

HOUSING AUTHORITY REPORT

DATE ISSUED: February 9, 2009 (Revised March 25, 2009) **REPORT NO:** HAR 09-007

ATTENTION: Members of the Housing Authority
For the Agenda of April 21, 2009

SUBJECT: New Personnel Policy Handbook and Delegation of Authority

REQUESTED ACTION:

Housing Authority approval of Housing Commission's new Personnel Policy Handbook that would replace current personnel policies. Additions and other revisions are described in the Summary of Changes (Attachment 1); and delegation of authority to the Housing Commission Board for decisions related to the administration and management of human resource issues.

STAFF RECOMMENDATION:

Housing Authority approval of the following:

1. Proposed Personnel Policy Handbook (Attachment 2).
2. Delegation of authority to the Housing Commission Board to make decisions related to the administration and management of human resource issues.

These recommendations were reviewed and approved for forwarding by the Housing Commission on February 20, 2009. These recommendations were first heard by the Housing Authority on March 24, 2009, at which time additional questions were raised and the item was continued until the April 21, 2009 Housing Authority meeting.

SUMMARY:

The Housing Commission currently has a staff of 234 employees, of which 127 are represented by the Service Employees International Union, Local 221 (S.E.I.U.) with the remaining 107 unrepresented. In accordance with the Meyers-Milias-Brown Act [Government Code §3500 et seq.], the Housing Commission has negotiated a Memorandum of Understanding (MOU) with S.E.I.U. to govern employer-employee relations pertaining to those employees represented by the union. The remaining employees are subject to the Housing Commission's personnel policies. The personnel policies also apply to represented employees in those areas where the MOU is silent.

The proposed Personnel Policy Handbook illustrates the efforts of the Housing Commission to maintain good human resource administrative practices; the adoption of a new personnel policy handbook is important to the continuing efficient operation of the agency. The proposed policy handbook was developed in collaboration with General Counsel and Koff & Associates, a human resources consulting firm. This handbook includes various technical changes and separates the personnel policies into four distinct sections for ease of administration: Legal; Employment Practices; Benefits; and Rules and Regulations. The Classification and Pay Plan, previously included in the personnel policies, is now

included in the Housing Commission's annual budget, which is presented to the Housing Authority for review and approval.

Attachment 3 is the final strike-out version of the current personnel policies prior to the total reformatting of the document.

Revisions to administrative and policy regulations, including personnel policies, most often involve matters without budgetary significance, but important to the efficient administration of the Housing Commission. The ability to implement the necessary modifications in an expedient manner with review and approval by the Housing Commission Board increases the efficiency of the agency and minimizes administrative burden on the Housing Authority.

The FY2006-2008 Business Plan, approved by the Housing Commission and Housing Authority on September 16, 2005 and November 1, 2005, respectively, includes a goal to reduce the redundancy in approval processes. Therefore, delegation of authority to the Housing Commission is recommended for decisions pertaining to the administration and management of human resource issues.

To date, the Housing Authority has delegated authority to the Housing Commission to approve a number of actions around human resource management. These include:

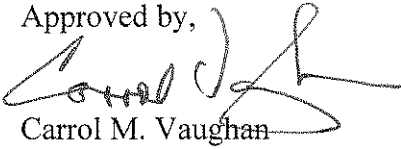
September 13, 2005 - the Housing Authority authorized the President and Chief Executive Officer (CEO) to implement optional plan changes to the Housing Commission's Section 457 Deferred Compensation Plan. Further, the Housing Authority authorized the CEO to implement all future mandatory legislative compliance revisions to the Plan Document for approval by the IRS as appropriate.

August 14, 2006 - the Housing Authority authorized the CEO to implement mandatory legislative changes to the Housing Commission's Defined Contribution Plan to ensure IRS compliance. Authority was also granted to the Housing Commission Board to implement optional changes to the Defined Contribution plan.

The requested delegation of authority will not replace the Housing Authority's review and approval of the Housing Commission budget. The Housing Authority will thus maintain direct control over the primary budgetary elements of the Housing Commission's administration. As with all actions taken by the Housing Commission, any member of the Housing Authority may call a decision of the Housing Commission to the Housing Authority for review.

Respectfully submitted,


C. Terry Whitesides
Director of Business Services

Approved by,

Carrol M. Vaughan
Executive Vice President &
Chief Operating Officer

Attachments:

1. Summary of Changes
2. Personnel Policy Handbook (New)
3. Current Personnel Policies (strike-out version 4)

Copies available for review during business hours at the Housing Commission offices at 1122 Broadway, San Diego, CA 92101, Main Lobby and at the Office of the City Clerk, 202 C Street, San Diego, CA 92101.

Policy #	Policy Title	Previous Policy Comments if Applicable	Revised Policy Comments if Applicable
Section I: Legal			
----	Welcome Letter	NEW	New. Welcomes employees to the Housing Commission
----	Table of Contents	N/A	Divided into four sections: Legal, Employment Practices, Benefits & Rules and Regulations
101	Introduction/Right to Revise	Explains purpose of handbook	Updated language and policy revision procedure
102	Employment At-Will	Executive/management employees are at-will	Clarifies at-will policy
103	Equal Employment Opportunity	Explains Equal Employment Opportunity guidelines	Revised and enhanced language to be consistent with new laws and procedures
104	Americans with Disabilities	None	Added policy language to be consistent with laws and procedures
105	Unlawful Harassment	None	Added policy language to be consistent with laws and Housing Commission procedures
106	Employment Eligibility & Registry	None	Explains compliance with the Immigration and Control Act of 1986
107	Executive and Management Service	Explains employment terms of Executive and Management employees	Updates Executive and Management titles; permits supervisors to make up to two requests for payment in lieu of annual leave each fiscal year
108	President and Chief Executive Officer as Appointing Authority	Mayor and City Council act as Housing Authority to appoint the President and Chief Executive Officer	Deletes Mayor as appointing authority
109	Business Ethics and Conflict of Interest	Describes employee standards of conduct	Expands conduct criteria and grounds for discipline or termination
Section II: Employment Practices			
201	Recruitment and Selection	Describes employment process	Eliminates redundant language
202	Employment Types	Describes types of employment appointments	Clarifies employment types
203	Changes in Employment Status	Describes options of employment status changes	Clarifies types and procedures for employment changes
204	Introductory Period (formerly known as Probationary Period)	N/A	New. Changes "Probationary Period" to "Introductory Period" and defines as part of the selection process
205	Hours of Work	Describes working hours and procedures for reporting	Updates language and procedures based on new software
206	Overtime Pay	Describes overtime policy for exempt and non-exempt employees	Rewritten for clarity
207	Payment of Wages	None	New. Provides policy and procedures based on new software
208	Alternative Workweek Schedules	None	New. Language allows for alternate work week schedules
209	Attendance & Tardiness	None	New. Language defines policy
210	Performance Evaluation Program	Describes performance review process	Clarifies language
211	Job Classification Administration	Describes classification and compensation processes	Clarifies language
212	Compensation Policy	Describes pay plan, step increases and special pay	Clarifies language and permits lump sum payment to be paid for outstanding performance instead of pro-rating throughout year
213	Progressive Discipline	Describes counseling, discipline and appeal process	Clarifies language; clarifies unacceptable behavior; clarifies that non-represented employees subject to discipline process
214	Complaint Resolution Procedure	Describes grievance procedures	Clarifies policy
215	Resignation/Termination	Describes resignation and termination policy	Clarifies final paycheck process and continuation of group health benefits
216	Layoff/Reinstatement	Describes layoff and reinstatement policy	Clarifies guidelines
217	Personnel Records	Describes maintenance of personnel records	Clarifies process
218	Employment of Relatives	N/A	Refers to Administrative Regulation 701.400 which defines relatives as spouse or dependent children
219	Telecommuting	N/A	New. Allows telecommuting on an approved basis for non-represented employees

Policy #	Policy Title	Previous Policy Comments if Applicable	Revised Policy Comments if Applicable
Section III: Benefits			
301	Annual Leave	Describes types and process for annual leave	Clarifies catastrophic leave program; clarifies language
302	Holidays	Defines holidays	Eliminates additional holiday annually credited on December 31 Clarifies existing language; adds Family Medical Leave Act requirements and Housing Commission processes
303	Other Leaves of Absence	Describes leave without pay and other absences	
304	Bilingual Pay	Defines compensation terms for bi-lingual pay	No change
305	Insurance Benefits and Cafeteria Style Program	Describes type of benefits program	No change
306	Workers Compensation	Describes temporary disability benefits	New title; explains state laws and Housing Commission processes
307	Unemployment Compensation	Describes unemployment compensation	No change
308	Retirement System	Describes Housing Commission retirement system	Clarifies that retirement benefits are defined by the Housing Commission Expands policy; clarifies language; increases tuition reimbursement from \$2,000 to \$4,000 annually for non-represented employees
309	Professional Training and Development	Describes tuition reimbursement programs	
310	Transportation Incentives	Describes transportation reimbursement policy	Minor editing
311	Expense Reimbursement	N/A	New. Delineates procedure for business travel
Section IV: Rules and Regulations			
401	Gratuities	Describes policy on accepting money or gifts	Clarifies policy on receiving gratuities
402	Smoking	N/A	New. Defines state law
403	Substance Abuse	Prohibits use of alcohol or illegal use or possession of drugs or controlled substances	Expands policy on substance abuse
404	Privacy and Security	N/A	New. Specifies policy on work areas, use of equipment
405	Computer and Email Policy	Use of intranet grounds for counseling or disciplinary action	Refers to guidelines set forth in Administrative Regulations
406	Safety and Workplace Violence	Describes on-the-job safety measures	Expands policy regarding workplace violence; use of personal items on the job; property damage or theft
407	Dress Code	N/A	New. Suggests personal appearance guidelines
408	Driving Policy	N/A	New. Defines policy; enrolls affected employees in DMV Employer Notification program
409	Confidentiality and Protection of Proprietary Information	N/A	New policy defines proprietary information
----	Acknowledgement of Personnel Policy Handbook		New. Requires employees to sign upon receipt of Handbook.