

Human Resources Committee Meeting Agenda

Tuesday, February 10, 2026 at 5:00pm

970 Baxter Blvd, 3rd Floor, Portland, ME 04103
Video Conference using GoTo Meeting <https://meet.goto.com/330763597>
Call In: (408)650-3123 / Access Code: 330-763-597

1.) Roll Call / Declaration of a Quorum

2.) HR Department Report

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Staff Turnovers p. 5

3.) Commissioner Onboarding

Memo – Proposed Onboarding Process for New Commissioners p. 7
New Commissioner Onboarding p. 9
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4.) General Personnel Policies and Procedures Update

Memo – Status Update on Proposed Changes to the General Personnel Policies p. 21
General Personnel Policies and Procedures – Draft p. 27
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Driving Safety Policy p. 87
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E-Bike Policy p. 93
Personal Vehicle Use Policy p. 95
Telecommuting Policy p. 97
Travel Reimbursement Policy for Commissioners p. 101
General Personnel Policies and Procedures - Current p. 103

5.) Adjourn



970 Baxter Boulevard, Portland, ME 04103
P: 207-773-4753 | F: 207-761-5886 | porthouse.org
Department: ***Human Resources

Memorandum

To: HR Committee Board of Commissioners

From: Cynthia LaRochelle, HR Director

Subject: Monthly Department Update for February 2026

Date:

1. Eval's are out and on schedule to be completed on time
2. 60 and 90 day Eval's are being developed
3. Year End reporting and reconciliation is almost fully completed
4. In Feb I will start the process to choose a provider to conduct wage survey
5. I am working with the Arcadia Insurance Agent to continue to find more affordable insurance plans, will update as we have more information

Current openings:

1. Maintenance has 2 custodial open - both are full-time. Conducting reference checks on two candidates.
2. Resident Services has 2 openings - Ross Grant Coordinator and Ross/FSS Grant Manager. Positions just listed and reviewing applicants at this time.
3. Finance has one staff accountant opening - actively interviewing

Turnover rates attached



Turnover Rates by Dept

Oct-25

Home Department	Begin Count	Hired Count	Terminated Count	Ending Count	Average Employees	Turnover Ratio
COMPLI	2	0	0	2	2.00	0%
DEVELO	4	0	0	4	4.00	0%
EXECUT	4	0	0	4	4.00	0%
FACILI	29	0	1	28	28.50	4%
FINANC	7	0	0	7	7.00	0%
HUMANR	2	0	0	2	2.00	0%
IT	3	0	0	3	3.00	0%
PROPER	23	0	0	23	23.00	0%
RESSVC	15	0	0	15	15.00	0%
VOUCHE	18	0	0	18	18.00	0%

Nov-25

Home Department	Begin Count	Hired Count	Terminated Count	Ending Count	Average Employees	Turnover Ratio
COMPLI	2	0	0	2	2.00	0%
DEVELO	4	1	0	5	4.50	0%
EXECUT	4	0	0	4	4.00	0%
FACILI	28	0	0	28	28.00	0%
FINANC	7	0	0	7	7.00	0%
HUMANR	2	0	0	2	2.00	0%
IT	3	0	0	3	3.00	0%
PROPER	23	1	1	23	23.00	4%
RESSVC	15	0	1	14	14.50	7%
VOUCHE	18	0	0	18	18.00	0%

Dec-25

Home Department	Begin Count	Hired Count	Terminated Count	Ending Count	Average Employees	Turnover Ratio
COMPLI	2	0	0	2	2.00	0%
DEVELO	5	0	0	5	5.00	0%
EXECUT	4	0	0	4	4.00	0%
FACILI	28	0	0	28	28.00	0%
FINANC	7	0	1	6	6.50	15%
HUMANR	2	0	0	2	2.00	0%
IT	3	0	0	3	3.00	0%
PROPER	23	0	0	23	23.00	0%
RESSVC	14	0	2	12	13.00	15%
VOUCHE	18	0	0	18	18.00	0%

Quarter 4 - 2025 - Cumulative

Home Department	Begin Count	Hired Count	Terminated Count	Ending Count	Average Employees	Turnover Ratio
COMPLI	2	0	0	2	2.00	0%
DEVELO	4	1	0	5	4.50	0%
EXECUT	4	0	0	4	4.00	0%
FACILI	29	0	1	28	28.50	4%
FINANC	7	0	1	6	6.50	15%
HUMANR	2	0	0	2	2.00	0%
IT	3	0	0	3	3.00	0%
PROPER	23	1	1	23	23.00	4%
RESSVC	15	0	3	12	13.50	22%
VOUCHE	18	0	0	18	18.00	0%

Memorandum

To: Board of Commissioners
From: Doane Dorchester
Subject: Proposed Onboarding Process for New Commissioners
Date: February 2, 2026

Included in the HR Committee Meeting Packet for the 2/10/2026 meeting is a 1-page document labeled “New Commissioner Onboarding”. The left side of that document contains a brief outline of the proposed Onboarding Process. This breaks down when certain things need to happen as well as who will be doing them. There is a list of proposed documents that will need to be completed through ADP as well as a list of proposed trainings. Separate from this is a more complete step by step process guide related to how PHA and the City for when a Commissioner or an Executive Director is added or leaves.

The right side of the document has a list of the documents that are included in the newly created Teams Channel specifically for Onboarding of PHA Commissioners: [Onboarding - Board](#). The information is broken up into a few folders and there is a proposed table of contents if we decide to print all of the documents. This will allow all Commissioners to easily find information and reference materials.

There are some documents that we have historically compiled for new Commissioners that I have not compiled into these folders but that can be easily accessed. They include things like 6 months of board meeting minutes and approved budgets. These are easy enough to pull together when needed as there is a separate channel that lists all meeting packets since January 2025.

Also included in the packet for the 2/10/2026 meeting is a document titled “Notes for Board Onboarding”. Doane will be taking these notes and creating a power point presentation for the ED and the Board Chair to review with new commissioners. Please review the information provided and send edits to Doane with topics or information that should be corrected or added.

Staff would like feedback on these documents and proposed process as well as direction from the HR Committee regarding next steps.

New Commissioner Onboarding

[Team](#) > [Board](#) > [Channel](#): [Onboarding - Board](#)

After City Appointment

- Get sworn in at City Hall
- Provide ED with documentation related to swearing in

In Person Meeting with ED and Board Chair

- Teams Link to Onboarding Channel
- Review Board Onboarding Power Point
- Roles and Responsibilities
- Attendance Policy and Meeting Schedule
- Where to find board documents: Teams, Website

ADP Onboarding

- Conflict of Interest Policy
- Conflict of Interest Disclosure
- HAI Life Insurance
- Cyber Security Training
- Fair Housing Training (HAI, not HUD)
- FOA Training
- Code of Ethics
- Emergency Contact Form

In Person Meeting with Director of IT (after ADP cybersecurity training)

- Set up DUO app
- Help login to email 1st time
- Review spotting and reporting phishing

At Next Board Meeting

- PHA - Board Chair introduces new Commissioner
- SSHPC, PHDC, PHSC - resolution to appoint new commissioner

Staff to Update

- Website (PHA, PHDC, PHSC, SSHPC pages)
- Board Letterhead (PHA, PHDC, PHSC, SSHPC)
- Lobby Board

Required Trainings - Annually

- Cyber Security Training
- Fair Housing Training (HAI, not HUD)
- FOA Training
- Hatch Act Training
- [HUD Exchange Board of Commissioners Training](#)
- [Maine Municipal Elected Officials Training](#)

Other Trainings

- NAHRO Commissioner Training

Onboarding - Board Channel

- Onboarding Packet - TOC
- PHA Information
 - Board of Commissioners Overview
 - Sign up for Notifications and Alerts
 - Applications and Program Information
 - PHA Property Maps
 - How to Access Porthouse Email
 - How To - Spot and Report Phishing
 - Org Chart
 - Contact List - Board and Staff
 - Annual Board Tasks and Schedule
 - Important Documents and Contracts
 - 5 Year Agency Goals
 - 5 Year Plan
 - ACOP
 - ADMIN Plan
 - Budgets
 - Teamster Contract
 - AFSCME Contract
 - Non-Union Handbook
 - General Personnel Policies and Procedures
- Commissioner Roles and Responsibilities
 - Board Orientatioin Guide - HUD Multifamily Brochure
 - Board Roles and Responsibilities
 - Board Information - Deeper Dive (documents that are more in depth)
- Policies and Training
 - Conflict of Interest
 - Conflict Disclosure
 - Life Insurance Sign Up
 - FOAA Board Training
 - Code of Ethics
 - Code of Ethics proposed changes
 - PHA Remote Participation Policy
 - Travel Reimbursement Policy - commissioner
 - Roberts Rules of Order Cheat Sheet - Board Effect
 - Roberts Rules of Order Cheat Sheet
- ByLaws
 - PHDC
 - PHSC
 - SSHPC
- Board Info - Deeper Dive
 - Entity Lists
 - Org Chart for properties
 - MANP Board Basics
 - Training Agenda - from 2018
 - WI HA Policy Making and Policies
 - HTVN Board presentations
- Board Onboarding Checklist
- Notes for Onboarding
- Process for Commissioner and ED Changes

Notes for Board Onboarding:

PHA Overview

The Portland Housing Authority was established in 1943 by Portland City Council as an autonomous public organization to carry out federal and local housing initiatives. PHA strives to provide decent, safe, and sanitary housing for low-income citizens of the greater Portland area.

Mission Statement: PHA partners with the community to provide and expand affordable housing and services that improve quality of life, enhance safety, and promote personal success for the people we serve and the neighborhoods in which they reside.

Today, PHA and its affiliated entities owns and manages over 19 properties totaling over 1300 units, serving families, elderly, and persons with disabilities. This includes Public Housing, Low Income Tax Credit, Historic Tax Credit, and Multi-Family Housing. This locally owned program operates with an annual \$5.6 million budget.

In addition, the authority administers the Department of Housing and Urban Development Leased Housing Program that provides rent subsidies in the private market for qualified applicants. This program currently serves over 2,000 leased Section 8 vouchers to low-income residents. PHA partners with 35 different properties in addition to its own to administer Project Based Vouchers. HUD Funding helps fund \$12 million annually in rent to PBV partners and \$24 million annually in other voucher programming.

The Resident Services Department provides or connects residents and participants to necessary services to help promote personal success and enhance the resident experience within our properties.

The authority serves nearly 10% of Portland's population and 30% of the Public School population and employs over 100 people to manage and operate these programs.

Program Types

Low Income Public Housing: Bayside East, Bayside Terrace, Franklin Towers, Kennedy Park. These properties are owned and managed by Portland Housing Authority. Rental assistance is provided to households living in these units but it does not stay with them if they move.

Low Income Tax Credit: Bayside Anchor, Front Street, Harbor Terrace, Riverton Park, Sagamore Village, Solettera, Washington Gardens. Porthouse Management, a separate property management entity affiliated with Portland Housing Authority, acts as the landlord. Units within these buildings may be tied to Project Based Vouchers (PBV), have capped/affordable rents, or have market rate rents. PBV holders are eligible to request an HCV, see below, and they would move to the top of the HCV waitlist.

Multi-Family Units: 100 State Street (preference for 62+ or disabled). This affordable Elderly Community is managed by Porthouse Management. Rentals are income-based and the eligibility guidelines are set by HUD. Rental assistance is provided to households living in these units but it does not stay with them if they move.

Housing Choice Voucher (HCV). The voucher holder receives rental assistance at a unit that they choose (that fits various requirements). If the voucher holder moves, the rental assistance can move with them from unit to unit (all other programs are unit specific, this is household specific). In Maine, the HCV application process uses a centralized waitlist for all Housing Authorities in the state. PHA currently has a 7-10 year waitlist for this program, other housing authorities may pull applicants from the same list faster.

Important Operational Documents

- Annual Plan or the 5 Year Plan describe the goals that PHA has set for the year.
 - o <https://www.porthouse.org/Archive.aspx?AMID=37&Type=&ADID=>
- Admissions and Continued Occupancy Plan (ACOP) describes how the Public Housing Program will function (defining the may and explaining the musts)
 - o <https://www.porthouse.org/394/Documents>
- Admin Plan describes how the Voucher Program will function (defining the may and explaining the musts)
 - o <https://www.porthouse.org/168/Documents>
- Capital Fund Plan describes how we plan to spend money received through Public Housing for larger improvements.
- PHA Bylaws

Meeting Schedule

- Under FOAA and open meeting laws all discussions and actions that the Board of Commissioners takes must happen within a public meeting that was appropriately posted in advance; with the exception of permissible Executive Sessions. Back and forth emails or in person discussions on a topic are not permitted.
- PHA Board of Commissioners meets the 1st Thursday of the month at 5:30pm. There are two exceptions: 2nd Thursday in January and July.
- Finance Committee meets the 4th Tuesday of the month at 5:30pm.
- Human Resources Committee meets the 2nd Tuesday of the month at 5pm.
- PHA staff will create outlook calendar events for each meeting and distribute packets in advance.

Communication and Documentation

All board members have emails through porthouse.org and that needs to be the main form of communication. PHA falls under Freedom of Access Act (FOAA) and must be able to review written documentation upon request for public review.

Emails can be accessed through outlook/Microsoft 365. With the email there is also access to Teams for access to draft documents and information. There is a dual authentication system; IT will need to set up each board member separately with the DUO app.

PHA regularly tests email users with phishing simulations to help train against hacking attempts. Be aware and make sure to use Phish Alert Report whenever you think an email is attempting a hack; it may be a test or it may be a real phishing scam. If it was a test and a user fails they may be required to attend training.

Board Members will get emails and outlook calendar events for meetings, agendas, and meeting packets. For any meeting with a remote option the full packet must be publicly posted. Board Agendas, Minutes, Packets for full meetings as well as committee meetings are all found on the board section of the website – porthouse.org/AgendaCenter

Minutes from committee meetings will be in the following full board meeting packet along with any handouts from those meetings. The full board meeting minutes are the only ones that the board approves.

Commissioner and Executive Director

PHA Board of Commissioners are responsible for ensuring that PHA is meeting the requirements as set by HUD and that the organization is meeting its mission statement while remaining financially solvent. Commissioners provide leadership and advocate for the agency within the community but they do not speak for the agency. The Board acts as 1 unit to vote on matters such as policy, budget, and actions related to real estate and property development and/or redevelopment. They also follow up to ensure the approved items are being met.

The Board of Commissioners hires and oversees the Executive Director and only the Executive Director; they are not to provide instructions or guidance to PHA staff.

Commissioners do not act or speak as an individual on behalf of PHA; this includes speaking to the media and community partners. They must avoid actual and perceived conflicts of interest. They must take part in Board meetings but not get involved in day-to-day operations.

The Executive Director oversees all staff at PHA. They take the policies and requirements set forth for the housing authority and meet them using the staff and resources available and within budget while updating the Board of Commissioners on a regular basis.

The Executive Director acts as the chief liaison to the PHA Board of Commissioners and its sub-committees where required; act as Secretary/Clerk to the PHA Board for agendas, minutes, policy execution; serve as President/authorized officer or other office as assigned by the relevant Board for PHDC, PHSC, OHOP; serve as the principal officer for SSHPC; oversee and serve as President/CEO of Porthouse Management and act as manager/authorized signatory for project-level LLCs/LPs. Ensure all entities work together – align strategies, budgets, policies, calendars, and reporting; use shared services where practical; and resolve cross-entity issues to deliver a unified mission.

Affiliated Entities

Portland Housing Development Corporation is a non-profit organization that our Development Department runs for our real estate and large construction/rehabilitation projects. They are also the sole owner of a handful of small properties.

Portland Housing Services Corporation is a non-profit organization that our Resident Services Department runs to manage our scholarship funds.

State Street Housing Preservation Corporation is a non-profit organization that oversees 100 State Street.

Opportunity Housing of Portland is an unaffiliated entity with 5 board members that include PHA Executive Director, PHDC representative from the PHDC board, and 3 other board members.

As we transition from Public Housing to Low Income Tax Credits we are creating separate LLC's or other entity types for each property. Example: Sagamore Village, LLC. These each have their own structure with outside funders and land agreements involving PHDC and PHA. If you would like a full list of these entities please ask staff.

Properties

Insert maps, 4 images

Required Trainings

FOAA Training

Fair Housing

Cyber Security

NAHRO Commissioner

Memorandum

To: Board of Commissioners
From: Doane Dorchester
Subject: Status Update on Proposed Changes to the General Personnel Policies and Procedures
Date: January 29, 2026

The current version of General Personnel Policies and Procedures was approved in 2019 in conjunction with the Non-Union Handbook. The Non-Union Handbook has been updated over the years but the General Personnel Policies document has not. Over time there have been various policies or procedures that have been modified or that staff have suggested modifying and new ones that were created but have not been added to this larger document. After combining all of these things there will be a final proposed updated General Personnel Policies and Procedures.

Included in the packet for the HR Committee Meeting on 2/10/2026 will be the current General Policies as well as the latest draft version so that committee members can reference them both. It did not seem to make sense to provide a red lined version of edits since the majority of the policies are new or re-written in full based on proposed edits from 2024 or more recent proposed changes. Because there is a large number of policies, and staff want this to be a comprehensive document, it will take some time to complete this project. Below is a list of proposed changes staff have identified to date along with a list of additional steps that staff plan to pursue.

This memo serves as a status update on this larger project. Staff would like the HR Committee to provide feedback regarding the work done so far and the proposed next steps.

Summary of proposed changes:

- Overall updates unrelated to policy content
 - o Formatting change to put on letterhead that matches the style of current documents.
 - o Reviewed all language to remove gender
 - o After initial introduction, always use the Authority and not PHA or Portland Housing Authority
 - o Each new policy appears at the top of a fresh page. This makes the document longer but it's easier to substitute pages with limited impact in the full document.
- Introduction re-written
 - o Added wording related to at-will employment
 - o Added mention of CBA for unions
 - o Added mention of review for edits every 5 years.
 - o Should we add language specifying that these policies apply to interns and third party collaborators who represent or are associated with PHA?

- Still want to review, and possibly add to, the list of policies that require separate signature pages
- Equal Employment Opportunity
 - Updated in 2024 to meet current requirements
- Diversity, Equity, Inclusion Policy
 - Added from work done with Crystal Williams, Consultant, in 2024
- Reasonable Accommodation Policy
 - Added
- Accessibility for Persons with Disabilities Policy
 - Added
- Personnel Records and Personal Information
 - Re-written in full
- Code of Ethics
 - Updated to Code of Ethics and Code of Conduct
 - Changed HR Manager to Director of HR
 - Formatting and definition of Immediate Family to remove gender
 - Added a Definition section and moved definitions from within policy to the end.
- Harassment and Sexual Harassment Policy
 - Re-written in full from Drummond Woodsum in 2024
- Whistleblower Protection
 - Re-written in full
- Drug-Free Workplace
 - Re-written in full
- Workplace Violence
 - Victims of Violence Leave was moved from under FMLA to here
- Computer Internet and Email Usage
 - Rewritten in full.
 - If we want to keep old version, would recommend the following changes.
 - Changed Computer to PHA Technology in name of policy
 - Updated computer to devices to be more inclusive of things like cell phones and tablets.
 - Added a mention of “current style guide” to sentence about using email in professional manner.
 - Added a mention of FOAA to sentence about not expecting privacy on PHA devices.
 - Still need to review the proposed language with IT
- Use of Authority Telephones and other Equipment
 - Last paragraph about use by non-profits with permission was added
 - Still need to review the proposed language with IT
- Personal Cell Phone Use
 - No changes
 - Management would like to update this to meet more realistic expectations for how staff utilize personal devices during the work day. This will be re-written in full.

- Social Media Policy
 - o Rewritten in full
 - o Staff also have another draft version of this policy and will compare and contrast to the draft version currently in the document.
- Resident/Client File Safeguards Policy
 - o Added
- Family Medical Leave
 - o No changes other than gender and formatting
 - o Victims of Violence Leave was moved from here to above.
- Smoking Policy
 - o Rewritten in full
 - o Added a sentence to indicate no additional breaks are allotted to accommodate smoking
- Travel and Travel Reimbursement Policy
 - o Rewritten in full in 2024 with approval from ED; this is what staff have been using.
 - o This uses the GSA rate to pay an advance for mileage, meals, and incidentals. Receipts are only needed for things like baggage fees and taxis after a trip.
 - o There is a separate travel policy for commissioners. Functionally staff have been using this policy for commissioners as well.
 - We should review the commissioner policy for updates to better match this policy.
- Return to Work
 - o No changes
- Attendance and Punctuality
 - o Language around informing reception added
 - o Language around updating phone and email away messages added.
 - o Language added to note where to find information on Breaks and Work Hours.
 - o Snow Closure Policy added. This is based off a memo from ED in 2023 and updated to include current practice of changing phone message.
- Performance Evaluations
 - o Specified an annual review at start of calendar year.
- Dress Code Policy
 - o Added from Society of Human Resource Management
 - o PHA Branded Clothing added
 - o ID Badge added
 - o Do we want to add language that this picture is the only PHA approved picture to be used on all profiles related to PHA (email profile picture, etc.)?
- Workplace Conduct and Discipline
 - o No changes
- Disciplinary System
 - o No changes
- HATCH Act Policy
 - o Added

- Workplace Safety Policy
 - o Added
 - o This came from a requirement by OSHA
 - o PPE Policy Added
 - o Safety Policy Statement Added
- Green Policy
 - o Added using language from PHA website which stated board approval 2/6/2014

Some policies will be kept separate from this larger document because they will require staff to sign off acceptance of the policy or they must complete a form related to it. Each one will be listed in the greater document with a summary of the policy but a reference to see HR Department for full details. That list includes:

- E-Bike Policy
 - o There are specific training videos that must be watched and then the policy is signed and returned to HR.
 - o This was created in 2024
- Passenger Van Driver Policy
 - o There is a specific training that must happen and then the policy is signed and returned to HR.
 - o This was updated in 2024 in conjunction with our insurance provider
- Driving Safety Policy
 - o This requires staff to sign and return to HR.
 - o This was updated in 2024 in conjunction with our insurance provider
- Use of Personal Vehicle
 - o This was updated in 2024
- Telecommuting Policy
 - o This was previously an agreement form that existed but it was unclear to staff when it was allowed and when it was prohibited. Staff would like this to be a more transparent policy.
- Conflict of Interest Policy and Disclosure Form
 - o The policy and the disclosure form must both be completed by all employees and Commissioners on an annual basis.
 - o The formatting for this was updated in 2025.
 - o Staff may want to review this for future edits.

List of things staff still plan to review or combine:

- Proposed Social Media policy references 5 policies, do they exist and do they need to exist
- Credit Card Policy will be presented to the finance committee
- Expense Approval Limits will be presented to the finance committee
- Salary Band Policy
- Review list of policies that require signature pages

- Add Use of Equipment based on memo and previous Board requirements
- Add Workplace Conduct and Discipline based on memo and previous Board requirements
- Add signature location for employees to initial on each page per current HR practice
- Search and replace "PHA" "Portland Housing Authority" "he/she" "him/her" "HR Manager" and replace with correct terminology.
- Review General Policies, CBA's, and Non-Union Handbook for references to hours of operation.
- Search for times when Executive Director is the only person to authorize and review if that meets the best needs of the organization. May add "or their designee"
- Some Policies have Compliance and Monitoring and/or Policy Review within the policy. Look at adding this language to the introduction to apply to all policies or if it should be policy specific.
 - Note that this document should be reviewed every 5 years for updates
- Review for page breaks and formatting changes to better align page breaks.
- Review policies for order and grouping. Should some combine or separate
 - Are there elements/subheadings that should appear inside the Table of Contents
- Are there things currently in Non-Union Handbook that should be in General Policies and vice-versa



PORLAND HOUSING AUTHORITY

970 Baxter Boulevard, Portland, ME 04103

P: 207-773-4753 | F: 207-761-5886 | porthouse.org

Effective Date: DRAFT Update February 2026

General Personnel Policies and Procedures

Applicable to all Employees

Adopted by the Portland Housing Authority Board of Commissioners

Introduction and Disclaimer

The contents of this policy and procedure guide are intended to provide employees with general information regarding the policies and procedures of Portland Housing Authority ("the Authority"). All employees are responsible for reading and following these policies and procedures; they are encouraged to seek clarification on any policy or procedure from their supervisor, union representative, or the Human Resources department. This guide is not intended to, and does not, create any contractual obligations between the Authority and its employees.

Employment at the Authority is at-will, meaning that either the employee or the company may terminate the employment relationship at any time, with or without cause or notice. No supervisor, manager, or representative of the Authority may enter into any agreement contrary to this at-will employment relationship.

For union-represented employees, this policy guide does not supersede the terms of the collective bargaining agreement (CBA). Union employees should refer to their CBA for specific grievance procedures and other employment-related matters covered by the agreement. Non-union employees should additionally reference the Non-union Employee Handbook.

These policies will be reviewed by the Board of Commissioners every 5 years, at a minimum. Changes will be clearly communicated to staff and old versions will be removed from document storage to avoid confusion. While we strive to keep our policies and procedures up to date, the Authority reserves the right to modify, rescind, or revise any policy, benefit, or procedure described in this guide at any time, with or without notice.



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DRAFT

Equal Employment Opportunity / Nondiscrimination Policy

The Authority is an equal opportunity employer. We are committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, or any other characteristic protected by applicable federal, state, and local laws.

Our commitment to equal employment opportunity applies to all aspects of employment, including recruitment, hiring, promotion, transfer, training, working conditions, compensation, and benefits.

Diversity, Equity, Inclusion Policy

The Authority is committed to fostering a culture of equity, inclusion, and belonging for its employees and resident community. Racial and economic disparities have historically existed and continue to exist in Portland and, more broadly, throughout the United States. Previous laws and governmental policies exacerbated these racial and economic disparities and contributed to unequal access to housing. As an organization with a mission to provide safe and affordable housing, the Authority acknowledges that it must be even more intentional to address these issues and make equity work an organizational priority.

The Authority commits to an ongoing examination of its policies and practices to advance equity for and inclusion of those who are marginalized. It strives to be a culturally competent organization that creates environments and spaces where every person is welcomed, respected and valued. Embracing diversity in all its forms enriches the Authority's workforce, enhances organizational decision-making processes, and strengthens the Authority's ability to fulfill its mission of providing quality housing opportunities to all.

This policy statement outlines the Authority's approach to equity, inclusion, diversity, and belonging ("EIDB"). This commitment is grounded in and goes beyond federal non-discrimination statutes and rules. Ongoing compliance with non-discrimination and accessibility laws provides a common context and framework that PHA leverages to continue to grow into a more inclusive and equitable organization.

1. Non-Discrimination

The Authority strictly adheres to all applicable federal non-discrimination statutes and rules, including but not limited to the Civil Rights Act of 1964, the Fair Housing Act, the Americans with Disabilities Act, and Title IX of the Education Amendments Act of 1972. The Authority prohibits discrimination on the basis of race, color, religion, sex, national origin, disability, age, genetic information, sexual orientation, gender identity, or any other characteristic protected by law.

2. Harassment-Free Environment

The Authority is dedicated to maintaining a workplace that is free from harassment, including but not limited to harassment based on race, color, religion, sex, national origin, disability, age, sexual orientation, gender identity or any other protected characteristic. The Authority prohibits any form of harassment, and any reported incidents will be promptly and thoroughly investigated, with appropriate action taken to address and prevent future occurrences. Any incidents reported against a member of one of the Authority's union members will be handled in accordance with the applicable union agreement.

3. Accommodations for Non-Native English Speakers

The Authority acknowledges the diversity of its workforce and resident population, including those who may have English as a second language or limited English proficiency. To ensure effective communication and equal access to opportunities, the Authority will provide appropriate accommodations and language assistance as needed, such as translation services, bilingual materials, interpreters, or other resources to facilitate clear and meaningful communication.

4. Accommodations for Disabilities

The Authority strives to remove barriers that may prevent individuals with disabilities from fully participating in its programs and activities. The Authority provides reasonable accommodations to qualified individuals with disabilities to ensure equal opportunities for employment, training, and advancement.

5. Diversity and Inclusion Initiatives

To foster a diverse and inclusive workforce, the Authority will examine its work through the lens of equity in all aspects of its organization whenever possible. The Authority will implement initiatives to promote diversity in recruitment, retention, and career advancement. These initiatives may include targeted outreach efforts, diversity training programs, mentoring, and employee resource groups to support underrepresented groups within the Authority.

In designing and implementing these initiatives, the Authority is committed to engaging diverse voices and including different perspectives, within its staff, board and community.

6. Open Communication and Employee Engagement

The Authority encourages open communication and active employee engagement on any matter related to the manner and nature of their work or diversity, equity, and inclusion initiatives within the Authority. The Authority values feedback, suggestions, and concerns from its employees and will provide channels to facilitate dialogue and ensure that diverse perspectives are heard and considered.

7. Compliance and Accountability

The Authority is committed to upholding this policy and ensuring compliance with all federal non-discrimination statutes and rules. The Authority's leadership team will actively monitor and review the Organization's diversity, equity, and inclusion efforts, making necessary

adjustments and improvements as needed. All employees are responsible for adhering to this policy, and any violations will be addressed promptly and appropriately

ADD DEI STATEMENT, if it exists

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Reasonable Accommodations for Staff

The Authority is committed to complying with all applicable federal, state, and local laws regarding reasonable accommodations for employees and applicants with disabilities, as well as those with sincerely held religious beliefs. In accordance with the principles set forth in the Pernell decision, we strive to ensure that all individuals have equal access to employment opportunities and are able to perform the essential functions of their jobs.

Requesting an Accommodation

Employees or applicants who believe they need a reasonable accommodation to perform the essential functions of their job, or to participate in the hiring process, should contact the Human Resources Department. Requests for accommodations can be made verbally or in writing. The request should include:

- A description of the accommodation needed
- The reason for the accommodation
- Any supporting documentation (if available)

Interactive Process

Upon receiving a request for a reasonable accommodation, the Authority will engage in an interactive process with the employee or applicant to identify potential accommodations that are effective and reasonable. This may involve:

- Discussing the nature of the disability or sincerely held religious belief
- Identifying the job-related limitations or barriers
- Considering potential accommodations and assessing their feasibility

Types of Accommodations

Reasonable accommodations may include, but are not limited to:

- Making existing facilities accessible
- Job restructuring, part-time or modified work schedules
- Acquiring or modifying equipment or devices
- Providing qualified readers or interpreters
- Adjusting or modifying policies and procedures
- Providing leave for medical treatment or religious observances

Undue Hardship

While the Authority is committed to providing reasonable accommodations, there may be instances where an accommodation would cause undue hardship to the company. An undue hardship is defined as an action requiring significant difficulty or expense. If an accommodation is determined to be an undue hardship, the Authority will explore alternative accommodations that may be provided without causing undue hardship.

Confidentiality

All information related to accommodation requests will be kept confidential and shared only with those individuals who need to know in order to process the request and implement the accommodation.

Retaliation

The Authority strictly prohibits retaliation against individuals for requesting an accommodation or participating in the accommodation process. Employees who believe they have been subjected to retaliation should report their concerns to the Human Resources Department immediately.

For any questions or to request a reasonable accommodation, please contact the Human Resources Director.

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Accessibility for Persons with Disabilities Policy

Policy Statement: In accordance with HUD's commitment to inclusivity and accessibility under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794), all activities funded by HUD must ensure equal access for persons with disabilities. This policy outlines requirements for physical accessibility and effective communication to ensure participation of individuals with disabilities in HUD-funded activities.

Physical Accessibility:

- All meetings and services must be conducted in facilities that are physically accessible to persons with disabilities.
- If physical accessibility is not feasible, alternative methods of program or information delivery must be prioritized. These alternatives should provide access to programs and activities in the most integrated setting appropriate for qualified individuals with disabilities, as per HUD's implementing regulations (24 CFR part 8, subpart C).

Effective Communication:

- Notices, communications, training sessions, and public meetings must be provided in formats that are effective for persons with disabilities, including those with hearing, visual, and other communication-related disabilities.
- Recipients of HUD funding must ensure effective communication by offering appropriate auxiliary aids and services. These may include but are not limited to:
 - Assistive listening devices
 - Sign language interpreters
 - Accessible websites and electronic communications
 - Materials in accessible formats such as Braille, audio, or large print
- Recipients must comply with Section 504 of the Rehabilitation Act of 1973 and HUD's Section 504 regulations to provide reasonable accommodations for individuals with disabilities.

Implementation:

- HUD-funded recipients are responsible for implementing and adhering to these accessibility requirements.
- Recipients should anticipate and plan for accessibility needs in advance of activities, ensuring that adequate resources and accommodations are available.
- Training for staff and contractors involved in HUD-funded activities should include awareness and understanding of accessibility requirements and procedures for providing accommodations.

Compliance and Monitoring:

- Compliance with this policy will be monitored through HUD's regular oversight and review processes.
- HUD may provide technical assistance and guidance to ensure understanding and implementation of accessibility requirements.

- Non-compliance with accessibility standards may result in corrective action requirements and potential penalties under applicable laws and regulations.

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Personnel Records and Personal Information Policy

Purpose: The purpose of this policy is to outline guidelines for the management, confidentiality, and security of personnel records and personal information of employees

Types of Personnel Records: Personnel records include but are not limited to:

- Employment history
- Compensation and benefits information
- Performance evaluations
- Disciplinary records
- Medical records (if applicable)
- Personal contact information
- Emergency contact information

Confidentiality:

- All personnel records and personal information shall be treated as confidential.
- Access to personnel records shall be restricted to authorized personnel on a need-to-know basis only.

Access and Security:

- Access to personnel records shall be limited to HR personnel and designated directors or managers.
- Electronic records shall be stored on secure servers with access controls and encryption measures.
- Physical records shall be stored in locked, secure locations.

Use of Personal Information:

- Personal information shall only be used for legitimate business purposes, such as payroll processing, benefits administration, performance evaluation, and compliance with legal obligations.

Disclosure of Information:

- Personal information shall not be disclosed to third parties without the employee's consent, except as required by law or for business purposes.
- Any requests for disclosure of personal information shall be reviewed and approved by HR or legal counsel.

Retention and Disposal:

- Personnel records shall be retained according to legal requirements and company policies.
- Records that are no longer required shall be securely disposed of to prevent unauthorized access.

Employee Rights:

- Employees have the right to review their own personnel records upon request.
- Employees may request corrections to their records if inaccuracies are identified.

Training and Compliance:

- HR personnel and other employees handling personnel records shall receive training on confidentiality, data protection, and compliance with this policy.
- Compliance with this policy shall be monitored and enforced by HR and management.

Implementation:

- This policy shall be communicated to all employees upon hire and made available through the company intranet.
- Any updates or revisions to this policy shall be communicated promptly to all employees.

Compliance:

- Non-compliance with this policy may result in disciplinary action, up to and including termination of employment.

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Code of Ethics / Code of Conduct

This Code of Ethics or Code of Conduct establishes standards for the conduct of employees that will assure the highest level of public service, ethics and fulfillment of the Authority's mission. Any violations of this code may result in disciplinary action, up to and including discharge, based on the circumstances of each case (and in accordance with the terms of any applicable collective bargaining agreement).

- A. Employment with the Authority may not be offered as consideration for support of any political party or a candidate for public office.
- B. Employees are prohibited from accepting gifts, money or gratuities from the following persons and entities. The only exception is for items of nominal value such as calendars, pens and mugs. If an employee has a question about whether a particular item is of nominal value, they are expected to ask the Executive Director.
 - 1. From persons, businesses, or institutions receiving benefits or services under any program operated by the Authority;
 - 2. From any person or agency performing services under contract;
 - 3. Any person or organization who has an interest in any matter proposed or pending before the Authority; or
 - 4. From persons who are otherwise in a position to benefit from the actions of an Employee or Commissioner.
- C. No person shall hold employment in the Authority while a member of their immediate family serves as a Commissioner.
- D. No person shall be hired for a position where a member of their immediate family has hiring, supervisory or budgetary control of that position. No person shall be hired for a position within the same department as another immediate family member.
- E. Outside employment (defined as any paid work outside of the Authority) shall be subject to the following conditions:
 - 1. The employee must notify their supervisor of the outside employment.
 - 2. Such employment shall not interfere with the efficient performance of the employee's duties for the Authority.
 - 3. Such employment shall not involve a conflict of interest with the Authority or conflict with the employee's duties for the Authority.
 - 4. Such employment shall not involve the performance of duties which the employee should perform as part of their employment with the Authority.
 - 5. Such employment shall not occur during the employee's regular or assigned working hours at the Authority or involve the use of any Authority property.
 - 6. Employees shall not receive any paid leave time or benefits if an absence is incurred as the result of, or for the purpose of, outside employment. The only exception is that an employee may engage in outside employment when they are on approved vacation leave from the Authority.
 - 7. In the event that outside employment is deemed to interfere in any way with an employee's work or performance at the Authority, they may be asked to terminate either the outside employment or employment with the Authority.

- F. In order to preclude activity which might result in a charge of conflict of interest or adversely affect the confidence of the public in the integrity of the Authority, no employee shall:
1. Use their Authority position for a purpose that is or gives the appearance of being motivated by a desire for private gain (e.g. economic, for themselves or others with whom they have close family, business or political ties).
 2. Give preferential treatment to any organization or persons in the delivery of services.
 3. In order to ensure that the public perceives the Authority and its employees as being fair and impartial in its dealings with the many contractors it employs in either its Capital Fund Program or its daily operations, no employee shall enter into any personal contracts, business dealings, or other similar relationship with any contractor while said contractor is employed by the Authority or for a period of one (1) year following termination of employment.
- G. Employees shall not enter into any contract or arrangement in connection with the PHA programs or its operations in which any of the following classes of persons has any interest, direct or indirect, during his or her tenure with the Authority or for one year thereafter:
1. Any present or former Commissioner.
 2. Any public official, member of a governing body, or state or local legislator who exercises functions or responsibilities with respect to the Authority's programs; or
 3. Any member of the Congress of the United States.
- H. Employees shall not issue statements to the news media regarding any Authority program or business without prior authority from the Executive Director.
- I. Employees shall not represent the Authority in the community without prior authority from a supervisor and/or the Executive Director.
- J. Employees shall not divulge confidential information obtained in the course of their employment, either during or after their employment, without the express authority of a supervisor or the Executive Director. Confidential information includes, but is not limited to Authority business, tenant/applicant information, and private and/or personnel information about other employees.
- K. All employees of the Authority are subject to the requirements of the federal Hatch Act. Any questions concerning allowable political activities should be directed to the Director of Human Resources.

Definitions: For the purpose of this policy the following words are defined as written.

Contractor - A person or firm who is hired to perform a specific and identifiable job pursuant to the signing of a contract between the PHA and said person or firm subsequent to the Authority's having gone to firm, sealed bids. For the most part, this will mean contracts in excess of \$50,000 in value. It does not include suppliers or small businesses that, from time to time, do business with the Authority, such as Home Depot, Lowes or your local oil dealer or gas supplier, or the local hardware store.

Immediate family - Individuals who are closely related by blood, marriage, adoption, or guardianship. This includes, but is not limited to:

- Spouse or Partner: This encompasses individuals in a legally recognized marriage, civil union, domestic partnership*, or committed relationship.
- Children: Biological, adopted, or foster children, regardless of age, and stepchildren.

- Parents: Biological, adoptive, or foster parents, guardians, or caregivers.
- Siblings: Biological, adopted, or half-siblings.
- Grandparents: Biological, adoptive, or step-grandparents.
- Grandchildren: Biological, adoptive, or step-grandchildren.
- Other Relatives: Any other person related by blood or affinity whose close relationship with the employee is equivalent to a family relationship.

Domestic Partners - Partners who meet the certification requirements of the Maine Municipal Employee Health Trust for purposes of providing health insurance. See the Director of Human Resources for a copy of the definition.

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Harassment and Sexual Harassment Policy

Purpose and Scope: The Authority is committed to providing a work environment that is free from harassment and sexual harassment. This policy applies to all employees, contractors, vendors, clients, and visitors in all locations and settings where business is conducted on behalf of the Authority.

Definitions

Harassment: Harassment is defined as unwelcome conduct based on race, color, religion, sex (including pregnancy), national origin, age (40 years of age or older as defined in the Age Discrimination in Employment Act of 1967 (ADEA)), disability, genetic information, or any other protected status under applicable law, which creates an intimidating, hostile, or offensive work environment.

Sexual Harassment: Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting the individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Prohibited Conduct - Prohibited conduct includes, but is not limited to:

- Verbal harassment such as derogatory remarks, slurs, or jokes.
- Physical harassment such as unwanted physical contact or gestures.
- Visual harassment such as offensive posters, cartoons, or drawings.
- Written harassment such as offensive emails, letters, or social media posts.
- Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
- Retaliation against an individual for reporting harassment or sexual harassment.

Reporting Procedures

- Employees who believe they have been subjected to harassment or sexual harassment, or who have witnessed such conduct, should report the incident immediately to their supervisor, Director of Human Resources, or any agency Director. Reports can be made verbally or in writing.

Investigation Process

- Upon receipt of a harassment complaint, the Authority will promptly and thoroughly investigate the allegations in a fair and impartial manner. Investigations will be conducted confidentially to the extent possible, and all parties involved will be treated with respect.

Consequences of Violations

- If it is determined that harassment or sexual harassment has occurred, the Authority will take appropriate disciplinary action, up to and including termination of employment or contracts, in accordance with the severity of the offense and applicable law.

Support and Resources

- The Authority is committed to providing support to individuals who have experienced harassment or sexual harassment. Resources such as counseling services or employee assistance programs are available to assist employees throughout the reporting and investigation process.

Training and Awareness

- The Authority will provide regular training to all employees on harassment and sexual harassment prevention, reporting procedures, and the consequences of violating this policy.

Non-Retaliation

- The Authority prohibits retaliation against individuals who report harassment or sexual harassment, participate in an investigation, or support someone who has reported harassment.
- Retaliation against any employee for filing a complaint or participating in an investigation is prohibited. In addition, employees should be aware that the Maine Human Rights Commission is the state agency charged with the responsibility of enforcing Maine's anti-discrimination laws. The Maine Human Rights Commission can be contacted at the following address and number:

**Maine Human Rights Commission
State House Station 51
Augusta, Maine 04333
(207) 624-6290**

Policy Review and Communication

- This policy will be reviewed to ensure its effectiveness and compliance with applicable laws. PHA will communicate this policy to all employees upon hire and make it available in the employee portal and on the company intranet.

Legal Compliance

- This policy is intended to comply with all applicable local, state, and federal laws regarding harassment and discrimination and will be updated accordingly.

Whistleblower Protection Policy

Purpose and Scope: The Authority is committed to upholding the highest standards of ethical conduct, transparency, and compliance with applicable laws and regulations. This Whistleblower Protection Policy aims to encourage employees, contractors, and stakeholders to report concerns regarding violations of laws or regulations, unethical behavior, or unsafe conditions within the organization, without fear of retaliation.

For additional information regarding Whistleblower Protection and/or additional reporting mechanisms available, please see:

- State of Maine:
<https://www.maine.gov/labor/docs/2019/laborlaws/whistleblowerprotection112019.pdf>
- As an employee of a HUD Grantee: <https://www.hudoig.gov/fraud/whistleblower-rights/federal-contractor-grantee-protections>

Definitions:

- **Whistleblower:** Any individual who reports a concern or complaint regarding a violation of law, regulation, unethical behavior, or unsafe condition within the organization.
- **Violation of Law or Regulation:** Any action that is illegal, fraudulent, or violates applicable laws, regulations, or company policies.
- **Unsafe Condition:** Any situation or condition that poses a threat to the health, safety, or well-being of individuals or the environment.

Reporting Mechanisms

An employee who, in good faith, believes that the Authority or practice of the Authority puts at risk the health or safety of that employee or other individuals should, as soon as practicable, report the violation or unsafe condition in writing in the following ways:

- Directly to their supervisor or manager
- To the Human Resources department
- In writing to the Executive Director

All reports of this nature will be brought to the attention of the Executive Director immediately.

Confidentiality

Reports made under this policy will be treated confidentially to the fullest extent possible, consistent with the need to conduct a thorough investigation. Information disclosed during the investigation will only be shared with individuals on a need-to-know basis.

Non-Retaliation

Pursuant to the requirements of Maine's Whistleblower Protection Act

(<https://www.maine.gov/labor/docs/2019/laborlaws/whistleblowerprotection112019.pdf>), the

Authority will not discriminate against any employee in regard to compensation or terms and conditions of employment for making such a report, or for making a subsequent report to a governmental agency with authority over the Authority. The Authority will not retaliate against any employee for participating in an investigation, hearing, inquiry or court action addressing complaints of violations of laws or unsafe conditions.

Investigation Process

All reports will be promptly investigated. Investigations will be conducted impartially and with sensitivity to the rights of all parties involved. The organization will endeavor to complete investigations in a timely manner and provide feedback to the whistleblower regarding the outcome, to the extent possible and appropriate.

Remedial Actions

If an investigation substantiates that a violation has occurred, the Authority will take appropriate corrective and disciplinary actions. These may include disciplinary action, changes to policies or procedures to prevent future occurrences, and/or legal actions and/or disclosures if warranted.

Documentation and Records

Accurate records of all reports made under this policy, as well as investigations and outcomes, will be maintained by the Human Resource Director in accordance with applicable laws and regulations.

Training and Awareness

The Authority will provide training to employees and contractors on the Whistleblower Protection Policy, emphasizing the importance of ethical conduct, compliance with laws and regulations, and the rights and responsibilities of whistleblowers.

Compliance Monitoring

This policy will be reviewed periodically to ensure its effectiveness and compliance with changing laws and best practices. Any necessary updates will be communicated to all employees and stakeholders.

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Drug Free Workplace Policy

Purpose: The Authority is committed to maintaining a drug-free workplace in compliance with the Drug-Free Workplace Act of 1988 (41 U.S.C. 701, et seq.) and 24 CFR Part 292. This policy outlines the expectations, requirements, and consequences related to drug use and abuse in the workplace for all employees engaged in activities funded by HUD or other federal agencies. By implementing and adhering to this Drug-Free Workplace Policy, the Authority aims to promote a safe, healthy, and productive work environment while complying with federal requirements. Employees are encouraged to support and uphold this policy to maintain the integrity of our organization and fulfill our obligations under federal awards.

Prohibition of Controlled Substances: It is unlawful for employees to manufacture, distribute, dispense, possess, or use a controlled substance in the workplace. Such activities are strictly prohibited. Violation of this prohibition will result in disciplinary action, up to and including termination of employment.

Employee Notification Requirement: As a condition of employment under federal awards, employees must notify the employer in writing of any conviction for a violation of a criminal drug statute occurring in the workplace no later than 5 calendar days after such conviction.

Drug-Free Awareness Program: The Authority will establish an ongoing drug-free awareness program to educate employees about:

1. The dangers of drug abuse in the workplace.
 - (Free training is available for all Staff at HAI Group, FMI: contact HR)
2. The organization's policy of maintaining a drug-free workplace.
3. Available drug counseling, rehabilitation, or employee assistance programs.
 - FMI: anthemeap.com/employer-select Company Name: MMEHT
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Notification of Convictions: The Authority will notify HUD and other federal agencies providing funding within 10 calendar days after receiving notice from an employee of a drug abuse conviction occurring in the workplace. The notification will include:

1. The program title and award number for each HUD award covered.
2. HUD staff contact name, telephone, and fax numbers.
3. Grantee contact name, telephone, and fax numbers.
4. The convicted employee's position and title.

Employee Acknowledgment and Actions: Each employee engaged in the performance of federally funded awards will:

1. Receive a copy of the drug-free workplace statement outlined above.
2. Be notified that within 30 calendar days of receiving notice of any drug abuse conviction, one of the following actions will be taken:

- i. Institution of a personnel action against the employee, up to and including termination consistent with requirements of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended; or
- ii. Imposition of a requirement that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Workplace Identification: The Authority will identify all known workplaces under the federal award, including the actual addresses of buildings or other sites where work under the award will take place. This identification will occur:

1. At the time of application or upon award; or
2. In documents maintained on file in the organization's offices during the performance of the award, which will be made available for inspection upon request by the agency.

Compliance

1. Compliance with this policy is mandatory for all employees engaged in the performance of federally funded awards. Violations of this policy may result in disciplinary action, up to and including termination of employment, and may also result in legal consequences as allowed by federal law.
2. Employees are expected to familiarize themselves with and adhere to the provisions of this policy. Any questions or concerns regarding this policy should be directed to the Director of HR.

Policy Review

This policy will be reviewed periodically to ensure its effectiveness and compliance with 24 CFR Part 292 and other applicable federal regulations. Updates to the policy will be communicated to all employees engaged in federally funded activities.

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Workplace Violence Policy

The Authority is committed to providing a safe and healthy work environment for all employees. Every employee in the Authority deserves to be treated with respect, dignity, and fairness. Violence, threats of violence, intimidation, or any other abusive or disruptive behavior by or against any Authority employee will not be tolerated. In addition, employees are not permitted to possess or use firearms or other weapons on Authority property. Violations of this policy shall result in disciplinary action, depending on the circumstances of each case (and in accordance with any applicable collective bargaining agreement).

Supervisor Responsibilities

1. Supervisors must not condone or tolerate violent, threatening, intimidating, disruptive or abusive behavior by any employee.
2. Any violations of this policy must be addressed with the employee, in consultation with the Executive Director.

Employee Responsibilities

1. No employee shall engage in conduct prohibited by this policy.
2. Employees are expected to report all violations of this policy by other employees to their supervisor.
3. For their own protection, employees should not try to handle a violent or potentially violent situation on their own. Instead, employees should promptly report such incidents in accordance with the procedure outlined below.

Reporting Procedure

Any Authority employee observing violent or threatening behavior should first secure their own safety and then:

1. Call the police if the situation requires the immediate assistance of law enforcement and/or medical personnel. The employee should be prepared to describe the exact location and nature of the incident and provide the name and a description of the violent or threatening individual.
2. After notifying law enforcement and/or medical personnel (or if law enforcement and/or medical assistance is not needed), the employee should notify their supervisor immediately. However, if the threatening employee is their supervisor, the employee should notify any management employee.
3. Employees who are threatened, assaulted, or attacked while on official duty in the field should immediately report such incidents to local law enforcement authorities and seek medical assistance if necessary. A report should also be made to their supervisor as soon as practicable for a follow-up investigation.

Victims of Violence Leave

Maine law provides that employees who are victims of violence may request unpaid leave to take care of certain necessary business. Employees who have questions about such leave should request more information from the Director of Human Resources.

Computer, Internet and Email Usage Policy

Most Authority employees will require access to computers, email addresses, and/or the Internet to perform their job duties. The security, integrity, and proper usage of Authority devices (including but not limited to computers, tablets, phones), email addresses, and internet access are a necessity for the effective conduct of business. The intent of this policy is to safeguard the security and integrity of the Authority's information system, assure reasonable access to computer based information, and prevent inappropriate use of technology.

Applicability

This Policy covers all Authority owned or issued devices, email addresses, and provided Internet access, regardless of the time or location of use. This policy applies to all employees of the Authority. Additionally, this policy applies to all outside contractors and consultants who have been given authorized access to any of the Authority's computer-based information systems.

Prohibited Uses

Authority employees may not engage in misuse of provided devices, email addresses, or provided internet access. Examples of such misuse include, but are not limited to:

1. Downloading software without approval from a supervisor; software that is approved for downloading must be registered to the Authority.
2. Copying software, unless such copying is for legitimate, back-up purposes and has been approved by a supervisor or the Information Technology Department ("IT Department").
3. Knowingly introducing a computer virus, worm, "Trojan horse," or any other contaminating or destructive features into the Authority's devices;
4. Transmitting copyrighted materials without permission;
5. Downloading files from the Internet except for an express business purpose;
6. Transmitting, forwarding, or downloading material that is offensive, abusive, pornographic, obscene, profane, discriminatory, harassing, fraudulent, or otherwise prohibited by federal, state, or local law;
7. Using e-mail or the Internet for any purpose that is illegal, against company policy, or contrary to the Authority's best interest;
8. Transmitting or disseminating confidential Authority or resident information or other proprietary materials without an express business purpose or authorization;
9. Sending or forwarding any chain e-mail, broadcast e-mail, or spam;
10. Gambling
11. Using a provided e-mail address or Internet access for personal gain including outside employment, self-employment, and family-owned businesses;
12. Using social media, visiting chat rooms, using listservs, or using instant messaging, or news groups when action is not business-related
13. Posting provided e-mail addresses on the Internet when not business-related;
14. Receiving or forwarding unsolicited e-mails that violate company policy;
15. Downloading radio, video, or music transmissions from Internet sites without Authority approval;

16. Attempting to defeat any security mechanisms to gain unauthorized access to computer files or other information on the Authority's telephone systems, electronic communication systems, or information systems;
17. Attempting to read, intercept, copy, or delete e-mails sent or received by other users;
18. Posting or transmitting any message anonymously or under a false name or permitting any other individual to do so;
19. Impersonating another person;
20. Collecting information about others, including e-mail addresses, without their consent.
21. Browsing through information or files on devices or networks not directly related to the employee's job.

Misuse of Housing Authority computers, email addresses, or internet access may result in disciplinary action up to and including termination. In addition, such misuse may also be reported to appropriate federal, state, or local authorities.

Ensuring Compliance

The Authority has the right, but not the duty, to monitor any and all aspects of its computer system, including employee e-mail, and internet usage to ensure compliance with this policy. Therefore, employees should be aware of the following:

1. Employees should not have an expectation of privacy in anything they create, send, or receive using a provided device, email address, or any other form of electronic communication.
2. All information generated on provided devices is the property of the Authority and is subject to subpoena for legal purposes.
3. Unless otherwise provided by law, any document, file, or other record an employee creates, sends, or receives using a provided device or email address will be subject to disclosure under the Freedom of Access Act.
4. Department Heads have the responsibility to assure that vigilant security procedures are followed for their area. Records should be kept regarding employee authorization to use computers. These records should be kept up to date, with changes to the records made promptly as employees are hired or leave the Authority.

Check with IT

Use of Authority Telephones and Other Equipment Policy

The Authority's telephones are provided to support its business. In general, the telephones should only be used for business purposes. Personal calls not only interfere with the work of the individual making the call but also interfere with co-workers' abilities to perform their responsibilities. We understand that employees may have emergencies or personal business calls that can only be made during business hours. We expect that all employees will limit personal calls to a minimum.

Employees are not permitted to use copiers, fax machines, postage meter or other Authority equipment for personal purposes without prior approval of Executive Director or Deputy Executive Director.

No employee may use the property, equipment, tools, supplies, assets, facilities or other resources of the Authority for anything other than Authority business, or the business of its related organizations and subsidiaries.

As a public agency, all resources and assets of the Authority are held in public trust and we are charged with being good stewards of that trust. As such we must avoid not only actual waste or conflict of interest but also any perceptions of waste or conflict of interest. Although exceptions may be made for non-profit organizations with whom with partner for the benefit of our residents or mission, these decisions must be approved in advance. Therefore, all supervisory staff are directed to deny approval for any such use and report any unauthorized issue. Requests for allowable use by non-profit organization must be approved in writing by the Executive Director or the Deputy Executive Director.

Check with IT

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Use of Personal Cell Phone/Electronic Devices Policy

Employees may not utilize their personal cell phones or electronic devices during working time. The only exception is for a bona fide emergency. Employees are expected to keep their personal cell phones/electronic devices turned off or on vibrate during working time.

Using a cell phone/electronic device to talk, text or perform other tasks while operating an Authority vehicle or while operating a private vehicle for work-related purposes is prohibited. Employees are required to pull over where it is safe to do so and stop prior to using a cell phone or other electronic device.

Rewrite this policy

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Social Media Policy

The Authority recognizes the increasing use of social media as a communication tool. This Social Media Policy addresses the Authority's employees' use of social media. For the purpose of this Policy, the term "social media" includes, but not be limited to:

- personal websites
- web logs ("blogs") or microblogs (e.g., "Twitter" "X")
- "wikis"
- social networking websites (e.g., "Facebook", "LinkedIn")
- online media sharing websites (e.g. "YouTube," "Instagram")
- online forums and community web-based platforms, message boards, or bulletin boards.

The Authority acknowledges that some of its employees may choose to use social media on their own time for personal purposes. Authority rules and policies apply to the conduct and communications of Authority employees while using social media just as those rules and policies apply to conduct and communications in any other setting. In addition, Authority employees are prohibited from using social media in any manner that:

1. Violates any federal, state, or local laws or regulations;
2. Violates any Authority policy, rule, standard, or requirement, including but not limited to the:
 - b. Harassment, Discrimination, and Retaliation Policy;
 - c. Confidentiality Policy;
 - d. Conflicts of Interest Policy;
 - e. **Political Activity Policy;** and
 - f. **Outside Employment Policy.**
3. Disrupts or hinders the Authority's operations;
4. Infringes on any third party rights, including but not limited to intellectual property rights such as copyrights or trademarks;
5. Is defamatory, libelous, or might be construed as harassment or disparagement on the basis of race, color, religion, sex, national origin, age, disability or any other legally protected status;
6. Discloses confidential information related to Authority business, residents, employees, or other matters.

Employees are reminded that information (e.g., comments, blog entries, photographs, videos) posted or communicated using social media may often be accessible by virtually anyone with internet access. This may include other employees, such as supervisors and subordinates, as well as residents. Also, once information is posted or uploaded onto a social media website or network, it can be nearly impossible to completely remove or eliminate. Employees are therefore encouraged to use good judgment if they use social media.

Employees are also reminded that, pursuant to the Computer, Internet and Email Usage Policy, they have no expectation of privacy with respect to the use of any Authority owned or issued computer or electronic communications device.

Resident/Client File Safeguards Policy

As an employee of the Authority, you may, in any role at the Agency have access to personal information regarding our applicants, residents, and/or, participants. In the course of maintaining resident and client files, recipients of funding shall adhere strictly to the guidelines outlined in the Privacy Act of 1974 (Privacy Act), including the regulations issued by the agency under the Act. Additionally, recipients must observe all relevant state and local laws pertaining to the disclosure of records concerning individuals. By adhering to the provisions outlined in this policy, recipients demonstrate their commitment to protecting the privacy and confidentiality of resident and client files in accordance with legal requirements and best practices.

Compliance with Privacy Act: Recipients are required to comply fully with the Privacy Act in all aspects related to the design, development, or operation of any system of records concerning individuals. This includes but is not limited to the collection, use, maintenance, and dissemination of resident and client files.

Safeguarding Measures: Recipients must implement reasonable measures to ensure the safeguarding of resident and client files. These measures are applicable during all activities involving resident and client files, such as reviewing, printing, copying, or transmitting electronically. Such measures include, but are not limited to:

1. **Access Control:** Limiting access to resident and client files to authorized personnel only, and ensuring that access is granted based on the principle of least privilege.
2. **Physical Security:** Storing physical files in secure locations with restricted access, and ensuring that unauthorized individuals cannot gain access to them.
3. **Data Security:** Employing appropriate technical safeguards to protect electronic files from unauthorized access, alteration, or destruction.
4. **Training and Awareness:** Providing training and awareness programs to personnel regarding the importance of safeguarding resident and client files and the specific measures they must take to ensure compliance.
5. **Compliance Monitoring:** Regularly monitoring compliance with these safeguarding measures and promptly addressing any identified deficiencies or breaches.

Implementation and Enforcement: It is the responsibility of all recipients of funding to implement and enforce this policy rigorously. Non-compliance with this policy may result in corrective actions, including but not limited to sanctions or termination of funding.

Family and Medical Leave

Employees are entitled to family and medical leave under the federal Family and Medical Leave Act of 1993 (“FMLA”) or the Maine Family Medical Leave law when they meet all of the eligibility requirements of these laws. This policy sets forth several rules that must be applied uniformly to all employees who may be eligible for family and medical leave. As used in this policy, “family and medical leave” means leave available under both the federal and state laws.

A. The Federal Employee Eligibility Periods - There are two types of eligibility periods under the federal law as described below.

1. 12-Month Period for Birth, Adoption or Foster Care; Serious Health Condition Purposes;

Qualifying Exigency - There is a 12-month eligibility period for FMLA leave taken for the following qualifying purposes:

- a. Birth and care of the newborn child of the employee.
- b. Placement with the employee of a child for adoption or foster care;
- c. Care for an immediate family member (spouse, child, or parent) with a serious health condition.
- e. Medical leave when the employee is unable to work because of a serious health condition; or
- f. Qualifying exigencies leave for an employee whose spouse, child or parent is a regular member of the Armed Forces on covered active duty deployed to a foreign country or a reserve member of the Armed Forces (including National Guard) on covered active duty deployed to a foreign country under call or order to active duty in a contingency operation.

2. Eligibility and Amount of Leave

- a. Employees eligible under federal law can take up to 12 weeks of family and medical leave.
- b. An employee must have worked for the same employer at least 1,250 hours during the past 12 months.
- c. Employees do not have to use the 12 weeks all at one time. If eligible, leave can be taken intermittently or on a reduced schedule, up to the equivalent of 12 regular work weeks. Leave for the birth or adoption of a child may be intermittent or on a reduced schedule, but only if the employer and employee both agree.
- d. The 12-month period used to determine employee eligibility for FMLA for the purposes described above shall be the 12-month period measured forward from the date the employee's first leave began.

3. Federal 12-Month Period for Military Caregiver Leave

There is a separate 12-month period for employees eligible for military caregiver leave of up to 26 weeks. Such leave may be taken to care for a spouse, child parent or next of kin of a covered service member with a serious injury or illness (see the Director of Human Resources for more information about service members who are covered). This leave is calculated from the first day that leave is taken for this purpose and does not track the employer's designated 12-month FMLA tracking period as described above. Any military caregiver leave that is not taken within the specific 12-month period is forfeited. This leave period may overlap with the

usual 12-month leave period designated by the Authority and in certain circumstances; this may impact the employee's eligibility to take other types of FMLA leave.

B. Maine Requirements

1. Eligibility and Amount of Leave

- a. Employees eligible under Maine law can take up to 10 weeks of family and medical leave.
- b. Employees must have worked for the Authority for 12 months in a row before taking this leave.

2. Qualifying Purposes - Leave may be used for the following qualifying purposes:

- a. Serious health condition of the employee;
- b. Serious health condition of the employee's spouse, domestic partner*, child (or child of domestic partner), parent or sibling;
- c. Birth of the employee's child or child of their domestic partner;
- d. Placement of a child 16 years of age or younger with the employee or the employee's domestic partner for adoption;
- e. Donation of an organ for human transplant by the employee;
- f. Death or serious health condition of the employee's spouse, domestic partner, parent, sibling or child as a member of the state military forces or United States Armed Forces (including National Guard and Reserves) while on active duty.

(*Domestic partners are defined as partners who meet the certification requirements of the Maine Municipal Employee Health Trust for purposes of providing health insurance. See the Director of Human Resources for a copy of the definition.)

C. Notice by Employee

Employees requesting leave shall provide at least 30 days' notice to the employer whenever the need for such leave is foreseeable. The employee shall provide appropriate medical certification (or other certification appropriate to the particular request) supporting the leave request.

When the employer has reason to believe that an employee is or will be absent for an FMLA-qualifying purpose, the employer should request the appropriate information from the employee to determine the employee's eligibility for family and medical leave.

D. Coordination with Other Leave

When leave is taken that qualifies both as FMLA and as permitted leave under any employment contract, collective bargaining agreement or policy, the employee shall use FMLA and the other type of leave concurrently, provided that the employee meets all of the eligibility requirements for each type of leave. Types of leave that shall run concurrently with FMLA include but are not necessarily limited to: accrued sick leave, vacation, workers compensation and comp time, unpaid leave, disability leave, absence for work-related injuries, and any other applicable types of leave.

E. Fitness for Duty Certificate

Before returning to work, employees taking FMLA or any medical leave for their own serious health condition shall submit a certificate from a health care provider indicating that they are able to return to work and perform the essential functions of the position.

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Smoking Policy

The Authority is dedicated to providing a healthy and productive work environment. As required by law (See, 22 M.R.S. §1580-A), it will be our policy to provide a smoke-free workplace, **effective January 1, 2024**. This policy applies to all employees, clients, contractors, and visitors. The Workplace Smoking Act of 1985 prohibits smoking within the business facility, which includes vehicles used in the course of work, and outdoor or off-site areas where employees, clients, and contractors perform services under the control of the Authority.

“Smoking” includes carrying or having in one’s possession a lighted or heated cigarette, cigar, or pipe or a lighted or heated tobacco or plant product intended for human consumption through inhalation whether natural or synthetic in any manner or in any form. This policy also bans the use of all tobacco products, including cigarettes, cigars, smokeless tobacco products, electronic smoking devices, and any new tobacco products of any and all types on the entire property under the control of the management of this worksite, 365 days per year, 24 hours a day, other than designated smoking areas.

“There is no risk-free level of secondhand smoke exposure; even brief exposure can be harmful to health.” The Health Consequences of Smoking – 50 Years of Progress: A Report of the Surgeon General, U.S Department of Health and Human Services, 2014.

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This policy will be posted, and copies will be made available to anyone who requests one. The policy will be supervised by the management of any and all Authority sites in accordance with Maine State law. In addition, this policy will be included in training manuals and new employee orientation.

Effective January 1, 2024, the use of all tobacco products is banned in:

- All enclosed areas where work is performed, as well as in all rest rooms, all meeting rooms, all lunchrooms, and all private offices.
- All outdoor locations, including outdoor eating areas, parking lots other than designated smoking areas.
- All off-site locations under the control of the employer, for which employees perform services for the employer.
- All employer-owned and all employer-leased vehicles used by employees at all times.
- All employee-owned vehicles used in the course of work whenever other employees or another person is in the vehicle for work-related reasons at all times.

This workplace understands that tobacco is a legal product, and further recognizes that as an employer, this workplace may not require that employees or prospective employees refrain from tobacco use when not at work and will not discriminate against employees who use tobacco outside of employment. **That said, employees who smoke will not be provided additional break time; they must use the existing break times currently stated in the Non-Union Handbook and the Collective Bargaining Agreements with various unions.**

The management of the Authority is dedicated to promoting health and wellness and recognizes that tobacco is an extremely addictive substance. This workplace will promote the use of all available

resources, including the Maine QuitLink (MaineQuitLink.com and 1-800-QUIT-NOW) to assist tobacco users who wish to stop their use of tobacco products.

The success of this policy will depend on the courtesy and cooperation of both tobacco users and nonusers. Everyone is responsible for following and helping to enforce the policy. Problems should be brought to the attention of the appropriate supervisor. Violations of this policy will be handled through the established disciplinary procedures.

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Travel and Reimbursement Policy

Training and conferences are important enrichment opportunities to provide PHA staff and the Board of Commissioners, further referred to as “Board or Board members,” with the skills needed to carry out their duties. At times, these opportunities require PHA staff and Board members to incur travel costs. This travel policy applies to PHA employees and Board members traveling on housing authority business regardless of the program funding source. Where, in this document, employee, staff, traveler is used, all reference PHA staff, Board of Commissioners which include the Executive Director, Deputy Executive Director and all Board members.

This policy covers both local and out of town travel, with an emphasis on policies and procedures associated with out of town travel. This travel policy uses the Federal government’s travel regulations as a model and adopts the Federal per diem standard for meals and incidental expenses which is found: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Travel requests may also be reviewed under applicable federal travel regulations, including U.S. Department of Urban Development (HUD), General Services Administration (GSA), and U.S. Office of Management and Budget (OMB).

1. Authorization:

- a. Traveler must obtain authorization by their Department Director. This should be in writing and can be via email. Travelers are expected to minimize travel related expenses by making selections that result in the least expense, providing this does not result in ineffective use of the individual’s time or excessive inconvenience. When it is cost effective and not an inconvenience the cheapest means of transportation will be approved, such as a bus, train, or airplane and will include carpooling as noted in Travel & Lodging below.
- b. The Director will approve the appropriate means of transportation based on the needs of the trip and its location. If the trip requires a flight, your immediate Director will obtain written approval from the Executive Director.

2. Travel Area:

a. Local Travel Area:

- i. PHA’s local area can be defined by a 50-mile radius from your work location. PHA reserves the right to update this at any time. If travel is deemed to fall within PHA’s local travel area, the traveler is expected to provide their own transportation.
- ii. Lodging will not be paid or reimbursed for travel inside the local travel area.

b. Non-Local Area: Non-local areas are locations not part of the local travel area.

Depending on location, the traveler can provide their own transportation with approval from Department Director. Vehicle rentals will not be permitted without prior approval.

c. Travel in Groups: Whenever possible, car-pooling is encouraged to aid in cost reduction. Note that Mileage will only be paid to one traveler per vehicle.

- i. If multiple staff members are making the same trip during the same time frame only the minimum amount required for the trip will be reimbursed.

Example: If 6 people are going to a 1 day conference 2 hours away, 2 staff members will be reimbursed for travel to provide transportation for the group as most vehicles cannot comfortably fit more than 4 staff members.

- d. **Mileage Reimbursement:** A completed mileage reimbursement requests must be submitted to finance within 30 days from the date of return on PHA's mileage reimbursement form. A completed request includes signed approval by the appropriate staff and necessary documentation and paperwork.
 - i. Travelers will be reimbursed at the current IRS mileage rate based on the rate at the time of the trip. Only the most direct route will be eligible for reimbursement.
 - ii. Mileage reimbursements will be from either the Traveler's home or from their work site, whichever is closer to their destination.
- e. Note that some staff and union policies have wording related to liability in case of an accident when a staff member is using their vehicle for work related purposes.

3. **Non-Local Travel & Lodging:**

- a. Flights and Lodging will be scheduled & booked by the Office Manager. Any change requests to travel and lodging must be provided in writing to your immediate director, be sure to include the Office Manager in any communication regarding changes. The Office Manager or your immediate director will request approval from the Executive Director.
 - i. Flights may depart from Portland, ME, Manchester, NH, or Boston, MA depending on cost and destination.
- b. The Office Manager will make every effort to pay for Travel and Lodging expenses in advance for the traveler.
 - i. Most hotels allow for a credit card authorization form that will allow the company to pay for lodging and fees on a credit card that does not need to be provided at check-in. However, the hotel may still require a credit card at check-in for incidentals not covered by PHA.
 - ii. Any additional room charges, ie meal service, wet bar..., will be at the expense of the traveler and SHALL NOT be charged to the company card. The traveler should provide the 'check in desk clerk' their personal credit card to charge these expenses to.

4. **Advance for Travel Expenses:**

- a. PHA will provide an advance to the traveler up to three weeks before the departure date at the GSA rate for the travel location.
 - i. On the day of departure and on the day of return, the rate will be calculated at 75% of the GSA rate.
 - 1. Exceptions to this can be made with Director approval in writing.
 - ii. If the traveler chooses to depart earlier or arrive later than necessary for the trips agenda, they will not receive the GSA rate for the unnecessary days.
- b. Advances will be submitted to finance no less than two weeks prior to travel. All advance requests should go through the Office Manager. The advance request will include the approved travel authorization as well as details of the event. The Office Manager will submit all documents together to finance for processing.

- c. PHA will use the GSA rate to pay an advance for all meals during the trip.
 - i. If the trip is for a conference or a meeting where meals are provided, those meals will not affect the per diem rate; the full amount will still be advanced.
- d. Advances will be paid via direct deposit.
- e. **EXCEPTION:** Prior approval for reimbursement rather than advance must be made in writing to your immediate director. PHA will reimburse up to receipt(s) total or the allowable limit, whichever is less (example a & b). Each travel day will be treated separately for reimbursement purposes and will not be carried over to another day (example c).
 - i. Example A: Traveler turns in meals receipts for 1 full day travel totaling 55.00. The GSA per diem rate for the travel destination is 65.00. **The allowable reimbursement is 55.00.**
 - ii. Example B: Traveler turns in meal receipts for 1 full day travel totaling 85.00. The GSA per diem rate for the travel destination is 65.00. **The allowable reimbursement is 65.00.**
 - iii. Example C: Traveler turns in meal receipts for 3 full days travel. The GSA per diem rate for the travel destination is 65.00

	GSA RATE	Meal Receipts	Allowable Reim.
Day 1	65.00	90	65.00
Day 2	65.00	65	65.00
Day 3	65.00	30	30.00

*example assumes no alcoholic beverages. Under no circumstances is alcohol reimbursable.

5. **Other Reimbursable Costs:**

- a. Other travel associated costs can be reimbursed with proper documentation and receipts. Receipts must have Director approval/signature. Reimbursable receipts can include:
 - i. Uber, cab for business travel only (ie, from hotel to event) IF public transportation is not available.
 - ii. Tolls
 - iii. Parking (non-violation)

6. **Non-Reimbursable Costs:** Examples only; this is **not an inclusive** list. For a more comprehensive list or more information please see: eCFR :: 2 CFR 200.475 -- Travel costs.

- a. Alcohol
- b. Mechanical Repairs Damage to rental car
- c. Towing
- d. Fuel or Insurance
- e. Locksmith charges (locking keys in car)
- f. Car Wash/detailing
- g. Traffic Violations
- h. Damage to rental car

7. **Timely Requests for Payment:**

- a. All payment requests must be completed and turned in within 30 days of your return.
 - i. A completed request includes signed approval by the appropriate staff and necessary documentation and paperwork.
 - ii. Accounts Payable may request traveler to complete relevant forms (W9, Direct Deposit, etc.) prior to issuing payment.
 - b. Final payment should be received by traveler via direct deposit within 3 weeks from submission of receipts and all relevant forms.
 - c. If the traveler does not go on the trip planned, they will be required to return all reimbursed funds to PHA. Payment must be made within 3 business days.
8. Any provision in this policy that conflicts with a Collective Bargaining Agreement (CBA) shall not apply to employees covered under a CBA.

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Return to Work Policy

The Authority maintains a Return-to-Work Program with the goal of allowing employees who are unable to perform the essential functions of their positions to be able to return to work as quickly and smoothly as possible. The Program's goal is to provide meaningful work activity for employees who become temporarily unable to perform all, or portions, of their regular work assignments due to a work-related injury or illness. This is determined on a case-by-case basis depending on each individual, whether their work can be modified, and the needs of the Authority.

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Attendance and Punctuality

The Authority expects employees to be reliable and punctual for work. Employees are expected to be at their workstation or site ready to begin work promptly at the start of their scheduled workday; to return promptly from scheduled breaks; and to work until their scheduled quit time unless authorized by a supervisor in advance.

Department Directors and Supervisors are responsible for determining and approving workday schedules for their staff members.

Employees are expected to notify their supervisor or other appropriate management staff as well as the reception desk in advance of any anticipated absence or tardiness, or in case of an emergency, before their designated start time. Reception can be reached through the call out line (207-221-8099) or reception@porthouse.org; notifications should be submitted prior to 8:30am. Reception will send out a daily update noting who will be out, arriving late, or leaving early by 9am each business day.

If absences are known in advance, or if employees are able to update with limited notice, the employee's email and phone must provide an out of office message and clearly state when the employee is expected to return to work, if known, as well as who should be contacted for emergencies in their absence. In the event that an employee is out unexpectedly for more than 1 day, the supervisor is responsible for setting these messages.

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Information related to work hours and break lengths can be found in the Non-Union Handbook as well as the Collective Bargaining Agreements for various unions.

Unexcused or excessive absences or tardiness; leaving work without permission; abuse of sick leave or other leave; and/or failure to provide appropriate documentation for absences when requested may result in disciplinary action, up to and including termination. Failure to call in or report to work for three consecutive days will be considered a voluntary resignation.

Snow Closure Policy

The Authority will not open its offices to the public, and employees are excused from work when the Executive Director determines that weather conditions are too severe to travel. In most cases, the Authority will follow actions of the City of Portland to either not open, open later or close early.

Announcement:

Whenever possible, a decision be made prior to 6am on the day of a storm.

When the decision has been made not to open or for a delayed opening, the following places will be notified and/or updated:

- PHA Office Closure Alert (push notification from porthouse.org)
- Alert bar on PHA website (porthouse.org)
- Outgoing message on call out / sick line (207-221-8099)
- WCSH - Channel 6
- WMTW - Channel 8

- WGME - Channel 13

Each employee is responsible for ensuring they are informed of the decision not to open, to delay our start, or to close early. This is for your safety and not an additional Employee benefit.

When a closure is announced, HR Department will add the standard number of hours to an hourly employees time card for that day. When a delay is announced it will include the length of the delay; that length of time will be added to an hourly employees time card for that day. If a storm causes staff to be dismissed early for the day, HR Department will add the number of hours necessary to bring an hourly employee to their scheduled hours for the day.

Exceptions

Any employee at the Manager level or higher and has been provided with a laptop and remote setup will be expected to take their laptop home the night before forecasted inclement weather and work remotely if the office is closed or if they feel it is unsafe for them to get to the office.

Employee in the Facilities Department who are needed to clear snow and respond to resident emergencies are still expected to work as notified by their supervisor.

We are grateful for the commitment and dedication that staff show during snow events and strive to serve our clientele while also maintaining safety of staff.

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Performance Evaluations

The Authority considers employee evaluations to be a necessary and continual process. Employees will be evaluated at least once prior to the end of the Introductory Period. Additionally, an annual review of all employees will take place at the start of each calendar to review employee performance from the previous calendar year. The employee's supervisor will review the evaluation with the employee and provide them with a copy upon completion.

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Dress Code Policy

Employee appearance contributes to the Authority's culture and reputation. Employees are expected to present themselves in a professional manner that results in a favorable impression by clients and customers.

Procedures

The Authority's Directors and department managers may exercise reasonable discretion to determine appropriateness in employee dress and appearance. Employees who do not meet a professional standard may be sent home to change, and nonexempt employees will not be paid for that time. Reasonable accommodations will be made where required.

Business Professional Attire

Traditional business attire is expected of all employees. Basic elements for appropriate and professional business attire includes clothing that is in neat and clean condition. Included is a picture as an example of business professional attire. Appropriate workplace dress does not include clothing that is too tight or revealing; clothing with rips, tears, or frays; or any extreme style or fashion in dress, footwear, accessories, or fragrances.



Although it is impossible and undesirable to establish an absolute dress and appearance code, the Authority will apply a reasonable and professional workplace standard to individuals on a case-by-case basis. Management may make exceptions for special occasions or in the case of inclement weather, at which time employees will be notified in advance. An employee who is unsure of what is appropriate should check with his or her manager or supervisor.

Business Casual Attire

Business casual dress will be permitted on Fridays. When meeting clients, business professional dress guidelines must be observed, unless the client has specifically requested otherwise.

Business casual dress is defined as follows:

- Casual shirts: All shirts with collars, business casual crewneck or V-neck shirts, blouses, and golf and polo shirts. Examples of inappropriate shirts include T-shirts, shirts with inappropriate slogans or graphics, tank tops, muscle shirts, camouflage and crop tops.
- Pants: Casual slacks and trousers and jeans without holes, frays, etc. Examples of inappropriate pants include shorts, camouflage, and pants worn below the waist or hip line.
- Footwear: Casual slip-on or tie shoes, dress sandals, and clean athletic shoes. Examples of inappropriate footwear include flip-flops and construction or hunting boots.

Exceptions

Some members of the unions are required to wear uniforms as stipulated in their Collective Bargaining Agreement. That said, all uniforms must still be in clean and neat condition.

Branded Clothing

The Authority may provide clothing to staff that displays the Authority's name and/or logo. These items must be kept in a clean and neat condition and should be worn when representing the Authority to the public. This may include at meetings with community partners, public events, or speaking engagements when staff are representing the Authority. These items must not be worn while acting in a personnel capacity; especially if the behavior being done while wearing these items could put the Authority in a negative light.

Example: do not wear branded clothing items while publicly drinking in excess or getting into physical altercations.

All branded clothing are the property of the Authority and must be returned upon leaving employment or upon request by management.

ID Badge

The Authority will provide an ID badge displaying the name, picture, and job title of each employee. These must be worn whenever an employee is working at a property owned or operated by the Authority. The ID must be visible and will be shown to people upon request.

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Workplace Conduct and Discipline

The Authority expects employees to follow rules of conduct and ethics that will protect the interests and safety of all employees, the Authority, and the general public. While it is not possible to list all the forms of behavior that are unacceptable in the workplace, employees will be disciplined for any behavior that is unsafe, detracts from an employee's ability to work, or is not in the Authority's best interest. Discipline will generally be progressive (oral warning, written reprimand, suspension, termination), but the Authority retains full discretion to deviate from progressive discipline based on the nature of the employee's misconduct. Some types of employee misconduct are so serious that they constitute just cause for immediate termination. Examples include, but are not limited to, the following:

1. Failure to comply with these work rules or the Authority's General Personnel Policies.
2. Any physical, psychological or verbal harassment or sexual harassment in violation of the Authority's harassment and sexual harassment policy. This includes any and all crude, rude or sexual comments or conversations in the presence of a resident, any touching of a resident in any manner other than in an emergency to prevent physical injury, any solicitation of a social or intimate relationship with a resident, any entrance into a resident's apartment for anything other than a work-related assignment, duly noticed by the property manager.
3. Violations of the computer and internet use policy, including but not limited to accessing unauthorized information or internet sites.
4. Falsifying Authority records, giving false information for any Authority record (including but not limited to employment applications and time records), or making false statements concerning the Authority or any Authority personnel.
5. Neglecting or failing to complete job duties and responsibilities; or continued unsatisfactory job performance.
6. Theft, abuse, or unauthorized use, possession or removal of property, money or materials of the Authority, fellow employees, tenants, residents or anyone else, regardless of value.
7. Failure to observe all safety rules and practices, including but not limited to failure to use protective equipment and clothing, or misuse or unsafe operation of vehicles or equipment.
8. Insubordination, disobedience, failure or refusal to follow written or oral instructions of supervisory personnel.
9. Disclosure of confidential information about the Authority or any tenant/resident.
10. Engaging in unauthorized personal business during work time, or misappropriation of Authority property for non-work purposes.

11. Violent, threatening, harassing or intimidating conduct, inflicting bodily or emotional harm, or using abusive, profane or discriminatory language with tenants, residents, clients, applicants, co-workers, other Authority personnel or the general public, whether on or off work premises and including communications on the Internet and social media sites. This includes taking advantage of, manipulating, or soliciting for a social or sexual relationship.
12. Unprofessional conduct with a tenant or resident, including socializing with tenants or residents during the workday, or any unauthorized presence in a tenant or resident's housing at any time (public housing or Section 8). Examples of unprofessional conduct include, but are not limited to:
 - a. Buying and or giving gifts of any kind to residents is prohibited;
 - b. Giving anything else of value such as a ride to a resident, either in your personal vehicle or a PHA vehicle, is prohibited;
 - c. Borrowing anything from or lending anything (money, your car, your tools...) to a resident is prohibited;
 - d. Having a personal or social relationship (any contact, communications, activity, not related specifically and solely to work-related interaction) with a resident is prohibited;
13. Possession or use of a firearm, weapon, explosives or other hazardous materials/devices, or use of any item as a weapon during work time or on Authority property.
14. Violations of the smoking and drug-free workplace policies, including possession, use, sale, distribution or being under the influence of alcohol, illegal drugs, unauthorized prescription drugs or any substance that affects the employee's behavior or ability to perform job responsibilities. This includes coming to work in the morning after consumption of any substance discussed above when that substance is not fully out of your system from the night before
15. Failure to comply with the Authority's dress and grooming expectations.
16. Criminal activity on work time or Authority property.

Any other conduct which the Authority deems to have a negative impact on the reputation, safety or business of the Authority.

Disciplinary System

The following actions may be taken progressively or independently, depending on the type of policy violation and/or employee conduct and the employee's work history.

WARNING:

The supervisor informs the employee that a work rule or policy violation has occurred, and that their behavior or performance must improve, or more serious disciplinary action will be taken. The supervisor will note the date and nature of the warning.

REPRIMAND:

A reprimand consists of a formal meeting with the employee. Specific violations and problems areas are discussed. Specific areas of improvement and expectations are outlined, and a timeframe of improvement is established. A formal record of the meeting is kept.

SUSPENSION:

A formal meeting is held with the employee. Specific violations are identified and documented. Following the meeting the decision is made to suspend the employee from work, for a certain amount of time, with or without pay, depending on the type and seriousness of the offense. Suspensions can only be approved and administered by the Executive Director.

TERMINATION:

The decision is made to terminate the employee. The employee is informed of the termination, which usually will be effective immediately. Formal meetings and previous actions may have occurred but are not required depending on the type and seriousness of the offense. Terminations can only be approved and administered by the Executive Director.

HATCH Act Policy

Purpose: The Authority recognizes the importance of compliance with the Hatch Act (5 U.S.C. §§ 7321-7326) to maintain the integrity and impartiality of our organization's operations. This policy establishes guidelines to ensure that employees of the Authority adhere to the provisions outlined in the Hatch Act. The Authority is committed to upholding the principles of the Hatch Act and maintaining a neutral and impartial stance in political matters. Adherence to this policy ensures that our operations continue to serve the public interest with integrity and transparency.

Policy:

1. **Applicability:** All employees of the Authority, regardless of position or employment type, are subject to the provisions of the Hatch Act.
2. **Prohibited Political Activities:** Employees of the Authority are prohibited from engaging in certain political activities that could influence partisan elections or campaigns. Prohibited activities include, but are not limited to:
 - Running for partisan political office.
 - Using official authority or influence to interfere with or affect the outcome of an election.
 - Soliciting, accepting, or receiving political contributions.
 - Engaging in political activity while on duty, in a government office, or using government resources.
3. **Permissible Activities:** Employees are allowed to engage in certain political activities that do not violate the Hatch Act, such as:
 - Voting in elections.
 - Expressing personal opinions on political subjects.
 - Participating in nonpartisan activities or campaigns.
4. **Social Media and Online Activities:** Employees must exercise caution when using social media or online platforms to ensure that their personal activities do not create the appearance of official endorsement or use of government resources for political purposes.
5. **Enforcement and Penalties:** Violations of the Hatch Act may result in disciplinary action, up to and including termination of employment. The Authority will provide training and guidance to employees regarding their responsibilities under the Hatch Act to mitigate the risk of inadvertent violations.
6. **Training and Awareness:** The Authority will conduct regular training sessions and disseminate information to employees regarding the Hatch Act, its provisions, and the implications of non-compliance. Employees will be required to certify their understanding and compliance with this policy.
7. **Reporting Violations:** Employees who become aware of potential violations of the Hatch Act by themselves or others should report such incidents to the designated ethics officer or Human Resources department promptly for investigation and appropriate action.

Workplace Safety Policy

Purpose: The safety and well-being of our employees are of paramount importance to us. This policy outlines our commitment to maintaining a safe and healthy workplace for all employees, visitors, and contractors.

General Safety Guidelines:

- **Responsibility:** All employees are responsible for maintaining a safe work environment by adhering to safety guidelines, reporting hazards promptly, and participating in safety training programs.
- **Compliance:** Employees must comply with all applicable safety laws, regulations, and company policies. Non-compliance may result in disciplinary action.
- **Risk Assessment:** Regular risk assessments will be conducted to identify potential hazards and implement measures to mitigate risks.
- **Emergency Procedures:** Emergency procedures will be established and communicated to all employees. This includes evacuation plans, first aid procedures, and emergency contact information.
- **Safety Equipment:** Appropriate safety equipment and protective gear will be provided and must be used as required.
- **Training:** Employees will receive training on workplace safety, including hazard recognition, safe work practices, and emergency procedures.
- **Incident Reporting:** All accidents, injuries, near misses, and hazardous conditions must be reported immediately to supervisors or management.

Specific Workplace Safety Measures:

- **Fire Safety:** Fire extinguishers, smoke detectors, and emergency exits will be maintained and tested regularly. Fire drills will be conducted periodically.
- **Ergonomics:** Workstations will be designed to promote ergonomic best practices to reduce the risk of musculoskeletal disorders.
- **Chemical Safety:** Proper handling, storage, and disposal procedures for hazardous chemicals will be followed in accordance with safety data sheets (SDS).
- **Machine Safety:** Safety guards, lockout/tagout procedures, and training will be provided for employees working with machinery or equipment.

Continuous Improvement: We are committed to continually improving our safety practices through regular review, employee feedback, and updating policies as needed to ensure a safe working environment.

Employee Responsibilities: Every employee is expected to:

- Follow safety guidelines and procedures.
- Report any unsafe conditions or behaviors promptly.
- Participate in safety training programs.
- Take responsibility for their own safety and the safety of their colleagues.

Management Responsibilities: Managers and supervisors are responsible for:

- Ensuring that safety policies and procedures are implemented and followed.
- Providing necessary resources and training to maintain a safe workplace.
- Investigating incidents and implementing corrective actions to prevent recurrence.

Conclusion: By adhering to this workplace safety policy, we aim to create a secure environment where every employee can perform their duties without compromising their health or safety. Together, we can achieve our goal of zero accidents and injuries.

Personal Protective Equipment (PPE)

The Authority takes the safety of its employees and residents seriously. To this end, we provide for our employee's safety equipment to help in this goal. The PPE we provide are governed not only by federal and state laws but by the Authority's rules and instructions pertaining to the use of this safety equipment. PPE is often considered to be equipment used to protect the head, eyes, ears, torso, arms, hands, and feet to help protect against serious injury.

The Authority will provide all appropriate PPE for use while working for the Authority, any use of personal PPE is prohibited. The Authority will pay for and maintain, in good repair, all PPE and work tools used by employees. It is the responsibility of the employee to inform their supervisor or the facilities clerk if any PPE or tools need repair, replacement, or if a stock item is running low.

Per the AFSCME CBA, the Authority provides uniforms upon hire and replacement as needed and a yearly stipend for boots that meet ANSI standards for steel or safety toes.

OSHA. The Occupational Safety and Health Act requires the use of PPE to reduce employee exposure to hazards when engineering and administrative controls are not feasible or effective in reducing the exposure to acceptable levels. Employers are required to determine if PPE should be used to protect their workers.

State safety laws. State laws may set a stricter standard when PPE is to be used.

It is the employee's responsibility to wear their PPE as required per the job at hand being performed. See below for non-exhaustive list of examples for PPE use.

- **Eye Protection** – goggles while using power tools, cutting, or working with glass or any substance chemical or with the possibility of blow back.
 - *Eye and Face Protection:* Supervisors may obtain eye protection (safety glasses, goggles, etc.) or face shields for their employees through Purchasing.
- **Ear Protection** – ear plugs or noise canceling headphones.
 - *Ear Protection:* Employees working in areas where the noise level is 85 decibels or higher may obtain ear protection through their supervisor.
 - Personnel who work regularly in 85-decibel-or-higher areas are given a yearly hearing test.
- **Hand Protection** – appropriate rated glove for job performed.
 - *Hand Protection:* When employees' hands are exposed to hazards, the employee (with help

from supervisor if needed) must formally evaluate the hazards present and, if risks exist, use appropriate hand protection suitable to the needs of the job. Hazards may include those from skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical or thermal burns, and harmful temperature extremes. Performance characteristics of the hand protection should be evaluated relative to the tasks to be performed, the conditions present, duration of the use, and the hazards or potential hazards identified.

- Supervisors are responsible to assure that employees wear the designated gloves on the job.

- **Hair/Head Protection**

- Employees must wear protective helmets supplied by the company when working in areas where there is potential for injury to the head from falling objects or overhead objects.
- Operators of forklifts should wear a hard hat when operating the vehicle.
- Employees with long hair (down to the shoulders) should tie their hair back or wear hair nets or caps when working on drill presses, vertical milling machines, or equipment with rotating spindles or other moving machinery or when open flame is present.

- **Tyvek Suit** – working with hazardous substances or infestations.

- **Lock/Out** – Tag/Out station when working with electrical equipment or panels.

- **Foot Protection** – ASTM rated boots.

- *Foot Protection:* All employees should wear substantial shoes with fully enclosed coverings to protect their feet and toes. For those employees who work in areas where safety shoes are recommended, the company will pay for one pair per year, per person. The safety shoes must meet federal standards and can be purchased through several local suppliers.

- **Uniform** coverage appropriate for the job being performed.

- **Other** The Authority will provide back braces at each site to be used to protect the back when lifting is necessary.

** The Americans with Disabilities Act or state law may require an employer to provide PPE as a reasonable accommodation.

Before starting any job (small or large), stop to assess your safety needs and what equipment you will need to perform it without incident. If you are not sure, please seek out guidance from your supervisor to help you assess your needs appropriately. Never start your job without first getting all PPE and equipment needed as this will keep you better focused on the job at hand, the job needs, and how to perform that job through to the end in a more productive process. This will result in not only being safer in your task but more efficient in completing the task.

Supervisor's responsibility. The supervisor's responsibility is to make sure that all of their subordinates who are required to wear PPE do so on designated jobs and in designated areas.

Training

Directors and Asst. Directors will either train or arrange trainings for each employee in the proper and correct use of PPE, proper care and maintenance of the PPE, useful life of the equipment, and the correct way to dispose of broken or damaged PPE. The supervisor will certify the training sheet - the names of the employees who have received the training, date of the training, and that the employee has received and understands the training.

Safety Policy Statement

It is the policy of the Authority to ensure a safe and healthful workplace for its employees. Injury and illness losses from incidents are costly and preventable. This agency will employ an effective

accident and illness prevention program that involves all employees in the effort to eliminate workplace hazards.

Directors are accountable for preventing workplace incidents, injuries, and illnesses. Directors will provide top-level support of safety program initiatives. Directors will consider all employee suggestions for achieving a safer, healthier workplace. Directors also will keep informed about workplace safety and health hazards, and it will regularly review the company safety and health program.

Managers/Supervisors are responsible for supervising and training workers in safe work practices. Managers/Supervisors must enforce company safety rules and work to eliminate hazardous conditions. Managers/Supervisors shall lead safety efforts by example.

Safety Committee includes employer and employee representatives who are responsible for recommending safety and health improvements in the workplace and our resident developments. The committee is also responsible for identifying hazards, unsafe work practices and accidents, unsafe resident areas, and removing obstacles to incident prevention and helping the agency evaluate the accident and illness prevention.

Employees are expected and encouraged to participate in safety and health program activities including the following: reporting hazards, unsafe working practices, accidents and near misses immediately to their manager/supervisor, director, or safety committee representative; wearing required personal protective equipment; and participating in and supporting safety committee activities.

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Green Policy

Portland Housing Authority recognizes its responsibility to help protect the natural environment and build a more sustainable community. Along with the long term values of a Green Policy*, in the short-term, these efforts will lower operating costs, lower utility bills for our residents, and improve the health and safety of those we assist.

The Executive Director is responsible for ensuring that the Green Policy* is implemented. However, all employees have a responsibility in their area to ensure that the objectives of the policy are met and we continue to improve our environmental performance.

The Executive Director will report of the Board of Commissioners in January of each year. The Board will review its progress and establish specific performance goals for the New Year.

Primary Areas of Focus:

1. Reduce energy consumption and emissions in all residential and administrative buildings;
2. Reduce energy consumption and emissions related to vehicle use;
3. Reduce the consumption of potable water;
4. Create healthier indoor living and work environments;
5. Incorporate sustainability practices into agency decision making and operations for administration, maintenance, and capital improvements;
6. Instill the values of energy efficiency, resource conservation and sustainability into the culture of PHA, its employees and residents;
7. Improve the use of technology to monitor, control and reduce energy cost and consumption;
8. Reduce waste and pollutants through recycling and purchasing of green products and services.

Policies That Require Separate Signature Pages

The following policies are kept separate from this packet because they require staff to sign and agree to the policy on a regular basis or because they require special permission or trainings. To learn more about any of the below please reach out to the Human Resources Department.

Conflict of Interest Policy and Disclosure Form

On an annual basis all employees and commissioners of the Authority must complete and sign the Conflict of Interest Policy and Conflict of Interest Disclosure form and submit to the HR Department. The forms will clearly state the policy.

Driving Safety Policy

The Authority owns vehicles that certain staff are expected to operate under set guidelines. This policy clearly states those expectations. Relevant staff are required to sign and return this policy to the HR Department prior to operating vehicles owned by the Authority.

Passenger Van Driver Policy

The Authority owns a 15 person passenger van. If an employee wishes to use the Passenger Van they must take specific trainings and sign the Passenger Van Driver policy for the HR Department to retain. Driving the Passenger Van can be done using a standard driver's license but given the vehicles size there are extra precautions that need to be taken; especially if the passengers of the van are residents or participants of the Authority's programs. Driver's of the Passenger Van must also sign and adhere to the Driving Safety Policy. The Passenger Van, along with all equipment owned by the Authority, must be used for company business only and are not to be used for personal use.

Personal Use Vehicle Policy

An employee must be authorized by management and agree to this policy in writing before they are permitted to use their personal vehicle to drive program participants. The Driving Safety Policy also applies to drivers using their personal vehicle.

E-Bike Policy

The Authority owns a few E-Bikes and they live at certain sites. If an employee wishes to use the E-Bike they must take specific trainings and sign the E-Bike policy for the HR Department to retain. E-Bikes, along with all equipment owned by the Authority, must be used for company business only and are not to be used for personal use.

Telecommuting Policy

The Authority is a front facing organization that serves the needs of others through direct interactions. All staff must have an office/desk location on the Authority's property and regularly engage with tenants, participants, and/or vendors. The Authority also understands that

circumstances may arise that would benefit the Authority, staff, and the people we serve if, on a limited basis, staff could telecommute. Staff who would like to explore this option should reach out to their supervisor and to the Human Resources Department for more details.

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PORLAND HOUSING AUTHORITY

970 Baxter Boulevard, Portland, ME 04103
P: 207-773-4753 | F: 207-221-8038 | porthouse.org

Conflict of Interest Policy Annual Certification

Purpose and Application

This policy establishes a standard of conduct to protect the financial well-being, reputation and legal obligations of Portland Housing Authority (PHA). This policy also establishes a method to protect the PHA community from questionable circumstances that might arise and to resolve any real or apparent conflicts. This policy shall be used as the criteria for determining conflicts of interest and applying standards of procedures in the event a conflict of interest or a perceived conflict of interest exists. This policy applies to PHA employees and Board members and all programs administered by the PHA; disclosure forms will be completed annually by all affected.

This policy should be read in conjunction with the following documents:

- HUD guidance and requirements for prospective and new Board members
- Board policies, by-laws or commissioner's handbook (if applicable)
- PHA contracts
- PHA personnel policy
- PHA employment form for new hires

Definitions

For the purposes of this policy, the following definitions apply:

Conflicts of Interest – Occurs when a person's public duties or actions lacks independence or impartiality, either real or perceived, and is unduly influenced by a secondary interest such as financial gain, professional advancement or a wish to do favors for family and friends.

Apparent Conflicts of Interest – The conflicts exists when there is a perception of conflicts regardless of whether a person is actually influenced by a secondary interest. If the circumstances are reasonably believed (on the basis of past experience and objective evidence) to create a risk that decisions made may be unduly influenced by other interests, then a conflict does exist.

Nepotism is the practice of showing favoritism to relatives or close friends through employment or by appointing them to public position.

Immediate Family Member – "First-degree" relationships are considered immediate family members under both the public housing and Housing Choice voucher programs – includes father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother or half-sister.



For the Housing Choice Voucher Program, “second-degree” relationships, e.g., grandparents, grandchildren including step/half grandparents and step/half grandchildren, are also considered to be immediate family members.

HUD Requirements

The PHA adopts all HUD provisions for conflicts of interest into its own policy, including nepotism for the public housing and HCV programs, and additional conflicts of interest requirements for landlords/owners that participate in the HCV program as summarized below.

1. Conflicts of Interest for Public Housing and HCV Programs

The PHA may not enter into any contract or other arrangement in which any covered individual or immediate family member has a direct or indirect interest while the person is a covered individual and for one (1) year thereafter. Covered individuals include the following:

- Current or former Board member;
- Current or former PHA employee who makes policy or has influence on decisions with respect to the properties;
- Current or former public official, members of local governing body or State/local legislator or any public official who exercises functions or responsibilities with respect to the PHA properties/programs;
- Member of U.S. Congress (applies to the Housing Choice Voucher program only).

The conflicts of interest prohibition is in effect during the covered class's tenure and for one (1) year thereafter.

The conflicts of interest prohibition applies to immediate family members for the aforementioned class of people.

A current or prospective conflict of interest must be disclosed to the PHA and HUD.

Waiver – A conflict of interest may be waived by HUD for good cause, if permitted under State and local law. While the waiver is under consideration by HUD, the person for whom a waiver is requested may not exercise responsibilities or functions related to the waiver request.

2. Nepotism

HUD prohibits a PHA from hiring an employee in connection with a project under the Annual Contributions Contract, if the prospective employee is an immediate family member of:

- A present or former member or officer of the Board of Commissioners;
- An employee of the PHA who makes policy or influences decisions; or
- A public official, member of local governing body, or state or local legislator who exercises functions or responsibilities with respect to projects or the PHA.

The nepotism prohibition is in effect during the covered class's tenure and for one (1) year thereafter.

The nepotism prohibition applies to immediate family members for the aforementioned class of people.

Waiver – A waiver can be permitted for good cause, provided that a waiver is permitted under State and local law. Note – HUD's General Counsel regards nepotism to be a type of conflict of interest. As such, PHAs must seek a waiver request from HUD.

3. Conflicts of Interest for HCV Owners/Landlords

The following conflicts of interest provisions are applicable to owners and landlords of units under the HCV program.

- Current or former Board members, public officials, members of U.S. Congress, or PHA employees with policy or decision-making authority, and their immediate family members cannot be an owner/landlord in the HCV program.
- The owner/landlord is prohibited from living in the assisted unit.
- The owner/landlord is prohibited from renting to immediate relatives, grandparents, grandchildren, step-family, or in-laws. The exception is for a household member with a disability.

The same HUD requirements are codified into the PHA's policy and for ease of understanding, the requirements are further organized into the following two categories: 1) Conflicts of interest requirements that apply to the Board of Commissioners and public officials, and 2) Conflicts of interest requirements that apply to the Executive Director and all other PHA employees.

PHA Policy – Board Members and Public Officials

The following conflicts of interest guidance is applicable to the Board of Commissioners and public officials and is based on the more stringent of HUD or state/local law.

During the Board member or public official's term and for one (1) year thereafter,

- The Board member or public official cannot enter into a contract or arrangement with the PHA, either as a contractor or a subcontractor (directly or indirectly).
- The **immediate family member** of a Board member or public official cannot enter into a contract or arrangement with the PHA, either as a contractor or a subcontractor (directly or indirectly).
- An **immediate family member** of a Board member or public official cannot be an employee of the PHA.
- The Board member or public official must disclose to the PHA if an immediate family member is or will be a tenant in the PHA's public housing or Housing Choice Voucher program.
- **(HCV Only)** A Board member, public official, or member of U.S. Congress cannot serve as an owner or landlord in the HCV program.

(HCV Only) The **immediate family member** of a Board member, public official, or member of U.S. Congress cannot serve as an owner or landlord in the HCV program.

Acknowledgement: I, the undersigned PHA employee, understand the need to disclose all potential and actual conflicts of interest, including but not limited to family relationships that exist with members of program participants to avoid the fact and appearance of conflicts of interest. I agree to inform the Human Resources Department if to my knowledge a household which consists of one or more members of my immediate family enrolls in a PHA administered assistance program.

Printed Name: _____

Position: _____

Signature: _____

Date: _____



PORLAND HOUSING AUTHORITY

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P: 207-773-4753 | F: 207-221-8038 | porthouse.org

Conflict of Interest Disclosure Form

This disclosure is provided to Portland Housing Authority (PHA) to identify any conflict of interest, or perceived conflict of interest, by employees of PHA.

Disclosure: I, the undersigned, hereby state that I have received a copy of the Ethics Policy contained in the General Personnel Policy and Procedures, that I have read and understand the policy, agree to comply with the policy and understand that the policy applies to all activities associated with employment at the Portland Housing Authority and its affiliate entities. I further understand that the Portland Housing Authority and its affiliate entities are governmental, civic and or charitable entities that must engage primarily in activities that accomplish one or more tax-exempt purposes in order to maintain their tax-exempt status.

I hereby state that I have no conflict of interest to report.

I hereby state that I, and members of my immediate family, have the below noted affiliations or interests and have take part in the following transactions detailed below which, when considered in conjunction with my position with or relation to Portland Housing Authority or its affiliate entities, may reflect a conflict or possible conflict of interest.

If necessary, I will also complete the Disclosure of Interest in Real Estate form.

I hereby agree to report to the Human Resources Department any further situations that may develop before completion of my next disclosure form.

Printed Name: _____

Position: _____

Email: _____

Phone: _____

Signature: _____

Date: _____

PHA Use Only

Date Reviewed by Executive Director:

Requested action to address the conflict of interest (recusal, exemption request, etc.) if any are identified:

1. Interests

I hereby disclose for myself and members of my immediate family the following conflicts or possible conflicts of interest:

Suppliers: Actual or potential employment with or a financial interest (ownership, investment, and/or compensation arrangements) in any suppliers (or possible suppliers) of goods or services to Portland Housing Authority, or its affiliate entities.

Please describe: _____

Housing: Actual or potential employment or financial interest in any entity providing housing development, management or resident services, which is may be in competition with Portland Housing Authority, or its affiliate entities.

Please describe: _____

2. Outside Activities

I hereby disclose any activities of mine, or of my immediate family, that result in duality of interest from serving in a public office, either elected or appointed, on other boards or committees or rendering consulting services to others that might be for personal gain or involve participation in matters regarding Portland Housing Authority, or its affiliate entities.

Please describe: _____

3. Acceptance of Gifts or Hospitality

I hereby certify that neither I nor any member of my immediate family has accepted gifts, certificates or entertainment that might tend to influence my judgment or actions concerning the business of Portland Housing Authority, or its affiliate entities, except as listed below:

Please describe: _____

4. Other:

I hereby disclose any other activities in which I or my immediate family may be engaged where my duties to Portland Housing Authority, or its affiliate entities may be compromised by a competing interest that could possibly be regarded as constituting a conflict of interest as described in the guidelines:

Please describe: _____

(Disclosure of Interest in Real Estate to follow)

Disclosure of Interest in Real Estate

It is the policy of the Portland Housing Authority to require that its employees make the following disclosure of any interest in real estate in Portland, Maine or the greater Portland, Maine area.

1. Do you or does any member of your immediate family own or have any financial interest in any rental property in Portland, Maine or the greater Portland, Maine area?

No Yes If yes, please list such property: _____

2. Do you or does any member of your immediate family have any financial interest in, or are employed by, any business dealing with the real estate industry in _____? (Please insert industry, i.e. rehabilitation, inspection, maintenance, brokerage, construction, contracting)

No Yes If yes, please list the activities: _____

3. Do you or does any member of your family have any financial interest in any business or property which might receive funds under a PHA administered program or benefit financially from it?

No Yes If yes, please list them: _____

To the best of my knowledge, all the information contained in this form is true, accurate and complete in every respect. It is understood and agreed that Portland Housing Authority is relying on the truth of the information.

Printed Name: _____

Position: _____

Signature: _____

Date: _____



PORLAND **HOUSING** AUTHORITY

970 Baxter Blvd., Portland, ME 04103

P: 207-773-4753 | F: 207-761-5886



Driving Safety Policy (8-15-2024)

Operating a vehicle can pose risk to the operator, passengers, and/or the general public if not driven safely and correctly. In response to this risk, Portland Housing Authority (PHA) has requirements for drivers to ensure the safety of all constituents (including but not limited to staff, tenants, and children). PHA does monitor vehicles through GPS tracking and if there is evidence (through GPS tracking or through other means) that staff are not following this policy they may have their ability to use PHA vehicles revoked.

This Policy is specific for PHA vehicles. There are additional restrictions and requirements for PHA staff to use their personal vehicles for work purposes.

1. General Overview:

- a. The following steps must be taken by all staff who wish to drive a PHA vehicle.
 - i. Driver candidates must submit a photocopy of their license to the HR department for review of driving record. If the candidate has an out of state license, candidate must provide a copy of their driving record.
 - ii. Sign and date a copy of this policy for record keeping attesting to the fact that it will be followed and submit to HR prior to use; keep a copy to reference as needed.
 - iii. Once license information has been processed and the driver is cleared by the HR department, they will be added to PHA's insurance.
 1. For those driving the Passenger Van, there are added requirements.
Please see the Van Driver Policy and Training for further information.
 - iv. Drivers must maintain a "clear" and "acceptable" driving record which they consent to have checked on a regular basis.
 1. Driver will immediately notify their direct supervisor if they are no longer permitted to drive for any reason or if their driving record has changed.
- b. Company vehicles must be used for work purposes and not for personal use.

2. Vehicle Assignments and Locations

- a. All PHA vehicles are assigned to a site and not to a staff member and must be returned to that site at the end of each day.
 - i. The only time a staff member is permitted to bring a work vehicle home is during their "on call" shift.
 - ii. Requests for other overnight use must be approved in writing by the Executive Director on a case-by-case basis.
- b. The Passenger Van is to live at 117 Anderson St when not in use.
- c. PHA vehicles are not permitted to be driven out of state without written permission from the Executive Director.

- i. When requesting the Passenger Van for out of state use the Driver must also have any and all additional licenses needed by the Department of Transportation in all states the van will travel through.

3. Maintenance:

- a. Driver is responsible for keeping vehicle “swept” clean and removing all trash and refuse from the vehicle at the end of each use.
- b. The vehicle registration and insurance card should be maintained in the glove box of each vehicle.
 - i. There should also be a card from the insurance company that will aid in gathering and exchanging information when an accident occurs.
- c. For the Passenger Van only, Driver must properly log the mileage for the vehicle for each use; including start and end mileage as well as all destinations. This log should be kept in the glove box.
- d. Driver must maintain the fuel level to always remain above half a tank of gas.
 - i. There should be a WEX gas card in each vehicle to use for purchasing gas. All documentation corresponding to purchases (like receipts) need to be retained and passed on to the appropriate staff person.
- e. Driver must coordinate with the Assistant Director of Facilities to ensure regular preventative maintenance schedules are maintained.
 - i. This includes but is not limited to oil change, vehicle registration, tire rotation, etc.

4. Collisions:

If the only staff member(s) present is experiencing a medical emergency they should focus on addressing that medical emergency first and attempt to contact the Director or Assistant Director of Facilities when they can. If staff are not experiencing a medical emergency then proceed to the normal steps below.

- a. When a collision happens staff must call the police or emergency services depending on the severity of the incident.
 - i. There must be a police report for all collisions.
 - ii. There is a card in the glove box that can be used to help gather and exchange information in case of an accident. Start filling this out while reaching out to other people.
 - iii. Before any vehicles or debris are moved, Staff must use their phone (company phone when available) to take
 1. Up-close pictures of any known damage
 2. Wide pictures of all vehicles involved from all angles
 3. Wide pictures showing the general layout of the road and any intersections
 4. Clear pictures of the insurance information and identification of all other people involved in the accident and any potential witnesses

- b. After contacting the police, staff must connect with the Director of Facilities and the staff member's direct supervisor
 - i. The Director of Facilities will focus on handling problems associated with the vehicle.
 - ii. The Supervisor will focus on problem solving the job-related tasks the staff member was attempting to complete. They will also help contact any other relevant people; for example, the family members of tenants that may be in the Passenger Van if it were to have an accident.
- c. If the vehicle or something from the vehicle is stolen, staff must contact the Director of Facilities and their direct supervisor immediately to discuss next steps and the potential for filing a police report.

5. Rules and Restrictions for Vehicle Use:

The restrictions in this section also apply to Drivers when using their personal vehicle for work purposes.

- a. Staff will abide by all local, state, and federal laws and regulations while driving.
 - i. This includes regulations such as speed limits, driving under the influence, and distracted driving.
 - ii. Vehicles are not permitted by Maine State Law to idle for more than 5 minutes in a 60 minute period. Exceptions include
 - 1. a maximum of 15 minutes to maintain passenger comfort on a bus
 - 2. a maximum of 15 minutes when ambient temp is 32 degrees or below
- b. Staff will wear a seatbelt whenever the vehicle is moving.
- c. Staff will not smoke inside of or within 15 feet of a company vehicle.
- d. Staff will not use their cell phones in any way while driving a PHA vehicle.
 - i. This includes but is not limited to calling and texting.
- e. Staff will not wear headphones or earbuds while operating a PHA vehicle.
- f. Staff will not eat or drink in PHA vehicles while the vehicle is moving.
- g. The vehicle will remain locked whenever a staff member is not inside the vehicle.
- h. The only passengers in a PHA vehicle will be PHA staff members.
 - i. An approved Driver is permitted to drive non-staff members in the Passenger Van with their permission or with the permission of their legal guardian if the person is under the age of 18. See the Passenger Van Driver Policy for more information on who is an approved Driver.

I, (print name) _____, have read the above Driving Safety Policy and agree to adhere to it. I understand that if I do not adhere to this policy my ability to use this equipment may be revoked.

Signature

Date



PORLAND **HOUSING** AUTHORITY

970 Baxter Blvd., Portland, ME 04103

P: 207-773-4753 | F: 207-761-5886



Passenger Van Driver Policy (6-25-2024)

Operating a passenger van can pose risk to the operator, passengers, and/or the general public if not driven safely and correctly. In response to this risk, Portland Housing Authority (PHA) has requirements for drivers to ensure the safety of all constituents (including but not limited to tenants and children). This policy is around the specifics of who is permitted to drive the Passenger Van; please refer to the Driving Safety Policy for more information surrounding the use of all company vehicles.

This policy is for Passenger Van use by PHA staff members only. Non-staff may use the Passenger Van with approval in writing from the Executive Director; non-staff may have additional requirements and guidelines in order to use the Passenger Van.

1. Becoming a Driver:

The following steps must be taken by all staff and volunteers who wish to drive the 15-passenger van:

- a. Driver candidates must be employed by PHA for at least 6 months before they are eligible to drive the Passenger Van.
- b. Driver candidates must submit a photocopy of their license to the HR department for review of driving record and approval to move onto the training.
 - i. If candidate has an out of state license, candidate must provide a copy of their driving record.
- c. Driver candidates must then complete the Passenger Van Driver Safety Training.
 - i. This online training may be viewed on the Documents section of the intranet.
 - ii. Following the online training is a quiz; Driver candidates must receive a passing score on the quiz.
- d. Under the supervision of a certified staff member, Driver candidates must complete a road test.
- e. Once the above has been completed, HR will then add Driver to the list of approved people with PHA's insurance policy.
- f. After completing all of the above steps the Driver is permitted to drive the Passenger Van for the next three years without retesting.
- g. The online training and quiz must be completed every 3 years by Driver for continued permission to drive the Passenger Van.
 - i. The Road Test is not required after initially passed by Driver.

2. Reserving the Van:

- a. Driver must reserve the Vehicle at least 2 business days in advance by utilizing the PHA Van Outlook Calendar.
- b. Driver needs to coordinate a date/time with the Facilities Clerk to pickup the keys from 117 Anderson St; this is also where the van is located and needs to be returned.
 - i. Van keys cannot be picked up more than 1 business day before the van is to be used.
 - ii. At the time the van keys are picked up, the driver will update the sign in/out van log.
- c. If the vehicle is returned after hours, Driver will drop off the keys in the mailbox located at the entrance to 117 Anderson St. and the Facilities Clerk will update the sign in/out log.

I, (print name) _____, have read the above Passenger Van Driver Policy and agree to adhere to it. I understand that if I do not adhere to this policy my ability to use this equipment may be revoked.

Signature

Date



PORTRLAND **HOUSING** AUTHORITY

970 Baxter Boulevard, Portland, ME 04103
P: 207-773-4753 | F: 207-221-8038 | porthouse.org



E-Bike Policy

(Effective 9/17/2024)

Operating an E-Bike involves risks. To ensure safety and proper use, Portland Housing Authority (PHA) has established this E-Bike Policy. Non-compliance may result in loss of E-Bike privileges.

1. General Overview:

- a. The following steps must be taken by all staff who wish to operate an E-Bike (Rider).
 - i. **Agreement:** Sign and date this policy, submit it to HR, and keep a copy for reference.
 - ii. **Training:** Complete E-Bike training videos on bike safety, E-Bike usage, and properly locking bikes.
 - iii. **Scheduling:** Request E-Bike use through the relevant scheduling system or sign-out log. Update the log with the battery level and odometer reading when returning the bike.
- b. **Usage:** E-Bikes are for work purposes only, not personal use.
- c. **Bike Lock Code:** 3 6 4 9

2. E-Bike Assignments and Locations

- a. There will be E-Bikes assigned as follows:

#3301 – 970 Baxter Boulevard	#3303 – 2 Riverton Drive
#3302 – 970 Baxter Boulevard	#3304 – 21 Popham St
#3566 – 970 Baxter Boulevard (cargo)	#3565 – 81 East Oxford St
- b. All PHA vehicles, including E-Bikes, are assigned to a site and not to a staff member and must be returned to that site at the end of each day or at the end of the time the use was scheduled, whichever is sooner).
 - i. Requests for other overnight use must be approved in writing by the Executive Director on a case-by-case basis.

3. Maintenance:

- a. **Cleaning:** Keep the E-Bike clean.
- b. **Helmet:** Disinfect any provided helmet after use.
- c. **Battery:** Notify the Office Assistant (OA) if the battery is below 25%.
 - i. OA will charge on a regular basis.
 - ii. Never leave battery charging overnight and/or unattended
- d. **Keys:** The OA will maintain the battery removal key. A spare key is at 970 Baxter Blvd.
- e. **Regular Maintenance:** Report known problems to Justin Barker: Jbarker@porthouse.org; he will arrange for regularly scheduled maintenance.

4. **Collisions:**

- a. **Medical Emergency:** Address medical emergencies first. Contact the Director or Assistant Director of Facilities as soon as possible.
- b. **Collisions:** Call the police or emergency services, and obtain a police report. Take clear photos of:
 - i. Up-close pictures of any known damage
 - ii. Wide pictures of all vehicles involved from all angles
 - iii. Wide pictures showing the general layout of the road and any intersections
 - iv. Insurance and ID information of all involved.
- c. **Theft:** If the E-Bike, or an E-Bike accessory is stolen, report immediately.
- d. **Reporting:** Notify the Director of Facilities and your supervisor of all collisions, thefts, and medical emergencies.

5. **Rules for E-Bike Use:**

- a. Follow all traffic laws and regulations.
- b. Wear a helmet while moving.
- c. Do not smoke, use cell phones, wear headphones, or eat/drink while riding.
- d. Lock the E-Bike properly when not in use. Refer to training video.
- e. Only use approved (original manufacturer) batteries and chargers on the E-Bike.

I, (print name) _____, have read and agree to follow this E-Bike Policy. I understand non-compliance may result in loss of E-Bike privileges.

Signature

Date



970 Baxter Boulevard, Portland, ME 04103
P: 207-773-4753 | F: 207-761-5886 | porthouse.org

Effective Date: Draft February 2026

Personal Vehicle Use Policy

Portland Housing Authority (PHA) understands that there may be times when an employee needs to use their personal vehicle to complete tasks related to their position. Even rarer, staff may find it necessary to drive a program participant in their personal vehicle. This policy is designed to cover both topics.

General Overview:

1. The Employee will check in with their supervisor and get permission to use their personal vehicle to perform duties related to their position.
 - a. If at any point a staff member's ability to legally and safely operate their personal vehicle is inhibited, the staff member will inform their supervisor immediately.
2. The Employee will keep track of mileage related to use of their personal vehicle for PHA purposes.
 - a. The completed and approved monthly mileage reimbursement form must be submitted to Accounts Payable prior to the 15th of the following month.
3. The Employee will adhere to relevant sections of the Driving Safety Policy, even when using their personal vehicle.

Use of Personal Vehicle to Drive Program Participants:

The Employee understands that PHA places a great emphasis on safe operation of all vehicles, including any that are owned and operated by its employees. Given this, the Employee understands and agrees to the following provisions.

1. Will not allow any other person to be a passenger in the Employee-owned vehicle while it is being used on behalf of PHA, unless such person is another Employee, a program participant, or other authorized person;
2. Will allow no other person to operate the Employee's vehicle while it is being used on behalf of PHA unless that other person is another Employee and is at least 18 years of age and possesses a valid driver's license;
3. Will not operate the vehicle, nor allow it to be operated by someone else, while the Employee or that other person is under the influence of alcohol or drugs;
4. Will not use or permit the use of the vehicle in a negligent or improper manner or in violation of any law or of this agreement.
5. Will maintain a "clear" and "acceptable" driving record in accordance with **the attached assessment tool**, which they consent to check at the time of this agreement and once at least annually thereafter.
6. Will keep the vehicle reasonably clean inside and out.
7. The Employee understands that the Organization does not furnish any insurance for the protection of the Employee if any claim or suit is made against the Employee arising out of



their operation of a personally owned vehicle unless otherwise stated in this policy; nor is any insurance provided by PHA to repair damage that may occur to the Employee's personally owned vehicle.

8. The Employee, at all times, will maintain automobile coverage at a minimum of:
 - i. \$100,000 per person for bodily injury / \$300,000 per accident for bodily injury / \$100,000 in property damage
 - ii. \$50,000 per person / \$100,000 per accident in uninsured/underinsured motorist coverage
 - iii. \$5,000 in medical payments
9. The Employee agrees to indemnify PHA against all claims, losses, damages and expenses, including legal fees, which PHA may incur as the result of the use of the Employee's vehicle on behalf of PHA.
10. Employee will immediately notify their direct supervisor if they are no longer permitted to drive for any reason or any accident or driving infraction occurs while using their personal vehicle for work.

I, (print name) _____, have read the above Personal Vehicle Use Policy and agree to adhere to it. I understand that if I do not adhere to this policy my ability to use my personal vehicle for work related purposes may be revoked.

Driver's License # & State _____

Date of Birth: _____

Signature - Employee

Date

I, (print name) _____, [] do / [] do not authorize for the above named employee to use their personally owned vehicle on behalf of PHA to drive program participants.

Signature – Director of Human Resources

Date

Telecommuting Policy

Portland Housing Authority (PHA) is a front facing organization that serves the needs of others through direct interactions. All staff must have an office/desk location on the Authority's property and regularly engage with tenants, participants, and/or vendors. PHA also understands that circumstances may arise that would benefit the organization, staff, and the people we serve if, on a limited basis, staff could telecommute.

General Overview:

1. All telecommuting arrangements are made on a case-by-case basis and must be approved by the Department Director. These arrangements may be discontinued at any time, at the request of either party.
2. PHA will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including laptop, printer, lock box, etc.) for each telecommuting arrangement on a case-by-case basis.
 - a. Any equipment supplied by PHA will be maintained by PHA.
 - i. It is the expectation that this maintenance will take place during normal business hours at the organization's main place of business, not at the employee's home office.
 - b. Equipment supplied by the employee, if deemed appropriate by PHA, will be maintained by the employee.
 - c. Utility costs associated with the home office will be paid for by the employee.
 - d. PHA accepts no responsibility for damage or repairs to employee-owned equipment.
 - e. The employee agrees to provide a secure location for PHA owned equipment and materials, and will not use, or allow others to use, such equipment for purposes other than PHA business.
 - f. All equipment, records, and materials provided by PHA shall remain PHA property.
3. The employee agrees to be available during assigned business hours for communication through phone and email.
 - a. The employee must send a message to other staff members when beginning or ending work alerting them of their availability.
4. The employee must email their supervisor at the end of each day with a bulleted list of tasks that they have completed, and what they hope to accomplish the next day.
5. The duties, obligations, responsibilities and conditions of the employee's employment with PHA remain unchanged. The employee's salary, retirement, earned time benefits, and insurance coverage shall remain the same.
6. Work hours, overtime compensation, use of earned time, and approval for use of vacation time will conform to PHA policies and procedures, departmental guidelines, and to the terms otherwise agreed upon the employee and supervisor.

7. The employee agrees to maintain a safe and ergonomically sound work environment, to report work-related injuries to the supervisor at earliest opportunity and to hold PHA harmless for injury to others at the telecommuting location.
 - a. The employee agrees to allow an authorized PHA representative to inspect the home office as needed.
8. Employee will return PHA equipment, records, and materials when this agreement ends or upon request.
9. Any evidence that this agreement has not been followed as outlined above would result in immediate termination of this agreement and disciplinary action.

Information Security

Consistent with PHA's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and client information accessible from their home office, whether it be digital or hard copy.

Steps include:

1. Every approved telecommuter must have up to date Cyber Security training.
2. Use of VPN supplied by PHA
3. Before discussing sensitive Personally Identifiable Information (PII) on the telephone, confirm that you are speaking to the right person.
 - A. Do not leave messages containing PII on voicemail.
4. Avoid discussing PII if there are unauthorized persons nearby that may overhear your conversation.
5. All files and equipment are secured appropriately in your home office at all times and or that they are with your physical person at all times during transport.
6. Keep all hard copy files and/or documentation containing sensitive PII securely in the PHA provided Lock File Storage Box. Do not leave sensitive PII unattended.
7. When working on a laptop, regular password maintenance and automatic shutdown based on being inactive for 2 minutes
8. Telecommuting employees must fill out a tracking log when taking any documents associated with clients out of the office. It is the responsibility of PHA to know where every file for every client is at all times without exception.
 - A. This log will need to state the file name, the date it was removed, and the date it is returned intact.
 - B. When the documents have returned, the employee must update the tracking log.
 - C. Evidence of information security must be presented.
 - D. No file may remain outside of the PHA Office for longer than 10 business days.
 - E. All files should be promptly returned to PHA as soon as reasonably possible and all files necessary for current work should ever be removed.
9. If an employee becomes aware that any data accessed or stored on/in a PHA device may have been compromised, the employee will treat this as an urgent security incident and will notify the supervisor and IT immediately to ensure that prompt action is taken to secure the data. Supervisors must promptly report all suspect compromises of sensitive PII related to HUD program's to HUD's National Help Desk at 1-888-297-8689.

I, (print name) _____, have read the above Telecommuting Policy and agree to adhere to it. I understand that if I do not adhere to this policy my ability to telecommute may be revoked.

Telecommuting Office Location: _____

Signature - Employee

Date

I, (print name) _____, [] do / [] do not authorize for the above named employee to telecommute for the below listed period of time or in the below circumstances:

Signature – Department Director

Date

TRAVEL REIMBURSEMENT POLICY FOR COMMISSIONERS

Date: August 2, 2018

Resolution #2916

BE IT RESOLVED THAT reasonable and necessary expenses incurred by the Commissioners when traveling on business shall be reimbursed or advanced in an amount not to exceed the following: Seventy-Five Dollars (\$75.00) per day for meals/food; actual cost of lodging for days associated with conference/training; actual cost of tolls, car rental, taxis, gratuity and other miscellaneous expenses required in the performance of their duties. All expenses shall be evidenced by receipts. Transportation expenses shall not exceed the reasonable cost of coach air/train/bus travel. Travelers will have the choice of making their own travel plans and reservations, or having administrative staff make plans and reservations. Mileage shall be compensated for at the rate currently in effect by the Internal Revenue Service as the standard deduction allowance for business travel.

AND BE IT FURTHER RESOLVED that it shall be the policy of the Board of Commissioners that members shall be authorized to attend one (1) general housing conference of their choice per fiscal year, and in addition to this general housing conference, members are encouraged and supported to attend the annual National NAHRO Legislative Conference in Washington, D.C. or a commissioner training session. Nothing in the above Travel Policy shall prevent the Chairperson of the Board of Commissioners from attending any conference of their choice or designating another member of the Board to attend in their place.

PORLAND HOUSING AUTHORITY

GENERAL PERSONNEL POLICIES AND PROCEDURES APPLICABLE TO ALL EMPLOYEES

**APPROVED BY
THE PORTLAND HOUSING AUTHORITY BOARD OF
COMMISSIONERS
ON**

April 11, 2019

Resolution #2938

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1. INTRODUCTION

The following personnel policies and procedures describe rights and responsibilities that apply to all Portland Housing Authority (PHA) employees. All employees are responsible for reading and following these policies and procedures.

These policies and procedures replace and supersede any and all previous policies and procedures on the covered topics. The best interests of the Portland Housing Authority (“the Authority”) and our employees necessitate that there be flexibility in administration. The Authority reserves the right to revise, supplement or rescind any policy or procedure it deems appropriate, with sole and absolute discretion. The Authority will try to keep policies and procedures current, but there may be times when policies or procedures will change before this document can be revised.

The policies and procedures in and of themselves are not terms and conditions of employment, nor should they be construed as an employment contract.

Non-union employees should also refer to the Non-Union Employee Handbook and union employees should refer to the applicable collective bargaining agreement for additional provisions applicable to their employment with the Authority.

2. EQUAL EMPLOYMENT OPPORTUNITY/NONDISCRIMINATION

The Authority is an equal opportunity employer and does not discriminate against any employee or applicant because of sex, race, color, religion, age, sexual orientation, national origin or ancestry, physical or mental disability, genetic information, or in any other manner that violates the law.

Reasonable accommodations may be made on a case-by-case basis to enable individuals with disabilities to perform the essential functions of their position.

3. PERSONNEL RECORDS AND PERSONAL INFORMATION

Confidential personnel files and records, including submitted medical information, are maintained for each employee and are the property of the Authority. Confidentiality will be maintained in accordance with applicable legal requirements.

With reasonable advance notice, employees may view the materials in their personnel file.

Changes in personal information should be reported to the Human Resources Manager as soon as possible. Examples of changes include, but are not limited to, name, address, family or marital status, telephone numbers, insurance beneficiary, new dependents, and emergency contacts.

4. CODE OF ETHICS

This Code of Ethics establishes standards for the conduct of employees that will assure the highest level of public service, ethics and fulfillment of the Authority's mission.

Any violations of this Code of Ethics may result in disciplinary action, up to and including discharge, based on the circumstances of each case (and in accordance with the terms of any applicable collective bargaining agreement).

For the purposes of this Code, "immediate family" shall include spouse, domestic partner*, mother, father, brother, sister, grandparent, son, daughter, aunt, uncle, son-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, first cousin. (*Domestic partners are defined as partners who meet the certification requirements of the Maine Municipal Employee Health Trust for purposes of providing health insurance. See the Human Resources Manager for a copy of the definition)

- A. Employment with the Portland Housing Authority may not be offered as consideration for support of any political party or a candidate for public office.
- B. Employees are prohibited from accepting gifts, money or gratuities from the following persons and entities. The only exception is for items of nominal value such as calendars, pens and mugs. If an employee has a question about whether a particular item is of nominal value, he/she is expected to ask the Executive Director.
 - 1. From persons, businesses, or institutions receiving benefits or services under any program operated by the Authority;
 - 2. From any person or agency performing services under contract;
 - 3. Any person or organization who has an interest in any matter proposed or pending before the Authority; or
 - 4. From persons who are otherwise in a position to benefit from the actions of an Employee or Commissioner.
- C. No person shall hold employment in the Authority while a member of his/her immediate family serves as a Commissioner.
- D. No person shall be hired for a position where a member of his/her immediate family has hiring, supervisory or budgetary control of that position. No person shall be hired for a position within the same department as another immediate family member.
- E. Outside employment (defined as any paid work outside of the Authority) shall be subject to the following conditions:
 - 1. The employee must notify his/her supervisor of the outside employment.

2. Such employment shall not interfere with the efficient performance of the employee's duties for the Authority.
 3. Such employment shall not involve a conflict of interest with the Authority or conflict with the employee's duties for the Authority.
 4. Such employment shall not involve the performance of duties which the employee should perform as part of his/her employment with the Authority.
 5. Such employment shall not occur during the employee's regular or assigned working hours at the Authority or involve the use of any Authority property.
 6. Employees shall not receive any paid leave time or benefits if an absence is incurred as the result of or for the purpose of outside employment. The only exception is that an employee may engage in outside employment when he/she is on approved vacation leave from the Authority.
 7. In the event that outside employment is deemed to interfere in any way with an employee's work or performance at the Authority, he/she may be asked to terminate either the outside employment or employment with the Authority.
- F. In order to preclude activity which might result in a charge of conflict of interest or adversely affect the confidence of the public in the integrity of the Authority, no employee shall:
1. Use his/her Authority position for a purpose that is or gives the appearance of being motivated by a desire for private gain (e.g. economic, for themselves or others with whom they have close family, business or political ties).
 2. Give preferential treatment to any organizations or persons in the delivery of services.
 3. In order to ensure that the public perceives the Authority and its employees as being fair and impartial in its dealings with the many contractors it employs in either its Capital Fund Program or its daily operations, no employee shall enter into any personal contracts, business dealings, or other similar relationship with any contractor while said contractor is employed by the Authority or for a period of one (1) year following termination of employment.

"Contractor" shall be defined as a person or firm who is hired to perform a specific and identifiable job pursuant to the signing of a contract between the PHA and said person or firm subsequent to the Authority's having gone to firm, sealed bids. For the most part, this will mean contracts in excess of \$50,000 in value.

It does not include suppliers or small businesses that, from time to time, do business with the Authority, such as Sears or your local oil dealer or gas supplier, or the local hardware store.

- G. Employees shall not enter into any contract or arrangement in connection with the PHA programs or its operations in which any of the following classes of persons has any interest, direct or indirect, during his or her tenure with the Authority or for one year thereafter:
1. Any present or former Commissioner.
 2. Any public official, member of a governing body, or state or local legislator who exercises functions or responsibilities with respect to the Authority's programs; or
 3. Any member of the Congress of the United States.
- H. Employees shall not issue statements to the news media regarding any Authority program or business without prior authority from the Executive Director.
- I. Employees shall not represent the Authority in the community without prior authority from a supervisor and/or the Executive Director.
- J. Employees shall not divulge confidential information obtained in the course of their employment, either during or after their employment, without the express authority of a supervisor or the Executive Director. Confidential information includes, but is not limited to Authority business, tenant/applicant information, and private and/or personnel information about other employees.
- K. All employees of the Authority are subject to the requirements of the federal Hatch Act. Any questions concerning allowable political activities should be directed to the Human Resources Manager.

5. HARASSMENT AND SEXUAL HARASSMENT

Employees may not physically, psychologically, or verbally harass another individual. Harassment is disruptive and can interfere with business. Such actions create an intimidating or offensive environment and reduce productivity.

Sexual harassment is unlawful and against Authority policy. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature. Sexual harassment occurs when submission to or rejection of unwanted sexual conduct is used as the basis for employment decisions, or when unwelcome sexual conduct creates an intimidating, offensive or hostile working environment.

Examples of sexual harassment include, but are not limited to:

1. Sexual touching, advances or propositions;
2. Verbal abuse of a sexual nature;
3. Graphic or suggestive comments about an individual's dress or body;
4. Sexually degrading words to describe an individual;
5. Display in the workplace of sexually suggestive objects or pictures, including nude photographs.

If you believe you have been the subject of harassment because of the actions of a supervisor, another employee, a tenant or other person, immediately report the incident to your supervisor. If the complaint is against your supervisor, or if you are uncomfortable making a report to your supervisor, contact the Human Resources Manager.

All complaints will be investigated promptly. Confidentiality will be protected to the extent reasonably possible. Any employee who is found to have engaged in harassment of another employee will be subject to appropriate disciplinary action up to and including termination.

Retaliation against any employee for filing a complaint or participating in an investigation is prohibited. In addition, employees should be aware that the Maine Human Rights Commission is the state agency charged with the responsibility of enforcing Maine's anti-discrimination laws. The Maine Human Rights Commission can be contacted at the following address and number:

**Maine Human Rights Commission
State House Station 51
Augusta, Maine 04333
(207) 624-6290**

6. WHISTLEBLOWER PROTECTION FOR REPORTS OF VIOLATIONS OF LAW OR UNSAFE CONDITIONS

An employee who, in good faith, believes that the Authority or practice of the Authority puts at risk the health or safety of that employee or other individuals should, as soon as practicable, report the violation or unsafe condition in writing to the Executive Director.

Pursuant to the requirements of Maine's Whistleblower Protection Act, the Authority will not discriminate against any employee in regard to compensation or terms and conditions of employment for making such a report, or for making a subsequent report to a governmental agency with authority over the Authority. The Authority will not retaliate against any employee for participating in an investigation, hearing, inquiry or court action addressing complaints of violations of laws or unsafe conditions.

7. DRUG FREE WORKPLACE

The Authority believes strongly that all employees should be able to work in an environment free from alcohol and drug abuse. Accordingly, the Authority expects all employees to report for work and to perform their duties in a manner which does not jeopardize the health, safety and well-being of co-workers, tenants or the public.

No employee shall possess, use, sell, distribute, or be under the influence of alcohol, illegal drugs, unauthorized prescription drugs or any substance that affects the employee's behavior or ability to perform his/her job responsibilities during work hours or during any period of time an employee is engaged in Authority business, whether on or off Authority property.

Employees may possess and take prescription drugs prescribed for them by a medical practitioner at work, except any such drug which is illegal under federal law. Employees are expected to inform their supervisor if they are taking any medication (over-the-counter or prescription) which may cause the employee to be a danger to themselves or others in performing their job duties, or which may otherwise interfere with the performance of their job duties.

Any employee who suspects that he/she may have an alcohol or drug dependency problem is strongly encouraged to contact his/her supervisor to seek voluntary diagnosis or treatment. The employee will be provided confidential referral services to an outside agency upon request and assisted in determining the extent to which insurance coverage may help pay for such services is available. Any referrals for treatment under this policy will not preclude disciplinary action (in accordance with any applicable collective bargaining agreement).

In accordance with federal law, an employee is required to notify the Executive Director of a criminal or civil conviction for a drug violation occurring in the workplace no later than five calendar days after such conviction. In turn, the Authority must, within ten (10) calendar days of learning of such a conviction, give written notification to any federal agency from which the Authority receives grant funds.

8. WORKPLACE VIOLENCE

The Authority is committed to providing a safe and healthy work environment for all employees. Every employee in the Authority deserves to be treated with respect, dignity and fairness. Violence, threats of violence, intimidation, or any other abusive or disruptive behavior by or against any Authority employee will not be tolerated. In addition, employees are not permitted to possess or use firearms or other weapons on Authority property. Violations of this policy shall result in disciplinary action, depending on the circumstances of each case (and in accordance with any applicable collective bargaining agreement).

A. Supervisor Responsibilities

1. Supervisors must not condone or tolerate violent, threatening, intimidating, disruptive or abusive behavior by any employee.
2. Any violations of this policy must be addressed with the employee, in consultation with the Executive Director.

B. Employee Responsibilities

1. No employee shall engage in conduct prohibited by this policy.
2. Employees are expected to report all violations of this policy by other employees to their supervisor.
3. For their own protection, employees should not try to handle a violent or potentially violent situation on their own. Instead, employees should promptly report such incidents in accordance with the procedure outlined below.

C. Reporting Procedure

Any Authority employee observing violent or threatening behavior should first secure his/her own safety and then:

1. Call the police if the situation requires the immediate assistance of law enforcement and/or medical personnel. The employee should be prepared to describe the exact location and nature of the incident and provide the name and a description of the violent or threatening individual.
2. After notifying law enforcement and/or medical personnel (or if law enforcement and/or medical assistance is not needed), the employee should notify his/her supervisor immediately. However, if the threatening employee is his/her supervisor, the employee should notify any management employee.
3. Employees who are threatened, assaulted, or attacked while on official duty in the field should immediately report such incidents to local law enforcement authorities and seek medical assistance if necessary. A report should also be made to their supervisor as soon as practicable for a follow-up investigation.

9. COMPUTER AND INTERNET USE

Employees are expected to use Authority computers only for work-related activities and personal use should be kept to an absolute minimum. Inappropriate use of Authority computers includes any use by an employee that interferes with his/her ability to work or that interferes with the work of other employees, that violates Authority's mission or policies, or that violates state or federal law. Some examples of inappropriate use include, but are not limited to, the following:

- Transmitting over Authority computers any sexually explicit comments or images, racial epithets and slurs, or any comments or images that would offend someone based on their race, color, sex, religion, national origin, age, physical or mental disability, ancestry, sexual orientation or genetic information.
- Any unauthorized personal use, i.e. gambling, accessing pornography, etc.
- Accessing social networking sites during working time.
- Any unauthorized commercial use or use for personal profit.
- Downloading any software or other material from the Internet without authorization.
- Disruptive acts, such as introducing viruses into the computer system.
- Accessing and/or sharing the Authority's files and materials without proper authorization.
- Download and use of personal instant messaging (IM) type software
- Copying software or copyrighted materials without express written consent of the copyright holder.

Employees who send e-mails as part of their business activities should be sure that they are written in a professional and appropriate manner.

Employees do not have an expectation of privacy in their use of the Authority's computers, including e-mail. The Authority specifically reserves the right to monitor employee computer and Internet usage.

10. BUSINESS AND PERSONAL USE OF SOCIAL MEDIA

For the purposes of this policy, “social media” is defined as on-line media applications such as social networking sites, blogs, podcasts, forums and other on-line information sources.

Employees may use social media for personal purposes on their own computers or personal electronic devices during non-work time such as authorized breaks, and before or after work.

Social media may not be used during working time except as specifically authorized in accordance with this policy. Employees are expected to use good judgment in their personal use of social media to ensure that posts, photographs, videos and other content do not violate Authority policies, including harassment, nondiscrimination and confidentiality policies. Employees may not post pictures of fellow employees or tenants without the express permission of those photographed. If the Authority becomes aware of social media or any web content that violates this policy, the employee will be asked to remove the content and/or may be disciplined depending on the facts and circumstances of the particular case.

The Authority maintains an official presence on specific on-line media applications in order to promote its image and business. Only authorized employees are allowed to create, modify or remove content in these applications, and supervisors are responsible for monitoring content to ensure that it meets the Authority’s professional standards and computer use policy.

Copyrighted information cannot be posted unless prior permission has been obtained from the copyright holder.

Individual employees may be authorized to utilize particular social media for business purposes. Any use of social media for authorized business purposes must be professional in tone and content, comply with all Authority policies and not disclose any confidential business information. If an employee is unsure whether particular information may be discussed or disclosed, he/she is expected to consult with his/her supervisor.

11. USE OF AUTHORITY TELEPHONES AND OTHER EQUIPMENT

The Authority’s telephones are provided to support its business. In general, the telephones should only be used for business purposes. Personal calls not only interfere with the work of the individual making the call but also interfere with co-workers’ abilities to perform their responsibilities. We understand that employees may have emergencies or personal business calls that can only be made during business hours. We expect that all employees will limit personal calls to a minimum.

Employees are not permitted to use copiers, fax machines or other Authority equipment for personal purposes without prior approval of their supervisor.

12. PERSONAL CELL PHONE/ELECTRONIC DEVICE USE

Employees may not utilize their personal cell phones or electronic devices during working time. The only exception is for a bona fide emergency. Employees are expected to keep their personal cell phones/electronic devices turned off or on vibrate during working time.

Using a cell phone/electronic device to talk, text or perform other tasks while operating an Authority vehicle or while operating a private vehicle for work-related purposes is prohibited. Employees are required to pull over where it is safe to do so and stop prior to using a cell phone or other electronic device.

13. FAMILY AND MEDICAL LEAVE

Employees are entitled to family and medical leave under the federal Family and Medical Leave Act of 1993 (“FMLA”) or the Maine Family Medical Leave law when they meet all of the eligibility requirements of these laws. This policy sets forth several rules that must be applied uniformly to all employees who may be eligible for family and medical leave. As used in this policy, “family and medical leave” means leave available under both the federal and state laws.

A. The Federal Employee Eligibility Periods

There are two types of eligibility periods under the federal law as described below.

1. 12-Month Period for Birth, Adoption or Foster Care; Serious Health Condition Purposes; Qualifying Exigency

There is a 12-month eligibility period for FMLA leave taken for the following qualifying purposes:

- a. Birth and care of the newborn child of the employee.
- b. Placement with the employee of a son or daughter for adoption or foster care;
- c. Care for an immediate family member (spouse, child, or parent) with a serious health condition.
- e. Medical leave when the employee is unable to work because of a serious health condition; or
- f. Qualifying exigency leave for an employee whose spouse, child or parent is a regular member of the Armed Forces on covered active duty deployed to a foreign country or a reserve member of the Armed Forces (including National Guard) on covered active duty deployed to a foreign country under call or order to active duty in a contingency operation.

2. Eligibility and Amount of Leave

- a. Employees eligible under federal law can take up to 12 weeks of family and medical leave.
- b. An employee must have worked for the same employer at least 1,250 hours during the past 12 months.
- c. Employees do not have to use the 12 weeks all at one time. If eligible, leave can be taken intermittently or on a reduced schedule, up to the equivalent of 12 regular work

- weeks. Leave for the birth or adoption of a child may be intermittent or on a reduced schedule, but only if the employer and employee both agree.
- d. The 12-month period used to determine employee eligibility for FMLA for the purposes described above shall be the 12-month period measured forward from the date the employee's first leave began.

3. Federal 12-Month Period for Military Caregiver Leave

There is a separate 12-month period for employees eligible for military caregiver leave of up to 26 weeks. Such leave may be taken to care for a spouse, child parent or next of kin of a covered service member with a serious injury or illness (see the Human Resources Manager for more information about service members who are covered). This leave is calculated from the first day that leave is taken for this purpose and does not track the employer's designated 12-month FMLA tracking period as described above. Any military caregiver leave that is not taken within the specific 12-month period is forfeited. This leave period may overlap with the usual 12-month leave period designated by the Authority and in certain circumstances; this may impact the employee's eligibility to take other types of FMLA leave.

B. Maine Requirements

1. Eligibility and Amount of Leave

- a. Employees eligible under Maine law can take up to 10 weeks of family and medical leave.
- b. Employees must have worked for the Authority for 12 months in a row before taking this leave.

2. Qualifying Purposes

Leave may be used for the following qualifying purposes:

- a. Serious health condition of the employee;
- b. Serious health condition of the employee's spouse, domestic partner*, child (or child of domestic partner), parent or sibling;
- c. Birth of the employee's child or child of his/her domestic partner;
- d. Placement of a child 16 years of age or younger with the employee or the employee's domestic partner for adoption;
- e. Donation of an organ for human transplant by the employee;
- f. Death or serious health condition of the employee's spouse, domestic partner, parent, sibling or child as a member of the state military forces or United States Armed Forces (including National Guard and Reserves) while on active duty.

(*Domestic partners are defined as partners who meet the certification requirements of the Maine Municipal Employee Health Trust for purposes of providing health insurance. See the Human Resources Manager for a copy of the definition.)

C. Notice by Employee

Employees requesting leave shall provide at least 30 days' notice to the employer whenever the need for such leave is foreseeable. The employee shall provide appropriate medical certification (or other certification appropriate to the particular request) supporting the leave request.

When the employer has reason to believe that an employee is or will be absent for an FMLA-qualifying purpose, the employer should request the appropriate information from the employee to determine the employee's eligibility for family and medical leave.

D. Coordination with Other Leave

When leave is taken that qualifies both as FMLA and as permitted leave under any employment contract, collective bargaining agreement or policy, the employee shall use FMLA and the other type of leave concurrently, provided that the employee meets all of the eligibility requirements for each type of leave. Types of leave that shall run concurrently with FMLA include but are not necessarily limited to: accrued sick leave, vacation and comp time, unpaid leave, disability leave, absence for work-related injuries, and any other applicable types of leave.

E. Fitness for Duty Certificate

Before returning to work, employees taking FMLA for their own serious health condition shall submit a certificate from a health care provider indicating that they are able to return to work and perform the essential functions of the position.

14. VICTIMS OF VIOLENCE LEAVE

Maine law provides that employees who are victims of violence may request unpaid leave to take care of certain necessary business. Employees who have questions about such leave should request more information from the Human Resources Manager.

15. SMOKING POLICY

Smoking is prohibited within all PHA buildings. Smoking must take place outside, a minimum of 25 feet from a PHA building, 50 feet from a primary entrance, and appropriate receptacles used for the disposal for cigarette butts. Smoking is also prohibited within PHA vehicles.

16. EMPLOYEE TRAVEL POLICY

As of April 2024 there is a separate updated policy. This Travel Policy no longer applies.

General:

These policies and procedures apply to PHA employees when they are planning to travel or incur travel-related expenses while conducting authorized agency business. These policies and procedures shall be administered and enforced uniformly for all travelers. Travelers and

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supervisors should exercise sound business judgment in implementing these procedures and in responding to conditions that warrant exceptions. All travel plans must receive approval prior to the travel date from the employee's supervisor and the Executive Department. Travelers are expected to minimize travel related expenses by making selections that result in the least expense, providing this does not result in ineffective use of the individual's time or excessive inconvenience. Travel requests may also be reviewed under applicable federal travel regulations, including U.S. Department of Urban Development (HUD), General Services Administration (GSA) and U.S. Office of Management and Budget (OMB).

Travel Advance or Reimbursement:

Travelers will have the choice of making their own travel plans and reservations, or having administrative staff make plans and reservations. Reasonable and necessary expenses incurred by employees on company travel may be advanced prior to travel, or reimbursed following the trip, at the Employee's option.

All travel and expense transactions, including any reimbursement to the traveler, must be recorded using PHA travel form. Reimbursement for approved travel will be based on actual expenses, as authorized. It is the traveler's responsibility to document all expenditures with original receipts or invoices.

Administrative staff will complete the PHA Travel Form and reconcile approved travel expenses with submitted receipts and other documentation.

- Travelers requesting an advance must do so at least three weeks prior to the travel date. Travel advances will be issued no sooner than 14 business days prior to the trip.
- Any unspent advance funds must be returned based on the final determination of eligible expenses.
- Requests for reimbursement must be submitted no later than 20 business days following return and submission of receipts. Reimbursement will be received within three weeks from submission of all receipts.

Eligible Travel Expenses:

Expenses eligible for reimbursement include, but not be limited to; meals/food, lodging, fares for air/train/bus travel, ground transportation, checked luggage (one piece) and gratuity.

Expenditures incurred by non-PHA personnel, as well as non-business-related expenditures incurred by employees, are not eligible for reimbursement.

1. Meals/Food: Reimbursement for meals/food is allowable when travelers are away from home overnight.
 - The agency will reimburse travelers for actual meal/food expenses, up to a maximum of \$75 per day, per person for a full day, and a maximum of \$40 for half travel days.
 - The agency does not pay for alcoholic beverages.
2. Lodging: Travelers are expected to use reasonably cost lodging appropriate for the purpose of the travel. Reimbursement will be for a standard room for the minimum number of nights necessary to complete the business, training or conference. Suites and other upgraded rooms are not allowable expenses without prior approval, or with complimentary upgrades. Incidental costs such as in-room movies and laundry services are not reimbursable. Hotel internet

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charges will be reimbursed for working remotely. Itemized lodging receipt to support actual expenses are required.

3. Mode of Travel: Depending on the location and schedule, travelers may use air, train, bus, personal vehicle, or a combination of modes to reach their destination. Travelers are expected to use the mode of transportation that is most efficient and cost-effective.
 - Airfare can be made for flights from Portland; Manchester, NH; or Boston, MA, depending on the destination.
 - The cost of flight insurance is reimbursable upon request.
 - Personal vehicles: travelers may use their personal vehicle for travel and will be reimbursed for tolls, parking, and mileage at the current IRS rate.
4. Ground Transportation: Travelers will be reimbursed for the reasonable cost of ground transportation needed to arrive at their destination; example to and from airports and hotels. Ground transportation for personal reasons while away traveling will not be reimbursed.
 - Forms of ground transportation include taxis, Uber, Lyft, shuttle, and all forms of public transit.
 - Car rentals are not considered a typical mode of ground transportation and must receive prior approval.
 - Hotel courtesy shuttles and airport buses should be used if available. Sharing of transportation with colleagues is encouraged when possible.
5. Gratuity: Travelers will be reimbursed for following forms of gratuity.
 - Up to 20% of the cost of a meal.
 - Up to 15% taxis fare.
 - \$10 per day will be automatically reimbursed to travelers for cash gratuity offered for assistance such as room cleaning and assistance with luggage.

17. RETURN TO WORK POLICY

The Authority maintains a Return to Work Program with the goal of allowing employees who are unable to perform the essential functions of their positions to be able to return to work as quickly and smoothly as possible. The Program's goal is to provide meaningful work activity for employees who become temporarily unable to perform all, or portions, of their regular work assignments due to a work-related or non-work-related injury or illness. This is done on a case-by-case basis depending on each individual, whether their work can be modified, and the needs of the Authority.

18. ATTENDANCE AND PUNCTUALITY

The Authority expects employees to be reliable and punctual for work. Employees are expected to be at their workstation or site ready to begin work promptly at the start of their scheduled workday; to return promptly from scheduled breaks; and to work until their scheduled quit time unless authorized by a supervisor in advance.

Department Directors are responsible for determining and approving workday schedules for their staff members.

Employees are expected to notify their supervisor or other appropriate management staff in advance of any anticipated absence or tardiness, or in case of an emergency, before their designated start time.

Unexcused or excessive absences or tardiness; leaving work without permission; abuse of sick leave or other leave; and/or failure to provide appropriate documentation for absences when requested may result in disciplinary action, up to and including termination.

Failure to call in or report to work for three consecutive days will be considered a voluntary resignation.

19.PERFORMANCE EVALUATIONS

The Authority considers employee evaluations to be a necessary and continual process. Employees will be evaluated at least once prior to the end of the Introductory Period and once a year thereafter. The employee's supervisor will review the evaluation with the employee and provide him/her with a copy.

20.WORKPLACE CONDUCT AND DISCIPLINE

The Authority expects employees to follow rules of conduct and ethics that will protect the interests and safety of all employees, the Authority, and the general public. While it is not possible to list all the forms of behavior that are unacceptable in the workplace, employees will be disciplined for any behavior that is unsafe, detracts from an employee's ability to work, or is not in the Authority's best interest. Discipline will generally be progressive (oral warning, written reprimand, suspension, termination), but the Authority retains full discretion to deviate from progressive discipline based on the nature of the employee's misconduct. Some types of employee misconduct are so serious that they constitute just cause for immediate termination. Examples include, but are not limited to, the following:

1. Failure to comply with these work rules or the Authority's General Personnel Policies.
2. Any physical, psychological or verbal harassment or sexual harassment in violation of the Authority's harassment and sexual harassment policy. This includes any and all crude, rude or sexual comments or conversations in the presence of a resident, any touching of a resident in any manner other than in an emergency to prevent physical injury, any solicitation of a social or intimate relationship with a resident, any entrance into a resident's apartment for anything other than a work-related assignment, duly noticed by the property manager.
3. Violations of the computer and internet use policy, including but not limited to accessing unauthorized information or internet sites.

4. Falsifying Authority records, giving false information for any Authority record (including but not limited to employment applications and time records), or making false statements concerning the Authority or any Authority personnel.
5. Neglecting or failing to complete job duties and responsibilities; or continued unsatisfactory job performance.
6. Theft, abuse, or unauthorized use, possession or removal of property, money or materials of the Authority, fellow employees, tenants, residents or anyone else, regardless of value.
7. Failure to observe all safety rules and practices, including but not limited to failure to use protective equipment and clothing, or misuse or unsafe operation of vehicles or equipment.
8. Insubordination, disobedience, failure or refusal to follow written or oral instructions of supervisory personnel.
9. Disclosure of confidential information about the Authority or any tenant/resident.
10. Engaging in unauthorized personal business during work time, or misappropriation of Authority property for non-work purposes.
11. Violent, threatening, harassing or intimidating conduct, inflicting bodily or emotional harm, or using abusive, profane or discriminatory language with tenants, residents, clients, applicants, co-workers, other Authority personnel or the general public, whether on or off work premises and including communications on the Internet and social media sites. This includes taking advantage of, manipulating or soliciting for a social or sexual relationship.
12. Unprofessional conduct with a tenant or resident, including socializing with tenants or residents during the workday, or any unauthorized presence in a tenant or resident's housing at any time (public housing or Section 8). Examples of unprofessional conduct include, but are not limited to:
 - a. Buying and or giving gifts of any kind to residents is prohibited;
 - b. Giving anything else of value such as a ride to a resident, either in your personal vehicle or a PHA vehicle, is prohibited;
 - c. Borrowing anything from or lending anything (money, your car, your tools...) to a resident is prohibited;
 - d. Having a personal or social relationship (any contact, communications, activity, not related specifically and solely to work-related interaction) with a resident is prohibited;
13. Possession or use of a firearm, weapon, explosives or other hazardous materials/devices, or use of any item as a weapon during work time or on Authority property.

14. Violations of the smoking and drug-free workplace policies, including possession, use, sale, distribution or being under the influence of alcohol, illegal drugs, unauthorized prescription drugs or any substance that affects the employee's behavior or ability to perform job responsibilities. This includes coming to work in the morning after consumption of any substance discussed above when that substance is not fully out of your system from the night before
15. Failure to comply with the Authority's dress and grooming expectations.
16. Criminal activity on work time or Authority property.
17. Any other conduct which the Authority deems to have a negative impact on the reputation, safety or business of the Authority.

21. DISCIPLINARY SYSTEM

The following actions may be taken progressively or independently, depending on the type of policy violation and/or employee conduct and the employee's work history.

WARNING:

The supervisor informs the employee that a work rule or policy violation has occurred, and that his/her behavior or performance must improve, or more serious disciplinary action will be taken. The supervisor will note the date and nature of the warning.

REPRIMAND:

A reprimand consists of a formal meeting with the employee. Specific violations and problems areas are discussed. Specific areas of improvement and expectations are outlined, and a timeframe of improvement is established. A formal record of the meeting is kept.

SUSPENSION:

A formal meeting is held with the employee. Specific violations are identified and documented. Following the meeting the decision is made to suspend the employee from work, for a certain amount of time, with or without pay, depending on the type and seriousness of the offense. Suspensions can only be approved and administered by the Executive Director.

TERMINATION:

The decision is made to terminate the employee. The employee is informed of the termination, which usually will be effective immediately. Formal meetings and previous actions may have occurred but are not required depending on the type and seriousness of the offense. Terminations can only be approved and administered by the Executive Director.