expenses up to the maximum as set forth by area per diem. The maximum amount per meal, will be by using [www.gsa.gov](http://www.gsa.gov) at local per diem rates of travel. An approved per diem according to the area of origin check will be issued prior to departure on travel for all meals according to the [www.gsa.gov](http://www.gsa.gov).

d. Car expense incurred during travel by Authority vehicle will be reimbursable, by receipts for approved travel.

e. Local travel will be reimbursed at the rate the IRS Standard Mileage Rates are from website [www.irs.gov](http://www.irs.gov) when an Authority vehicle is not available to conduct Authority business and an employee uses his privately owned vehicle.

f. Employees authorized to use their own personal vehicles for out of town travel, to conduct official Authority business, will be reimbursed actual mileage at the IRS Standard Mileage Rates on [www.irs.gov](http://www.irs.gov).

#### **Section 10.4 — Expenses Incurred Within Jurisdiction of Authority**

Commissioners, the Executive Director and designated employees representing the Authority in local meetings, conferences, luncheons, dinners, or special events may be reimbursed for the actual cost of such events.

#### **Section 10.5 — Use of Authority Vehicles**

Authority vehicles will be used to conduct Authority business only. Authority employees may not use Authority vehicles to conduct private business. Unauthorized use of Authority vehicles may result in employment termination.

#### **Section 10.6 — Driving Eligibility**

Employees who are required to drive MHA vehicles or use a personal vehicle to conduct official MHA business must maintain the following eligibility criteria:

- a. Have a valid, current U.S. driver's license.
- b. Must maintain minimum fleet insurance eligibility at all time or produce evidence of liability insurance eligibility at all times or produce evidence of liability insurance which complies with Missouri state law (if authorized to drive his/her personal vehicle to conduct official Housing Authority business).

If an employee fails to meet the above criteria, he/she will be terminated from employment if driving is a condition for employment. The Housing Authority will conduct periodic



motor vehicle record reviews to verify driving eligibility.

#### **Section 10.7 — Employee Travel During Authority Holidays**

The purpose of this directive is to set forth the Authority's policy governing employee travel during Authority holidays:

- a. When it is necessary that travel be performed in the interest of the Authority during Authority holidays and such travel is mandatory, the employee will be entitled to compensatory time or overtime pay as dictated by the Federal Labor Standard Act and/or State law.
- b. Authority employees who voluntarily accept an invitation to travel during Authority holidays are not entitled to compensation. Such travel is designed to provide the employee an opportunity for personal growth and development with the agency.

#### **Section 10.8 — Accidents**

When an accident involving personal injury or property damage occurs:

- a. The employee involved will immediately notify the police.
- b. The employee involved will secure the police case number from the investigating officer.
- c. The employee will notify the Office of the Executive Director of the accident and if there is any indication of possible personal injury, fill out an **Accident Report** for Worker's Compensation and obtain authorization for examination and treatment by the designated provider of medical services for work-related injuries. If emergency treatment is required, the employee will notify the Executive Director with full information as soon as possible; the Executive Director will report the incident to the designated medical provider.
- d. The employees involved will then fill out a **Vehicle Accident Report** detailing events relative to the accident and submit the report to the Executive Director for processing with the insurance carrier.

## **CHAPTER 11**

### **DISCIPLINARY ACTION**

#### **Section 11.1 — Grounds**

Disciplinary action may be taken as a means of counseling employees concerning standards of conduct or performance. Reasons that an employee may expect to be counseled shall include but are not limited to illegal, unethical, abusive, or unsafe acts; violation of MHA rules, regulations, policies, or procedures; insubordination; inefficiency, neglect or abandonment of duties; abuse of illness, injury, disability, or other benefits; tardiness or absence without leave; falsification of official documents or records; using or being under the influence of intoxicating beverages on the job; using or being under the influence of drugs at any time; waste, damage, or unauthorized use of MHA property or supplies; unauthorized use or disclosure of official information; and unauthorized or improper use of official authority.

#### **Section 11.2 — Types**

Disciplinary action should be taken consistent with the nature of the deficiency or infraction involved and with other relevant factors taken into consideration. Types of formal disciplinary action shall include written reprimand, denial or delay of individual pay increase, suspension without pay for up to 15 calendar days, demotion, and dismissal without notice.

Any of these types of formal disciplinary action may be invoked for a particular deficiency or infraction, depending upon the exact circumstances. An employee may be formally warned at any time that he/she may be dismissed or otherwise disciplined for further unsatisfactory performance and/or conduct. If management determines that dismissal rather than corrective action is in the best interest of the authority an employee may be dismissed without notice or hearing.

## **CHAPTER 12**

### **GRIEVANCES**

#### **Section 12.1 Definition of a Grievance**

For the purpose of these procedures, a grievance is a situation involving an unfair or believed unfair situation, dispute or controversy between an employee, his/her supervisor or management concerning working condition, job performance, wage, or other aspects of the individual's job, except dismissal.

#### **Section 12.2 — Objective**

The objective of these procedures is to assure that each employee will receive equitable and fair consideration in the resolution of a grievance related to job performance of a work situation when such grievance is supported by fact. It is anticipated that grievances will be resolved promptly by appropriate corrective action at the lowest possible level of supervision.

#### **Section 12.3 — Rights of Employees**

An employee has the right to have any personnel action (except dismissal), condition or situation brought to the attention of his/her supervisor, with a further right of appeal to the next level of supervision up to and including the Executive Director. In doing so, employees shall be assured of freedom from restraint, interference, discrimination and reprisal. Such grievances shall be presented only through the established lines of authority.

#### **Section 12.4 — Supervisory Responsibilities**

Supervisors at all levels shall receive and act promptly on employee complaints.

#### **Section 12.5 — Appeal to Executive Director**

Any employee shall have the right to appear before and present his grievance to the Executive Director as a final step of the grievance process. All decisions of the Executive Director are final.

## **CHAPTER 13**

### **NON-DISCIPLINARY SEPARATION**

#### **Section 13.1 — Resignation**

An employee desiring to leave the service should submit his/her written resignation in the prescribed manner at least ten working days in advance. The Executive Director may waive any portion of the notice.

The foregoing does not alter or modify the fact that any person's employment may be terminated at any time with or without cause, and with or without notice, at the option of either the Housing Authority or the employee.

#### **Section 13.2 — Incapacity**

An employee may be separated for incapacity to perform duties of a position only after good faith attempt to make reasonable accommodation to the known physical or mental limitation of an otherwise qualified individual. A finding of incapacity will be made through individual medical determination by a competent authority designated by the the Executive Director.

#### **Section 13.3 — Retirement**

Eligible employees may be separated by retirement in accordance with applicable programs.

## **CHAPTER 14**

### **REINSTATEMENT**

#### **Section 14.1 — After Layoff**

A person who was laid off, may be routinely recalled to work at any time provided the person remains qualified to perform the duties of the position.

#### **Section 14.2 — After Separation for Incapacity**

A person who was separated for incapacity may be reinstated in his/her former type of position within six (6) months following separation, provided the reason for incapacity has been removed to permit reasonable accommodation under Section 504 requirements and the person remains otherwise qualified to perform the duties of the position.

#### **Section 14.3 — Veterans**

Employees who left the service to enter duty with the Armed Forces of the United States will be eligible for reinstatement in accordance with applicable State and Federal laws.

#### **Section 14.4 — Restoration of Credits**

Unless otherwise provided by administrative directive, persons previously earning leave credits for which they did not receive payment at the time of separation shall have their credits restored, up to the maximum current permitted accumulation, following reinstatement under the provisions of this chapter.

#### **Section 14.5 — Re-employment**

Former employees not eligible for reinstatement under specific provisions of this chapter may be considered for employment as members of the general public. Provisions governing restoration of credits will not apply.

## **CHAPTER 15**

### **PERSONNEL FILES AND REPORTS**

#### **Section 15.1 — Personnel Files**

The Executive Director shall maintain the official personnel files for all MHA employees. Unless otherwise provided by law, employee medical records will be confidential and may not be used or divulged for purposes not connected with the MHA personnel management system except with the permission of the employee involved. Nothing herein shall prevent the accumulation of impersonal statistical information. An employee will have the right of inspection of his/her official personnel file under procedures prescribed by the Executive Director.

#### **Section 15.2 — Status Change**

Department supervisors shall report changes in personnel status of their employees in accordance with procedures developed by the Executive Director.

#### **Section 15.3 — Personnel Reports**

The Executive Director shall prepare such roster, narrative reports, statistical summaries and other reports as necessary or desirable to provide useful information to management and federal requirements.

#### **Section 15.4 — Applicable Forms**

All persons seeking employment in the service will complete an employment application form approved by the Executive Director. The application form will require background information including training, experience and other pertinent job related information. All applications must be signed. MHA may require proof of statements or claims on the application as deemed appropriate. Employment application forms will not require information that could be used in a discriminatory manner in the selection process unless it is directly related to the job requirements or required for pre-employment investigation. Information of this nature may be obtained for statistical purposes.

#### **Section 15.5 — Exit Interview**

An exit interview may be conducted with employees that are being separated from MHA employment regardless of his/her length of service, position, or the circumstances of his/her separation.

Each Supervisor will be responsible for assuring that all exit interviews are conducted. The supervisor or administrative office will complete and sign off on verifying return of all keys, tools and equipment, uniforms, ID and gas cards/keys and any other items which are the property of MHA. The out-processing form will also include a statement of reason for leaving.

After receipt of the completed out-processing form, the Executive Director/Finance Manager will review COBRA and complete benefits withdrawal/termination processing with the exiting employee and make arrangements for disbursement of final paycheck.

## **CHAPTER 16**

### **ALCOHOL AND DRUG ABUSE POLICY**

#### **Section 16.1 — Purpose and Scope**

The purpose of this policy is to outline Mexico Housing Authority standards and procedures for dealing with employee alcohol and drug abuse.

- a. Alcohol and drug abuse poses safety and health risks to the user as well as fellow employees and may result in the loss of life. Abuse may adversely affect the quality of our services and have a negative impact on work efficiency, endanger lives or could result in the loss of equipment.
- b. In order to provide high quality services and a safe, healthful and efficient work environment, MHA requires its employees to report for work fit to perform their duties.
- c. To this end, MHA has established an Alcohol and Drug Free Workplace Policy to deal with employee alcohol and drug abuse.

#### **Section 16.2 — Coverage, Consent and Consequences**

Any "employee" who performs services for MHA shall be covered by this Policy and shall be deemed to have consented to testing as required by this policy and consent is implied by the performance of such services.

- a. Any employee who refuses to cooperate in any investigation of suspected violation of this policy shall be subject to disciplinary action, including termination for a first refusal or any subsequent refusal.
- b. Any employee who violates this policy prohibition concerning drug and alcohol possession and/or use, in any matter whatsoever, shall be subject to disciplinary action, including termination for a first offense or any subsequent offense.
- c. This policy does not affect, undetermined or alter the employment at will relationship of the employees of MHA.

#### **Section 16.3 — Alcohol and Drug Possession and Use Prohibited**

No employee may use, poses, transport, promote, sell or participate in the sale of alcohol, any



drug or drug paraphernalia while performing work for MHA or while on MHA property(which includes MHA parking lots and vehicles).

No employee may report for work or remain on duty while:

- a. Under the influence of or impaired by alcohol.
- b. Under the influence of or impaired by any drug.

#### **Section 16.4 -- Reporting Requirements — Use of Prescription and/or Over Counter Drugs**

- a. Any employee who is using a prescribed or over the counter drug and who has been informed, has reason to believe or feels that the use of any such drug may affect his/her ability to perform his/her job duties safely and/or efficiently is required to report such drug use to his/her supervisor.
- b. Any supervisor who has been informed by an employee, or has reason to believe that an employee is using a prescribed or over the counter drug that may affect the employee's ability to perform his/her job duties safely and/or efficiently shall report such information to their immediate Supervisor who in turn shall consult by phone with the Executive Director.
- c. In those circumstances where the use of a prescribed or over the counter drug is inconsistent with the safe and efficient performance of duties, an employee may be required to take sick leave, a leave of absence or other action determined to be appropriate by MHA.

#### **Section 16.5 — Employee Drug Screen Tests**

- a. In order to assure compliance with MHA prohibitions concerning alcohol and drug use and as a condition of employment, employees are required to cooperate in drug and/or alcohol substance abuse testing procedures. Such tests may be administered upon reasonable suspicion of impairment and after on the job accidents.
- b. Test shall be accomplished through analysis of a urine, blood or breathalyzer sample.
- c. Prior to collection of the sample, the employee shall be notified that MHA is requesting that the employee be tested for the presence of drugs and/or alcohol. MHA will cause the sample obtained to be identified and tested by a competent laboratory for the presence of drugs and/or alcohol.
- d. If the test of the sample is positive for any drug (or metabolite(s) or alcohol, the

sample shall be tested a time through another reliable method that is specific for the substance detected.

e. MHA will notify the employee of the results of any test that is positive for any substance included in the procedure. In the case of a positive result, MHA will provide the employee with an opportunity to explain the presence of the identified substance prior to taking any disciplinary action.

f. In the event that any provision of this policy, in whole or in part (or the application of any provision to a specific situation), is held to be invalid or illegal, such unenforceability shall be limited to such specific provision or portion thereof (of to such situation) and this policy shall be construed and applied in such manner as to minimize such unenforceability. This policy shall otherwise remain in full force and effect.

## CHAPTER 17

### WEAPONS

To help ensure a safe workplace for employees, employees shall be prohibited from carrying or bringing any weapon, as defined, herein, to the workplace, including employee lockers and desks. This provision applies to all employees except those required to carry a weapon as part of their job responsibilities.

#### Guidelines:

- Employees are prohibited from carrying or bringing any weapon to their work site or any other location the employee may be required to be during the workday. This prohibition also applies to any employee who is licensed to carry a firearm or weapon, to the full extent permitted under applicable law.
- Weapon means any firearm, whether loaded or unloaded, from which a shot may be discharged, including but not limited to, pistol, revolver, shotgun, rifle, bb gun or any knife, including switchblade knife, gravity knife, or any knife with a blade longer than 3 inches, or billy, blackjack, bludgeon, metal knuckles, bow and arrow, electronic stunning device, etc.
- Employees may seek approval from Housing Authority Management for a waiver of this prohibition based on unique circumstances. Such request shall be made in writing and indicate the basis for the exception. The decision whether to grant a waiver shall be at the sole discretion of Housing Authority Executive Director, and the waiver, if granted must be in writing.

## **CHAPTER 18**

### **OFFICE POLICIES AND PROCEDURES**

#### **ATTENDANCE AND TARDINESS**

Regular attendance is an obligation for every employee and is considered an essential function of your job. Absenteeism causes disruptions and adjustments in staffing. Employees who expect to be late or absent have a responsibility to notify their supervisor as soon as possible prior to the scheduled starting time. A satisfactory explanation of the reason for lateness or absence is required. Employees are expected to report to work in time to commence work at the scheduled time.

#### **CHANGES TO PERSONNEL INFORMATION**

If an employee's personal information changes, it is their responsibility to notify Mexico Housing Authority Management. This includes:

- Home addresses
- Telephone Numbers
- Cell Phone Numbers
- Changes of personal dependents
- Point of contact in case of an emergency

#### **EVALUATIONS OF STAFF**

The Mexico Housing Authority will make an effort to evaluate employees on an annual basis to assess their growth within the Mexico Housing Authority. It is highly encouraged that employees discuss their job performance with Mexico Housing Authority Management, Executive Director and their supervisors on a more frequent basis versus annually. This will enable the employee to improve their work product and professionally develop.

#### **TIME OFF TO VOTE**

In an effort to encourage employees to exercise their right to vote, the Mexico Housing

Authority will provide adequate time off specifically for the purpose of voting. Specific times must be scheduled at least 2 working days prior to Election Day at the convenience of the Housing Authority.

### **AT-WILL POLICY**

Employment with the Housing Authority is based on mutual consent of both the employee and the Housing Authority. Housing Authority Executive Director has the right to terminate employment at will, with or without cause or advance notice.

## CHAPTER 19

### SECTION 3 COMPLIANCE

The Housing Authority of the City of Mexico, Missouri (MHA) is committed to helping the residents of its public housing communities achieve their goals of self-sufficiency by providing opportunities for training and employment. MHA provides employment opportunities on construction projects by encouraging its contractors to hire qualified residents of MHA communities, connecting residents to job training and placement activities, and providing program coordination that facilitates economic opportunities to residents. MHA also provides employment opportunities by hiring qualified residents of MHA communities for available MHA positions.

Section 3 of the Housing and Urban Development Act of 1968, as amended by the Housing and Community Development Act of 1994, requires that, to the greatest extent feasible, employment and other economic opportunities generated by HUD funds be directed to low- and very low-income residents. 24 CFR Part 135 establishes the standards and procedures to be followed by Public Housing Authorities in order to ensure that the requirements of Section 3 are met.

In order to be considered by HUD to be in compliance with the provisions of 24 CFR Section 135, MHA will take four concurrent courses of action. These actions are as follows:

1. MHA will formalize recruiting and hiring policies and practices to the greatest extent feasible to provide opportunities to ensure that 30% of the aggregate number of new hires each year at MHA to be qualifying public housing residents.
2. MHA will establish a goal that all contractors and subcontractors, to the greatest extent feasible provide opportunities for training and employment for qualifying Section 3 residents for a least 30% of the new positions created as a result of contracts with MHA.
3. MHA will establish a goal that it will make best efforts to ensure that 10% of the total dollar amount of contracts for construction, repair and rehabilitation be awarded to the greatest extent feasible to qualifying Section 3 business concerns and to the greatest extent feasible make best efforts that 3% of the total dollar amount of all other MHA contracts are awarded to qualifying Section 3 business concerns.
4. MHA to the greatest extent feasible will make best efforts to implement programs to ensure that there is a ready pool of public housing residents trained to fill the positions offered by the MHA, its contractors or subcontractors. Such programs will be geared to ensure that residents will meet the minimum requirements, i.e. valid driving license, high school diploma or equivalent, drug-free workplace requirement, and criminal background checks, for MHA and contractor employment positions. MHA will make best efforts to assist those residents with obtaining adequate support services such as day care and transportation. It will also ensure, the greatest extent feasible that residents of MHA communities are aware of opportunities as they become available and that contractors know how to reach the ready pool of potential employees from MHA communities.

## CHAPTER 20

### CONFIDENTIALITY POLICY

Employees of the Mexico Housing Authority, during the course of their employment, become aware of confidential information. Employees are required to keep confidential any such matters relating to their employment, including but not limited to the following:

- Information relating to Social Security numbers, bank accounts, birthdates, income and other related documents
- Information relating to employees of the Mexico Housing Authority
- Information obtained through computer matching programs to verify a tenant's eligibility for participation in a HUD rental assistance program and to determine the level of assistance the tenant is entitled to receive. Any individual who willfully discloses the information to any person or agency not entitled to receive it shall be guilty of a misdemeanor and fined not less than \$5,000. (Excerpt from the Federal Privacy Act, 5 USC § 552 (a))
- Any information about the Mexico Housing Authority deemed to be sensitive in nature that is not subject to the provisions of the Missouri Sunshine Laws
- Before any employee releases any information, the consent of Mexico Housing Authority Management must be obtained

## **CHAPTER 21**

### **SMOKE FREE POLICY**

The U.S. Surgeon General has warned that breathing secondhand smoke for even a short time is dangerous. Children, the elderly and disabled, and low-income and other disadvantaged individuals and families are the most likely to suffer from breathing secondhand smoke. Secondhand smoke causes heart attacks and lung cancer and it makes asthma worse. Smoke-free housing is especially important for kids. Secondhand smoke can hurt their growing lungs, and kids and teens with asthma have difficulty breathing. Secondhand smoke is also associated with Sudden Infant Death Syndrome (SIDS). Research has demonstrated that smoke does not stay contained within individual apartments and as a result can harm residents in non-smoking apartments.

In an effort to protect nonsmokers, especially children, from the harmful effects of secondhand smoke the Mexico Housing Authority (MHA) will implement a smoke free policy at all of its owned and managed properties beginning April 1, 2017.

This policy bans smoking inside all buildings and structures owned or managed by the Mexico Housing Authority (MHA). The smoke free policy will be in full effect April 1, 2017 and this applies to all employees, residents and their guests.

**Purpose of Smoke-Free Policy.** The purpose of the Smoke-Free policy is to protect everyone's right to choose whether or not to smoke and to protect the interiors of buildings from damage caused by smoking. Smoking is not allowed inside any MHA-owned property, within a certain distance from public exterior entrances. This policy will take effect agency-wide April 1, 2017. Failure of any resident to follow the smoke-free policy will be considered a lease violation.

**Definition of Smoking.** The term "smoking" means inhaling, exhaling, breathing or carrying any lighted cigar, cigarette, hookah, e-cigarette or other tobacco product, incense or similar lighted product in any manner in any form.

The MHA promotes Smoke-Free Policy. "No Smoking" signs will be posted at all entrances to the buildings. "No Smoking" signs will be posted at the common areas. Smoke Free Building signs will be affixed to family site units.

**Smoking Areas.** Smoking outside the buildings is limited to at least 25 feet away from public entrances. At family sites, residents are asked to be considerate of open windows and doors when choosing where to smoke outside. Signage will be posted prohibiting



smoking within 25 feet of units and common areas.

The MHA Not a Guarantor of Smoke-Free Environment. The MHA's adoption of a smoke-free living environment and the efforts to designate MHA property as smoke-free, do not make the MHA or any of its managing agents the guarantor of the employee's and resident's health or of the smoke-free condition of resident unit and the common areas. However, the MHA will take reasonable steps to enforce the smoke-free terms. The MHA is not required to take steps in response to smoking unless the MHA knows of said smoking or has been given written notice of said smoking.

## **Employee Handbook Acknowledgement Form**

I, the undersigned, hereby acknowledge receipt of my copy of the Mexico Housing Authority Employee Handbook. I understand that signing the Employee Handbook Acknowledgment Form is a condition of employment.

I hereby understand and acknowledge that my employment relationship with the Housing Authority is of an "at will" nature, which means that I may resign at any time and for any reason. Additionally, the Housing Authority has the right to end my employment at any time with or without cause or notice.

I understand that this Handbook is not a contract for employment nor is it an offer of a contract for employment. Any oral or written promises I may have received to the contrary are hereby expressly disavowed and will not be relied on by me. I understand that Housing Authority Management has the right to enter into any agreement that is contrary to the contents of this Handbook, and that any such agreement must be set forth in writing and be approved by Housing Authority Commissioners and Executive Director.

I understand that this Employee Handbook and its policies supersede all prior oral and written communications, including previous employee handbooks, and are subject to change or elimination at any time at the discretion of the Mexico Housing Authority.

In consideration of the Mexico Housing Authority's provision of hardware and software to me, I authorize the Mexico Housing Authority to deduct from my compensation the cost of any licensing fees for any hardware or software that I fail to return to the Housing Authority upon the Housing Authority's request. Further, if I am due any sums of money at the time of my termination, the Mexico Housing Authority is hereby authorized and directed to deduct from those sums of money any and all outstanding amounts due the Mexico Housing Authority.

I further understand that on occasion, the Mexico Housing Authority negotiates separate employment agreements with certain employees. I understand that if I have entered into such an employment agreement, the terms of the employment agreement shall control when the terms of the employment agreement and terms of the Handbook differ.

I acknowledge that I have reviewed this Employee Handbook in its entirety, and I understand that the Mexico Housing Authority Management is available to answer any questions that I may have about these policies and procedures.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Employee Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_