

Updates and Additions to the Housing Authority of the City of Milwaukee (HACM) Handbook

August 2018

Policy Additions

✓ Addition to “Volunteer Policy”

The following sections have changes in verbiage intended to enhance compliance and clarity.

Section: **Scope of Manual**

From: This manual is intended to generally apply to all HACM personnel.

To: This manual is intended to generally apply to all HACM personnel, unless a formal written Department policy expressly states otherwise.

Section: **Employment at Will**

Addition of Disclaimer: “Nothing in this Handbook creates, or is intended to create, a promise or representation of continued employment.”

Section: **You and Your Supervisor**

From: You should never discuss salary or other confidential issues with any other employees.

To: You should never discuss confidential issues with any other employees.

Section: **Orientation Policy**

From: All new employees will receive a formal orientation dependent on position.

To: New employees may receive a formal orientation depending on position

Section: **Classification of Employment: Temporary Employees**

From: Employees who are engaged to work full-time or part-time on the Organization's payroll with the understanding that they are considered temporary.

To: Employees who are engaged to work full-time or part-time on the Organization's payroll with the understanding that they are considered temporary (for a particular project and/or specified period of time).

Section: **Classification of Employment: Non-Exempt Employees:**

From: Non-exempt employees are employees who, because of the type of duties performed, the usual level of decision making Organization, and the method of compensation, are subject to all overtime provisions of the Fair Labor Standards Act (FLSA).

To: Non-exempt employees are employees who, because of the type of duties performed and the method of compensation, are subject to all overtime provisions of the Fair Labor Standards Act (FLSA).

Section: **Classification of Employment: Exempt Employees**

From: Exempt employees are employees who, because of their positional duties and responsibilities and level of decision making authority, are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

To: Exempt employees are employees who, because of their positional duties and responsibilities are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

Section: **Personal Conduct**

Addition of: If any employee believes that a member of the public, an elected official or a co-worker is acting inappropriately, the employee should contact his or her supervisor or Human Resources.

Section: **Hours of Work**

From: Failure to do so may result in discipline.

To: Failure to obtain appropriate approval in this regard may result in discipline.

Section: **Flex Time**

From: A flexible schedule arrangement permits management-level staff some flexibility in scheduling work hours.

To: A flexible schedule arrangement permits full-time exempt management-level staff some flexibility in scheduling work hours.

From: The amount of flexibility granted under the flextime schedule provision should relate to the amount of uncompensated extra time worked, and time should generally be taken within a few weeks.

To: The amount of flexibility granted under the flextime schedule provision should relate to the amount of extra time worked, and time should generally be taken within a few weeks.

Section: **Performance Review Policy**

From: Performance Reviews are completed for all employees.
To: Annual Performance Reviews are completed for all employees.

Section: **Vacation Leave Policy: Termination and Vacation Pay**

From: Upon termination of employment with Travaux, employees will be paid for earned, unused vacation leave provided two (2) weeks' notice is given (and worked),
To: Upon termination of employment with Travaux, employees will be paid for earned, unused vacation leave,

From: unless the employee is on FMLA or WFMLA leave.
To: unless the employee is on FMLA or WFMLA leave or unless otherwise required by applicable law.

Section: **Sick Leave Policy**

From: Paid sick leave is to be used only to cover the necessary absence from work of an employee due to the employee's illness, or disease and disability
To: Paid sick leave is to be used only to cover the necessary absence from work of an employee due to the illness, injury or disability or medical appointments, or as otherwise consistent with applicable law.

Section: **Sick Leave Policy: Sick Leave Management**

From: Paid sick leave is to be used to cover an employee's necessary absence from work due to injury or illness including; pregnancy; injuries or illnesses compensable under the WFMLA, FMLA or the Worker's Compensation Act
To: Paid sick leave is to be used to cover an employee's necessary absence from work due to the illness, injury or disability or medical appointments of the employee or the employee's children or as otherwise allowed under the FMLA, FMLA or the Worker's Compensation Act or other applicable law.

Section: **Sick Leave Policy: Notification Procedures**

From: Employees must speak to their immediate manager/supervisor or designee, informing them of their inability to work because of injury or illness.
To: Employees must speak to their immediate manager/supervisor or designee, informing them of their inability to work for reasons covered by this policy.

Section: Sick Leave Policy: Doctor's Certificate Requirement

Deleted: However, a supervisor/manager may require a physician's statement that the employee was treated for an illness on the day of absence at any time.

For any absence from work due to illness more than three days (whether claiming paid sick leave or not), an employee is required to see a physician during the period of illness and provide a statement from a physician indicating the employee's medical inability to work.

Addition: If any restrictions are imposed by the medical provider

Section: Medical Leave of Absence: Benefits and Job Restoration

From: Reinstatement cannot be guaranteed to employees returning from medical leaves in excess of thirty (30) days.

To: Unless otherwise required by applicable law, reinstatement cannot be guaranteed to employees returning from medical leaves under this policy.

Section: Person Leave of Absence

From: A Personal Leave of Absence is an excused period of time away from HACM to allow employees and additional opportunity for medical or other emergency situations.

To: A Personal Leave of Absence is an excused period of time away from HACM.

Section: Person Leave of Absence: Unpaid Leave

Deleted: along with a doctor's note stating the anticipated date of return to work (if taken for medical reasons that do not qualify for leave under the Wisconsin or Federal Family and Medical Leave Act).

Section: Bereavement Leave

Deleted: An employee's eligibility to use step parent funeral leave is limited to one step-father and one step-mother, regardless of the number of his/her step parents.

Section: Military Leave

From: If an employee is called into duty and meets all legal requirements, HACM will allow the needed time off to fulfill this commitment.

To: If an employee is called into duty and meets all legal requirements, HACM will allow the needed time off to fulfill this commitment pursuant to and consistent with applicable law.

Section: **Witness Duty Pay**

- From: Full-time employees who are subpoenaed to appear as a witness in a legal proceeding or deposition as a direct result of an incident that occurred while they were working shall receive full pay based on their regular first shift work hours for the time required.
- To: Full-time employees who are subpoenaed to appear as a witness in a legal proceeding or deposition as a direct result of a work-related incident or issue shall receive full pay based on their regular first shift work hours for the time required.

Section: **Job Posting Program**

Deleted: Vacancies will be posted on various websites, using a variety of sources, including the HACM website. The application process will be specified on those sites.

From: In order to be considered for a posted position, you must:

- Be an employee of HACM in good standing, i.e., not currently involved in any formal disciplinary actions.

To: In order for a current employee to be considered for a new position, you must:

- Be in good standing, i.e., not currently involved in any formal disciplinary actions.

Deleted: Although it is the hope of HACM that all employees will have opportunities to advance and grow within the Organization, HACM will not extend any preference to employee applicants on the basis of their status as current employees of the Organization. HACM reserves the right to post positions internally only or externally only, at its discretion.

Section: **Traffic Violations/Accidents**

- From: Any employee involved in an auto accident during working regardless of the severity, must notify the police and the immediate supervisor; this includes employees driving personal vehicles for during working hours.
- To: Any employee involved in an auto accident while in the course and scope of employment, regardless of the severity, must notify the police and the immediate supervisor; this includes employees driving personal vehicles for Organization purposes.

Section: **Safe Travel Practice**

- From: 2. No drinking alcoholic beverages while driving
- To: 2. No drinking alcoholic beverages while driving (or while otherwise in the course and scope of employment)

From: Fasten safety belt when driving for work, or riding as a passenger

To: Fasten safety belt when driving or riding as a passenger

Deleted: Drive defensively

Section: **Employee Conduct and Work Rules**

From: Employees are expected to refrain from any behavior that might be harmful to themselves, their co-workers, and/or HACM, or that might be viewed unfavorably by current or potential customers or by the public at large.

To: Employees are expected to refrain from any behavior that might be harmful to HACM or that might be viewed unfavorably by current or potential customers or by the public at large.

Section: **Employee Conduct and Work Rules: Definition**

From: The following is a sample listing of behaviors and situations that are considered inappropriate.

To: The following is a sample listing of behaviors and situations that are considered unacceptable.

From: Reporting to work intoxicated or under the influence of a non-prescribed drug, except over the counter medications taken for their intended purposes, and/or

To: Reporting to work intoxicated or under the influence of a non-prescribed drug, except over the counter medications taken for their intended purposes, assuming that the over-the-counter medication does not interfere with the employees' ability to perform the essential functions of the job safely

From: • the illegal manufacture, possession, use, sale, distribution, or transportation of drugs

To: • illegal manufacture, possession, use, sale, distribution, or transportation of drugs on Organization premises or while in the course or scope of employment

Section: **Post Employment Medical Exams**

Section Deleted

Section: **Workplace Violence Prevention Policy**

From: HACM has a "zero tolerance for violence" policy. If an employee displays any violence in the workplace or threatens violence in the workplace, the employee may be subject to immediate termination.

To: HACM has a “zero tolerance for violence” policy. If an employee displays any violence in the workplace or threatens violence in the workplace, the employee will be subject to discipline, up to and including immediate termination.

From: It is everyone’s business to prevent violence in the workplace. The employee can help by reporting what the employee sees in the workplace that could indicate that a co-worker is in trouble.

To: It is everyone’s business to prevent violence in the workplace. The employee can help by reporting any suspicious activity or conduct.

Section: **Workplace Violence Prevention Policy: Definitions**

Deleted: Employee: Any person who performs services for Travaux, whether compensated or uncompensated.

Section: **Workplace Violence Prevention Policy: Prohibitions**

From: - while working on HACM Property
- while acting within the course of their employment
- when not on HACM property

To: - on HACM property, including but not limited to all buildings, offices and residences owned, leased, controlled and/or occupied by HACM;
- while acting within the course of their employment or on behalf of the Organization.

Section: **Risk Control:**
Section Deleted

Section: Internet and Email Use Policy:

From: Any improper usage of the Internet or e mail jeopardizes the Organization’s legal standing and therefore cannot be tolerated.

To: Any improper or excessive non-work usage of the Internet or e mail will not be tolerated.

From: employees should not use HACM Internet connections,

To: employees should not use HACM Internet connections, except as necessary for Organization business, for any of the following activities:

Section: **Electronic Communications Policy**

Deleted: If employees have any doubt about what to post online, it is probably better not to post, since once something is placed in cyberspace; it is often difficult to retract the information.

Employees should use their best judgment and exercise personal responsibility when posting to any social media websites.

From: Employees should avoid using HACM provided email addresses to register on social networks, blogs or other websites for personal use.

To: Employees are prohibited from using HACM provided email addresses to register on social networks, blogs or other websites for personal use.

Deleted: As an employee you are legally liable for anything you write or present online.

1. Section: **Personnel Files**

From: A HACM employee may wish to review information found in his or her personnel file. It is the policy of HACM to allow employees access to their personnel files. If the employee would like to access his or her personnel file, a two-day notice request is required.

To: A HACM employee may wish to review information found in his or her personnel file. It is the policy of HACM to allow employees access to their personnel files as required by Wisconsin law. If the employee would like to access his or her personnel file, a seven-day notice request is required.

The following policies have been revised in the attached draft HACM Handbook:

- ✓ Proposed Policy Changes:
- ✓ Equal Employment Opportunity
- ✓ Americans with Disabilities Act (ADA)
- ✓ Non-Discrimination and Harassment Policy
- ✓ Nepotism
- ✓ Introductory Period
- ✓ Compensatory Time/Over-Time
- ✓ Political, Cultural or Religious Holidays
- ✓ Family and Medical Leave
- ✓ Dress Guidelines
- ✓ Drug Free Workplace Policy
- ✓ Substance Abuse and Drug Testing
- ✓ Alcohol and Controlled Substances