

RESOLUTION NO. 5168

RESOLUTION TO REVISE THE DHA PERSONNEL POLICY

WHEREAS, after a comprehensive review of the DHA Personnel Policy, it was determined that revisions are needed for the established policies in the Personnel Policy; and

WHEREAS, the current policy needs to further clarify and add language related to changes made by federal, state and local rules laws and regulations;; and

WHEREAS, DHA intends to add benefits related to parental leave.

NOW, THEREFORE, BE IT RESOLVED: that the DHA Board of Commissioners hereby approves the DHA Personnel Policy dated February 21, 2023, submitted herein as "Attachment A".

PRESENTED AND PASSED on this the 21th day of February 2023, by a vote of ____ ayes and ____ nays at a regular meeting of the DHA Board of Commissioners.

Betty Culbreath, Chair

ATTEST:

Troy Broussard, President, CEO and Secretary

Memorandum

TO: DHA Board of Commissioners

FROM: Troy Broussard, President and CEO

SUBJECT: Resolution to Revise the DHA Personnel Policy

DATE: February 21, 2023

I. Description of Action to Be Taken

The enclosed Personnel Policy updates the language related to various federal, state and local rules and regulations and includes updates to the number of days for bereavement leave from 3 days to 5 days and provisions for up to two weeks of parental leave.

II. Background/History

Previous changes to the DHA Personnel Policy occurred on September 18, 2017 and on July 21, 2014. Following a comprehensive review of the DHA Personnel Policy, DHA determined that updates to the DHA Personnel Policy are needed to comply with changes to federal, state and local laws and regulations and to include policy related changes to include parental leave.

III. Recommendation

DHA recommends adoption of revised the Personnel Policy effective February 21, 2023.

ATTACHMENT A

DHA PERSONNEL POLICY



Personnel Policy

02/21/2023

DHA, Housing Solutions for North Texas

General Information

1. Policies set forth the governing body's basic rules that guide administrative action for accomplishing an organization's objectives. The purpose of this Personnel Policy (Policy) is to provide information about the Board of Commissioner's policies, regulations, and benefits applicable to employment with the Housing Authority of the City of Dallas aka DHA, Housing Solutions for North Texas (DHA). The President & CEO is ultimately responsible for the overall management of personnel; the day-to-day management of personnel is coordinated through the Chief Financial Officer (CFO), Human Resources Director, department heads, and other designated management staff.
2. Although this Policy is intended to be comprehensive, it is impossible to completely cover all subjects, questions, and contingencies. Inquiries not addressed herein should be directed to the supervisor, department head, or Human Resources Director.
3. This Policy supersedes all prior versions and other writings concerning the same subject matter. DHA reserves the right to amend, modify, and/or revoke any policies, procedures, or practices summarized herein, and to establish new policies, procedures, and practices as deemed appropriate by DHA and its Board of Commissioners.
4. This Policy is intended for informational purposes and does NOT constitute an employment contract, whether express or implied. Nothing herein shall be construed as a contractual obligation for continued employment or benefits. Employment with DHA is strictly at-will. This means that DHA employees may be terminated from employment at any time, for any reason, or for no reason, and with or without notice. No representative of DHA has the right to enter into an agreement with an employee that is contrary to the foregoing.

Objectives

1. DHA recognizes that a personnel system that recruits and retains competent, dependable personnel is critical to effective and efficient operations. The policies and procedures are designed to:
 - A. promote high morale and foster good working relationships among employees;
 - B. maintain recruitment and internal promotional practices that will enhance the attractiveness of DHA employment to the public and within the organization;
 - C. encourage courteous and dependable service to the public;
 - D. provide equal opportunity for qualified persons to enter and progress in their employment based upon merit and fitness;
 - E. ensure that operations are conducted in an ethical and legal manner to promote DHA's reputation as an efficient, progressive body in the community and the state; and
 - F. establish acceptable minimum standards of performance and conduct that are applied fairly and uniformly.
2. The primary obligation of DHA is to provide decent, safe, and affordable accommodations for low-income families. This is a continuing and primary obligation.

Definitions

1. **Age Requirement:** The minimum and maximum ages for employment imposed by, respectively, the child labor laws in which DHA participates.
2. **Anniversary Date:** The date of employment, or other significant personnel action, including but not limited to merit pay increase, promotion, demotion or other pay grade change;
3. **Appointing Authority:** For all positions other than the President & CEO, the President & CEO shall be the appointing authority and shall appoint, assign, transfer or remove all employees of DHA. The Board of Commissioners shall appoint, assign and remove the President & CEO.
4. **Authority or DHA:** DHA, Housing Solutions for North Texas aka The Housing Authority of the City of Dallas, Texas
5. **Full-time System:** The system under which DHA administers its employment program, which is based upon merit principles for providing an objective and impartial career and public service system.
6. **Full-time Employee:** All persons employed by DHA, who are required to work Forty (40) hour work week.
7. **Classification Plan:** The orderly and systematic arrangement of individual positions based upon common factors, similarity in the levels of work responsibility and difficulty, and the nature of the work performed. Such classes, when grouped, shall form comprehensive and understandable definitions of the several types of work performed by DHA employees.
8. **Demotion:** The reduction of an employee from one job classification to a lower job classification, or the change of an employee from the present rate of pay to a lower pay rate in the same grade.
9. **Employee in non-pay status:** Any employee who is not receiving his/her regular salary from DHA.
10. **President & CEO:** The Chief Executive Officer of DHA, or, in the President & CEO's absence, the Chief Operating Officer designated by the President & CEO.
11. **Full-time Employee:** An employee who is employed 40 hours per week and has successfully completed a probation period.
12. **Grant Employee:** All persons employed by DHA through a grant program.
13. **Grievance:** Any dispute an employee may have about workplace issues including DHA's actions or failures to act that the employee believes to be unfair, unjust or inequitable.
14. **Grievance Procedure:** The method by which employee grievances are to be resolved.
15. **Individual Improvement Plan:** A formal written plan with goals, milestones and a schedule that is developed following a marginal or negative performance appraisal. The improvement plan may require additional education or training, improved quality of work, improved productivity or other specifically identified ways in which an employee is to improve performance.
16. **Job Description/Position Description:** A written description of each position at DHA that identifies each position's supervisor, anyone supervised by the position, the duties and responsibilities of the position, the minimum qualifications and desired qualifications, the skills, abilities, licenses and certifications required for job performance, and the pay grade.

17. **Job Title:** The designation of each job.
18. **Lay-off:** The dismissal from employment because of a shortage of work or funds, or because of a change in the organization. A lay-off does not reflect negatively on the performance of the person laid-off.
19. **Medical Certification of a Serious Health Condition:** a medical certification by the employee's health care provider to confirm that a serious health condition exists, which DHA may request when an employee requests FMLA leave for a serious health condition.
20. **Merit Pay Increase:** An increase in salary to the next step in pay grade awarded because of high quality performance, not as a simple matter of routine or for longevity.
21. **Normal Work Week:** The work week is 40 hours, with working hours established for each position by the President & CEO. All employees will not necessarily work the same 40 hours.
22. **Overtime Pay:** Cash payment for overtime work for non-exempt employees covered by federal law at the rate of one and one half times the employee's base hourly rate of pay for the actual overtime hours worked during a work week.
23. **Paid Time Off (PTO):** Time off which employees may use for vacation or absences, as further explained in the PTO section contained herein.
24. **Part-time employee:** An employee who works fewer than 15 hours per week.
25. **Pay Grade:** A salary range with minimum and maximum pay rates established to fairly and competitively compensate an employee for work under the job classification.
26. **Pay Plan:** A formal schedule of pay for all classes or work setting forth the beginning rates, the maximum, and such intermediate rates of pay as may be necessary to fairly reflect external or prevailing rates of pay on similar kinds of work.
27. **Performance Evaluation:** Periodic review of job performance of each employee performed by the immediate supervisor.
28. **Personnel File:** The files maintained by DHA's Human Resources Director containing all official records and documents relative to each employee's employment. Current employees may review the contents of their personnel files at any time following reasonable notice to the Human Resources Director.
29. **Position:** A budgeted personnel allocation approved by the Board of Commissioners.
30. **Probationary employee:** An employee currently serving a probationary period of service.
31. **Probationary period:** A period of time no less than 90 days after initial employment, promotion, demotion or transfer to a new job, or after execution of an Individual Improvement Plan.
32. **Promotion:** The change of an employee from one job classification to a higher job classification.
33. **Suspension:** Separation without pay of an employee for a period of time. Suspension is a disciplinary action.

34. **Temporary or Contractor:** An Independent contractor hired by DHA for a position that has a fixed start and end date or is of a limited or temporary duration. Persons working at DHA through a temporary agency are not employees of DHA and are not covered by this policy
35. **Transfer:** Moving an employee from one position to another position, either in the same job classification but a different location, or in a different job classification. Transfers may be made to permit an employee to remain employed, to fill newly established positions or for the convenience of DHA.

Organizational Structure

In the State of Texas a municipal public housing authority is a local government entity created by the city under the provisions of state law for the purpose of providing decent, safe, and affordable accommodations for low-income families.

DHA is governed by a Board of Commissioners (Board) who serve without compensation and are appointed for staggered terms of period of two (2) years. The appointments to the Board of Commissioners are made by the Mayor of the City of Dallas, Texas. The Board employs a President & CEO as the Chief Executive Officer to manage and oversee the overall organization and personnel.

The organizational structure of DHA shall be amended as needed to meet the particular needs of ongoing programs. A current organization chart shall be maintained by the Human Resources Director and shall establish the proper lines of reporting among staff members.

Applicability

1. The Policy's policies and procedures generally apply to all employees. The Policy does not establish tenure or contractual rights, or inure to the benefit of any third party.
2. To the extent not prohibited from doing so by law, DHA, through the President & CEO and his/her designees, retains the right to hire, fire, transfer, set compensation, and manage employees without restriction.
3. This Policy is subject to applicable law.

Policy and This Document

1. DHA has the exclusive right and authority to create, issue, and enforce personnel policies.
2. All employees shall be advised of the existence of these policies and their responsibility to familiarize themselves with them. Each employee shall receive a copy of the policy for his/her own personal use. Supervisors will be available to review and explain policies, if so requested by an employee.
3. All supervisory personnel responsible for administering policies shall receive and be thoroughly familiar with the policies, administer each policy in a consistent, fair and impartial manner, and ensure that subordinate personnel do likewise.
4. Employees, after having received a copy of this Policy, shall sign an acknowledgement of same, which shall be placed in the employee's personnel file.
5. This document shall remain the exclusive property of DHA and shall be surrendered upon request. Unauthorized reproduction is prohibited.

Revision of Policy

1. Changes within the organization, or within any federal or state laws that affect the organization, may necessitate changes in a policy or policies or the development of a new policy. Policies will be amended, revised, deleted, or added only by resolution of DHA Board of Commissioners.
2. Department heads are responsible for the specific operations within their departments. Department heads are also responsible for implementing and enforcing personnel policies, and for establishing standard operating procedures, performance standards, and rules and regulations. Employees are responsible for familiarizing themselves with all policies, procedures, rules and regulations, and abiding by them as well as any other legitimate, business-related directive, either written or oral, by a department head, or other staff member in a position of authority.

Management of the Function

1. DHA has placed the personnel management function under the management of the Chief Financial Officer (CFO). The CFO reports to the President & CEO, with the ultimate responsibility for personnel administration resting with the President & CEO. The CFO is responsible for various personnel and benefit functions such as the administration of the classification plan (job descriptions), Equal Employment Opportunity (EEO) compliance, benefit administration, contract administration, etc. The CFO is also available to assist the President & CEO and department heads with other personnel related functions such as employee recruitment, performance standards, evaluation and selection, orientation, performance evaluation, discipline, etc.
2. Although the Human Resources Department is available as a resource to department heads and supervisors and employees, the department heads and supervisors bear primary responsibility for instructing employees, answering their questions, evaluating their performance, and initiating corrective action when necessary. Employees may contact the Human Resources Department directly when their supervisor/department has directed them to do so, or if under the circumstances, the employee is uncomfortable discussing the topic with the supervisor/department head because they think it is irregular process. .

Severability

Any section or part of this policy, procedure or any amendment hereto deemed invalid by a court of competent jurisdiction or by operation of law shall have no effect on any other portion of the remaining policies and procedures, and such policies and procedures shall remain in full force and effect unless altered by DHA's Board of Commissioners.

SECTION 2
EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION

Equal Opportunity Employment

DHA is an equal opportunity employer. All employees will be recruited, evaluated, hired, promoted, transferred, demoted, laid off, suspended, terminated or otherwise disciplined in a fair and equitable manner based solely on merit, fitness for duty, and such other bona fide occupational qualifications. Personnel decisions concerning any term or condition of employment shall not be based upon race, color, religion, sex, national origin, age, disability, sexual preference or orientation, gender identity, genetic information, veteran status, or any other characteristics or inclusion in a class that is protected by federal, state or local law.

Americans with Disabilities Act Compliance

DHA does not discriminate against persons with legally protected disabilities. DHA is committed to complying fully with the Americans with Disabilities Act (ADA), as amended, and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. DHA does not discriminate against qualified employees or applicants because they have disability, have a record of disability, or are regarded as having a disability.

Qualified individuals with disabilities are entitled to equal employment opportunities. Reasonable accommodations which do not result in an undue hardship to DHA will be considered for all qualified applicants or employees with a disability if doing so will allow the applicant or employee to perform the essential functions of the job.

This policy is neither exhaustive nor exclusive. DHA is committed to taking all reasonable steps necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state or local laws. If any employee believes a DHA employee is being discriminated against in the workplace, he or she should report such incidents to management immediately.

Disability Accommodation or Leave

An employee needing a reasonable accommodation should inform the Human Resources Director, in writing. On receipt of an accommodation request, DHA will engage in an interactive process with the employee to view possible reasonable accommodation options consistent with the ADA. Reasonable accommodations which do not result in an undue hardship on the operation of DHA will be considered for all qualified employees with physical or mental disabilities that affect their ability to perform the essential functions of their job.

An employee may request a leave of absence or an extension of a leave of absence as an accommodation for a disability if such leave is likely to allow the employee to return to work following leave and perform the essential functions of the employee's position. In order to be eligible for leave as a reasonable accommodation, an employee must request it from DHA, through the Human Resources Director, in writing, and engage in the interactive process to determine whether alternative reasonable accommodations are available, or whether a period of definite and temporary leave is reasonably likely to allow the employee to return to work and perform the essential functions of the employee's position. Leaves granted as a reasonable accommodation cannot be for more than thirty (30) day increments without both parties further engaging in the interactive process. By limiting leaves to such increments, it allows for DHA and employees to interact regarding an employee's progress and to determine whether a temporary and definite period of

leave continues to be a reasonable accommodation that will allow the employee to return to work and perform the essential functions of his/her position.

An employee who has questions regarding this policy or believes that he/she has been discriminated against based on a disability should immediately notify Human Resources. All such inquiries will be treated as confidentially as possible without impeding the investigation process.

Lactation Accommodation

To ease the transition of mothers returning to work following the birth of a child, lactation accommodation will be provided for nursing mothers. DHA will provide a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's infant child up until twelve (12) months of age. If possible, the break time should be taken concurrent with other break periods already provided. If the employee needs longer than a scheduled break of twenty (20) minutes to express milk, the remainder of the break will be unpaid unless otherwise required by applicable law. DHA will also make reasonable efforts to provide the employee with the use of a room or other location in close proximity to the employee's work area, other than a restroom, for the employee to express milk in private.

A non-exempt employee must clock out and in for all lactation breaks that exceed twenty (20) minutes and the employee's regularly scheduled break time. The time taken during a lactation break is unpaid, except for any break that coincides with the employee's daily rest break that is paid pursuant to DHA policy.

An employee should discuss with Human Resources the location for storage of expressed milk. Employees must bring their own storage container, but may store their milk in a DHA refrigerator. Any non-conforming products stored in the refrigerator may be disposed of. Additionally, the company may incidentally or unintentionally dispose of breast milk stored in its refrigerator pursuant to company cleaning policies if the container is not clearly labeled as "do not dispose." Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering.

If you are returning from leave for the birth of a child you nurse, speak with Human Resources regarding your nursing needs. Human Resources will work with you to accommodate your break schedule as needed.

Discrimination, Harassment and Sexual Harassment

1. DHA's long-standing policy prohibits discrimination or harassment, including sexual harassment, of any kind. This policy applies to all employees. Violations of this policy will not be permitted and may result in disciplinary action, up to and including termination. This policy is an overview of DHA's anti-discrimination and anti-harassment policies. DHA, however, refers all employees to DHA Policy 202-3 (DHA's Sexual Harassment Policy) and 202-4 (DHA's Harassment Policy), which contain more comprehensive and detailed descriptions of DHA's anti-harassment policies.
2. Harassment, including sexual harassment or discrimination of any kind in the workplace or as a condition of employment, is not permitted. This policy applies with equal force to all employees,

including supervisory and non-supervisory employees. This policy applies to all forms of harassment, including but not limited to sexual harassment and harassment directed at an employee because of his/her race, color, religion, sex, national origin, age, disability, gender identity, sexual orientation, veteran status or any other legally protected characteristic by federal, state, or local law. Conduct, words, jokes, photographs depicting sexually explicit or offensive images, pornographic materials, and/or comments based on an individual's sex, race, color, national origin, age, religion, disability, gender identity, sexual orientation, or any other characteristic protected by federal, state, or local law, will not be tolerated.

Specifically, sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes all forms of sexually offensive behavior and includes gender-based harassment of a person of the opposite or same sex as the harasser. Harassment of any form will not be tolerated in the workplace, and all DHA employees are required to report all incidents of harassment or offensive conduct, whether such conduct is by a DHA employee or any other third party. The identity of persons reporting such conduct will be kept confidential to the extent practicable under the circumstances and in accordance with applicable laws governing public employers such as DHA. While it is not possible to provide an exhaustive list of potential violations of DHA's anti-harassment policy, the following is a partial list of examples of sexual harassment:

- Unwanted sexual advances.
- Offering employment promotions, compensation increases or benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects, pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes offensive gesturing, touching, assaulting, or impeding or blocking movements.
- Using the internet to view pornographic materials or visiting pornographic or related websites.
- Sending, forwarding, or receiving offensive or harassing e-mails or pornographic materials.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission

to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Harassment or Discrimination Complaints

1. An employee must file an internal complaint with his/her supervisor or the Human Resources Director within ten (10) working days if he/she believes that another person has illegally discriminated against or harassed someone (including sexual harassment).
2. All complaints alleging illegal discrimination, harassment, including sexual harassment, and retaliation shall be filed on DHA's Harassment Complaint Form with the Human Resources Director. This form shall be filed as soon as possible, and no later than 10 working days after the date the alleged discrimination or harassment occurred or was discovered by the complainant. "Working days" are scheduled work days for employees and business days for non-employees. The deadline helps ensure that the accused has a fair chance to respond and DHA has a fair chance to investigate while facts and circumstances are still fresh. A person need not file a harassment or sexual harassment complaint with the accused, or if, for any reason, an employee does not feel comfortable, reporting the alleged discrimination or harassment to their supervisor or the Human Resources Director, the employee may report the incident to any Vice President, COO, CFO, or the CEO, or the General Counsel. The Vice President, COO, CFO, or CEO shall submit any report of an alleged incident to the Human Resources Director, who shall determine whether an investigation should be initiated
3. The Complaint Form will include:
 - The name, department, and position of the alleged harasser(s) or discriminator(s);
 - A description of the incident(s), including the date(s), time(s), location(s), and the presence of any witnesses;
 - The alleged effect of the incident(s) – if any – on the complainant's position, salary, benefits, promotional opportunities, or other terms or conditions of employment;
 - The steps, if any, the complainant believes should be taken for satisfactory resolution of his/her complaint;
 - Circumstances of offending act or detailed factual description;
 - Names of the charging party and the offending party; and
 - Names of any witnesses present during the offending act or individuals who could corroborate or refute the alleged fact; and
 - Any other information the complainant of discrimination or harassment believes to be relevant to the complaint. .
4. Upon receipt of a complaint of discrimination or harassment, the Human Resources Director or his/her designee will initiate a prompt, thorough, and objective investigation. The Human Resources Director or his/her designee shall investigate all complaints and respond to the complainant within

10 working days of the filing of the complainant's Harassment Complaint Form. The nature of the complaint and the number of individuals having knowledge of the complaint may dictate a waiver of this time period. If the complainant is not satisfied with the Human Resource Manager's response, the employee may file the complaint with the President & CEO within 5 working days of the response. The President & CEO or designee will then investigate and respond within 14 calendar days of receipt.

5. Any employee who has been found by DHA, after appropriate investigation, to have committed an act of illegal discrimination or harassment (including sexual harassment) against another employee, job applicant, or other person, will be subject to appropriate disciplinary action, up to and including termination from employment.
6. DHA does not tolerate retaliation against any employee who in good-faith files a complaint of discrimination, harassment, or other inappropriate/unprofessional conduct, or who participates in an investigation into a complaint of discrimination or harassment.

Non-Retaliation Policy

DHA feels very strongly that it is important to provide employees with confidential, non-threatening alternatives for registering their concerns without fear of retaliation. DHA does not tolerate retaliation against any employee for stepping forward with a concern, complaint or grievance.

A supervisor or employee may not retaliate against employees in any way for registering a concern or complaint. Retaliation, in the context of this policy is an adverse employment action against an employee because the employee has lodged or supported a complaint. Examples of concerns or complaints include, but are not limited to:

- Safety concerns
- Unlawful harassment or discrimination complaints, including sexual harassment
- Cooperation in a harassment or discrimination investigation
- Use of employee relations/human resources counseling

All employees and managers are expected to comply with this policy. Should any supervisor or employee be found to have acted contrary to this non-retaliation policy, she or he will be subject to disciplinary action, up to and including immediate termination. Any employee who believes he /she or any other employee has been unlawfully retaliated against must immediately report the alleged retaliation to the Human Resources Director. Any implication or threat of retaliation because an employee has voiced a complaint or grievance should be brought to the immediate attention of the Human Resources.

SECTION 3
EMPLOYMENT

Employment At-Will

Absent a specific contract approved by DHA's Board of Commissioners, employment with DHA is at-will. This means that an employee may be terminated from employment at any time, for any reason or for no reason, and with or without notice. Similarly, an employee is free to resign at any time for any reason. Nothing in this Personnel Policy is intended to create a contract of employment or to alter the at-will nature of your employment. Employees may not rely on any practice, conduct, or verbal representation to the contrary.

DHA, employs, authorizes compensation, disciplines, and establishes policies and procedures and other conditions of employment for its employees. Employment with DHA is employment in a public agency, subject to federal, state and local laws; DHA requires that employees recognize and agree to abide by all applicable laws and all applicable policies and procedures as a condition of employment.

Anti-nepotism

1. Employment of more than one (1) member of the same immediate family is discouraged in order to avoid any appearance of impropriety and/or violation of ethics laws.

For purposes of this policy, DHA defines immediate family as: spouse, brother, sister, son, daughter, father, mother, grandparent, grandchild, and other persons related by blood or marriage and residing in the same household. No employee shall use or attempt to use his/her official position with DHA to secure employment for a member of his/her immediate family, or to unfairly influence the employment of a family member.

2. If the President & CEO or designee determines it appropriate and beneficial to hire another immediate family member, placement of an immediate family member in the same work unit, department, or office will be avoided. In any case, immediate family members will not be employed in any direct supervisor/subordinate relationship.
3. If marriage after appointment occurs, resulting in one (1) member of an immediate family being under the supervision of another family member, or in a position to influence any one of the family members, DHA shall attempt to transfer or reassign such employee in a manner that will not adversely affect his/her pay or position.

Types of Employment Status

1. Each employee is assigned to one (1) of the following employment statuses:
 - A. Full-Time: An employee who is regularly scheduled to work 40 hours per week.
 - B. Part-Time: An employee who is regularly scheduled to work less than 15 hours per week. Part-time employees may be scheduled for less than a full work day or less than a full work week as determined by DHA.
 - C. Contractor: An independent contractor engaged to meet the special and/or occasional needs of DHA, for a limited period of time. Any independent contractor engaged to assist in the functions of a particular program, funded by an outside agency, will be considered temporary in status.

- D. Employment Contracts: Three positions in the Authority shall be employed pursuant to employment contracts: President/Chief Executive Officer, Senior Vice President/Chief Operating Officer, and Chief Financial Officer.
2. Employee benefits as set forth within Section 5 of this Personnel Policy, or as may otherwise be provided by the Board, shall apply only to employees in full-time status, unless specified otherwise within an individual policy herein.
- Additionally, DHA reserves the right to provide selected benefits, as determined appropriate, to any contractor, provided such provision of benefits is stipulated in writing at the time of hire.
3. Employees shall be informed of their employment status, in writing, at time of hire, and immediately following any change in status.
4. All employees of DHA, except the President/CEO, Senior VP/COO and CFO, are employees "at-will." Any employee may be terminated at any time for any reason or no reason, with or without prior notice.

Position Classifications

1. Each position within DHA shall have a classification title. The term classification or class shall refer to 1 or more positions within DHA that involve similar duties and responsibilities and require similar qualifications, and that are therefore properly designated by a common descriptive title.
2. DHA shall maintain and administer a classification system or plan through job descriptions for each position. Job descriptions will be developed and modified based upon an analysis and delineation of the duties, responsibilities, essential functions, and qualifications required of each position.
3. As positions are changed or added, the job descriptions may be periodically revised by the Human Resources Director. Factors that may necessitate a revision are:
- A. The addition of a new duty, responsibility, or essential function to a position.
 - B. The abolishment of a current duty, responsibility, or essential function from a position.
 - C. The reassignment of current duties, responsibilities, or essential functions between or among positions.
 - D. A new or revised licensure or certification requirement as dictated by law for a position.
 - E. The addition or deletion of programs or funding.
4. Employees will be given a copy of the job description for their position whenever they are selected to fill a position. Copies of revisions will be provided to all applicable department heads, supervisors, and employees affected by the revision.
5. Nothing herein waives or otherwise affects DHA's right to reorganize and/or eliminate positions as necessary in its business judgment.

Job Vacancies

1. Whenever a vacancy occurs in a position that DHA desires to fill, an internal notice of vacancy (job announcement) will be posted at DHA's website for a minimum of 5 working days, unless the vacancy is being filled through promotion or transfer.
2. DHA may, at its discretion, publicly announce vacancies by appropriate means either concurrent with or following internal posting of notice of vacancy.
3. Each job announcement, insofar as practical, shall specify the classification title, the rate or range of pay, the job location, the required qualifications, the essential functions of the position, and the deadline, method, and place of application.
4. Current qualified employees interested in vacant positions must be in good standing (for purposes of internal applications, good standing means not having been on an IIP in the past six months) and timely submit a completed job application to be considered for the vacant position. Cover letters, resumes, and other applicable information substantiating the applicant's qualifications are encouraged (and may be required) and may be appended to the application form.
5. Outside applicants must timely submit a completed Employment Application to be considered for employment. Resumes, cover letters, and other applicable information substantiating the applicant's qualifications are encouraged (and may be required) and may be appended to the employment application.
6. DHA will not consider untimely internal or external applicants for a position, or applicants who do not meet the minimum or required qualifications for the positions.
7. DHA reserves the right to transfer or promote an employee from within DHA without posting the job.

Evaluation of Applicants

1. Internal or external eligibility for a position shall be based solely on the applicant meeting the minimum job-related qualifications and possessing the knowledge, skills, and ability to perform the essential functions of the position as ascertained through fair and job-related selection methods.
2. DHA shall first review all applications to determine those applicants who possess the minimum, job-related qualifications as set forth in the job description (e.g., minimum licenses, certifications, experience, etc.).
3. Once DHA has determined those applicants who meet the minimum job-related qualifications, DHA shall consider the applicant's knowledge, skill, and ability to perform the essential functions of the position. Applicants will be required to submit to any or all of the following: reference checks, background checks, job-related performance or skill tests, interviews, drug and alcohol tests, and other job-related procedures.
4. An otherwise qualified applicant may be eliminated from consideration for a position if the applicant:
 - A. makes a false statement of material fact on the employment application or other hiring/selection documents;

- B. has committed or attempted to commit a fraudulent act at any stage of the selection process;
- C. is not legally permitted to work in the United States; or
- D. is a prior DHA employee whose employment with DHA was terminated for just cause, except in unusual circumstances to be determined by DHA.

If an applicant is hired and it is subsequently discovered that 1 of the above disqualifying criteria apply, the employee may be subject to disciplinary action, including termination from employment.

- 5. Once the preferred candidate is selected, DHA may inquire whether the candidate requires an accommodation to perform the essential functions of the job. Additionally, DHA will give consideration to a reasonable accommodation requested or needed by the selected candidate due to a disability if doing so will allow the candidate to perform the essential functions of the job and the accommodation does not constitute an undue hardship on DHA.). DHA will not classify a candidate who requires an accommodation as unqualified because that candidate requires an accommodation. However, if DHA cannot provide an accommodation without incurring undue financial and administrative burden or a fundamental alteration in DHA's programs, the candidate may be considered unqualified for the job.

Medical Examinations, Applicants and Employees

- 1. DHA may require a selected applicant to pass an appropriate medical examination as a condition of employment to determine whether the applicant can physically and/or mentally perform the essential functions of the job, with or without a reasonable accommodation. Current DHA employees may be required to pass a medical examination during the course of employment to determine their continued ability to properly and/or safely perform the essential functions of their position. "Medical examination", as used herein, shall refer to physical and/or mental examination or inquiry conducted by a licensed practitioner, such as a physician, psychiatrist, etc.
- 2. If DHA requires a medical examination of applicants for hire or promotion, it will only require the examination after a conditional offer of employment has been extended to a selected applicant.
- 3. When DHA sends a selected applicant for such an examination, it will send an essential function list to the licensed, qualified practitioner conducting the examination, and request that the practitioner indicate in writing whether the applicant can perform the essential functions of the job as identified, and if not, what accommodation, if any, the applicant would require in order to do the job.
- 4. Pre-employment tests to determine current use of illegal drugs that may affect an applicant's ability to perform their job duties will be conducted after a conditional offer of employment, or concurrent with a medical examination.
- 5. Medical examinations required during employment shall be conducted by a licensed medical practitioner selected by DHA, shall be job-related, and shall be consistent with business necessity. DHA will pay for such medical examinations.

Probationary Period, Orientation Period

1. The probationary period/orientation period for new employees (initial hires) and promoted employees shall be at least 90 days and may be extended to 365 days.
2. The purpose of a probationary period or orientation period is to provide an employee the opportunity to become familiar with the nature and purpose of the job, the specific job duties and work procedures, and the expected performance standards. Supervisors are responsible for communicating such purpose, duties, procedures, and performance standards, and for evaluating an employee's progress during the probationary period. The evaluation process should include notice to the employee, oral and/or written, of areas where performance standards have been met or exceeded, and areas where improvement is needed. Informal, verbal counseling constitutes "notice" for this purpose. Probationary Employees not meeting expected performance standards will be terminated from employment prior to the completion of the probationary period. In exceptional circumstances, supervisors may request an extension of the probationary period to provide additional opportunity to meet an acceptable level of performance. An employee may be terminated at any time during the probationary period without advance notice.
3. The end of probation review must be completed 15 days prior to the end of the probationary period. A reminder will be sent from the Human Resources Director thirty days in advance of the due date; however, the immediate supervisor retains the primary responsibility for insuring that the evaluation is completed in a timely manner.
4. Initial hire probationary employees are eligible for paid holidays during their probationary period. Paid Time Off (PTO) leave shall be accrued from the initial hire date; however, accumulated PTO leave may not be used until after 90 days from the first day of employment.
5. Employees who have completed their probationary period may also be placed on probation for up to 90 days following a marginal or negative performance evaluation and being placed on an Improvement Plan. The purpose of this probationary period is to assess whether the employee is capable of and willing to make the improvements in performance outlined by the Improvement Plan.

Performance Evaluations

1. A performance evaluation system provides DHA with an effective mechanism to measure and communicate levels of job performance to employees. Documented performance evaluations may also assist DHA in determining training needs, job assignments, promotion, retention and compensation of employees.
2. The work performance of each employee shall be evaluated once during the employee's initial probationary period and periodically thereafter. Promoted employees will be evaluated prior to the conclusion of their promotional probationary period.
3. A special, additional evaluation may be conducted if requested by the employee and approved by DHA, or at the discretion of DHA.

4. Each supervisor shall timely complete a performance evaluation package for each employee he/she supervises. Supervisors and Department Heads should see the Human Resources Office for performance evaluation forms and instructions.
5. Performance evaluators shall rate performance in an objective, uniform, and unbiased manner.
6. An employee (except those new hires serving initial probationary periods) dissatisfied with his/her performance evaluation may seek reconsideration through the internal grievance procedure. (Grievance Procedure 206-1.1).

Temporary Assignment

1. The operational needs of DHA may occasionally require temporary assignment of employees. Temporary assignment is the assignment of an employee to another classification with substantially different duties than the employee's current classification.
2. When a management/supervisory employee is temporarily assigned to an elevated position for less than 30 calendar days, there shall be no adjustment in the rate of pay. If the temporary assignment equals or is greater than 30 calendar days, the employee is considered to fill the position as an interim and shall be compensated at an interim rate of pay.
3. A temporary assignment must be identified as one of the following, in order to accurately determine the appropriate rate of pay:

- A. Out of Classification - encompasses a period where the alternate assignment will result in increased pay for a maximum period of four (4) weeks. The non-exempt employee will continue to retain eligibility for overtime. An extension beyond the four (4) week time frame must be requested in writing to the President & CEO and Human Resources Director.

All out of classification assignments shall be accomplished by a written notice to the employee with copies to the Human Resources and Finance Departments. The Out of Classification Form should be attached to each bi-weekly payroll report.

- B. Interim - is a temporary re-assignment that is expected to extend beyond 30 calendar days, specifically to cover a known long-term absence or a vacancy that must be advertised in various local and/or national publications.

Normally the interim rate of pay will be 90 percent of the current rate of pay for the classification. All interim adjustments, however, shall be at a greater rate of pay than what the employee currently receives. In no event shall the rate of pay be less than that of the positions currently supervised by the interim supervisor. Any such exceptions to the 90% rule shall have prior approval of the President & CEO upon recommendation by the CFO and the Human Resources Director.

An interim status will be so designated by the execution of Personnel Form: Interim Pay Adjustment and the rate of pay shall become effective immediately upon filling the vacancy.

NOTE: No employee shall be considered in an out of classification or interim status unless specifically authorized in writing by his/her immediate supervisor with approval of the President & CEO.

4. A schedule of pay rates for interim and out of classification assignments for management/supervisory positions will be maintained in Human Resources Director's office. The established rates must be utilized consistently by all departments.

Transfer

As a condition of employment with DHA, an employee may be transferred or assigned to another office, development location, or work site if such transfer is considered to be in the best interest of DHA. A transfer is the movement of an employee from one position to another and/or one work location to another without any change in classification or compensation.

Promotion

1. It is DHA's policy to encourage training and development of employees for promotion to higher level classifications. When job vacancies in positions occur, qualified employees shall be given the opportunity to apply for such vacant positions.
2. Factors to be considered for promotion include, but are not limited to, an employee's completion of any required probationary period, required training course(s), licensing or certification requirements, other minimum qualifications, annual performance evaluation ratings, attendance record, disciplinary record, and the employee's knowledge, skills, and abilities to perform the essential functions of the vacant position. DHA does not guarantee, however, that any DHA employee will be promoted to higher level classifications.

Demotion

1. A demotion is the movement of an employee to a position that has a lower level of responsibility, classification, and compensation. Demotions generally result from an employee's failure to perform the duties of his/her position at an acceptable level, as a result of discipline, or for reason of job abolishment or reclassification of a position where there is no other equivalent position available for transfer. Demotions may also be voluntarily requested by an employee. Demoted employees shall be reduced in pay not to exceed the maximum compensation of the classification to which they are demoted.
2. Any employee demoted as the result of a job abolishment, reclassification, voluntary reduction, or accommodation will have such reason reflected on the record of the employment action and in the employee's personnel file.

Reduction in Force

DHA maintains its right to reduce the work force whenever such a reduction is deemed necessary. When such a reduction in force is deemed necessary, DHA will determine the classification(s) and department(s) in which the layoff(s) will occur and the number of employees to be laid off in each department and classification. The selection of employees to be retained in the event of a reduction in force shall be based primarily on overall performance and operational necessity.

Resignation

1. Employees may voluntarily resign by submitting a written letter of resignation to their department head at least 2 weeks in advance of the date of separation. Such letter shall be a signed, dated

statement indicating the desire to resign and the effective date of separation. If the employee chooses to give the resignation notice verbally, the supervisor will immediately document such resignation utilizing DHA email to the employee with a copy to Human Resources. Providing two (2) weeks' notice does not guarantee DHA will allow an employee to remain employed until the requested end date, nor does it obligate DHA to pay an employee until the requested end date in the event DHA chooses to terminate his/her employment prior to the requested end date. As each employee's employment is at-will, DHA reserves the right to terminate an employee's employment at any time, with or without cause. However, failure to give proper, timely notification may render the employee ineligible for future re-employment with DHA.

2. If an employee submits a resignation letter and then desires to rescind the resignation, the decision to deny or accept the rescission of the resignation will be at the discretion of the employee's direct supervisor subject to the approval of the employee's department head.
3. Upon resignation or retirement, an employee will be requested to complete an Exit Questionnaire Form, and may be requested to personally discuss the questionnaire with the supervisor, department head, or human resources staff member. Supervisors will also be required to complete an Employee Termination Report.

Return of Property

Upon request or termination of employment for any reason, employees must immediately return all DHA property in their possession including, but not limited to, building/office keys, ID/building access badges, DHA-issued devices, DHA-issued apparel, and other company-issued property, including any and all confidential or proprietary information.

Immigration Reform and Control Act

Pursuant to the Immigration Reform and Control Act of 1986, all applicants for employment must provide proof of work authorization in the United States. DHA will not discriminate in hiring on the basis of national origin and citizenship status. Within 3 days of commencing employment, employees must complete a Form I-9. If DHA learns that documentation used to verify employment eligibility is not valid, employment will be terminated.

SECTION 4
COMPENSATION AND HOURS OF WORK

Compensation

1. DHA shall determine appropriate compensation rates based upon comparable local and national public housing agencies' prevailing practices and the availability of funds. Employees' compensation rates are subject to change at any time at the sole discretion of DHA based on business needs and demands and availability of funds.
2. Employees may be eligible for salary or wage increases if they have performed at an acceptable level, increased their position potential, and have been recommended for an increase by their supervisor and with the approval of the department head. However, even if these conditions are met, there is no guarantee that a salary or wage increase will occur. Salary and wage increases are subject to available funds within the applicable financial budget and require approval by the President & CEO.
3. A final review and approval of all recommended increases is the responsibility of the President & CEO or designee. The President & CEO may, but is not obligated to, recommend periodic "cost of living" increases to the Board of Commissioners, as deemed appropriate, in consideration of local public practices and availability of funds. Such recommendations will not normally occur more often than annually.
4. Employees may be eligible for merit pay increases if they have been evaluated as being exceptional performers and in consideration of availability of funds. There is no guarantee that merit pay increases will occur even if the above conditions have been met. Merit pay shall be administered in accordance with the provisions of the merit pay policy, and shall be subject to available funds within the applicable financial budget and to approval by the President & CEO.

Merit Pay

1. Merit Pay
 - A. Full-time employees may be eligible for merit pay for performance. Merit pay is intended to reward employees for productivity, overall quality of work, and the individual results attained during the applicable evaluation period.
 - B. Eligibility for merit pay shall be based upon the results (overall performance rating) of an individual's annual performance evaluation. Annual performance evaluations shall be completed prior to any annual salary increase.
 - C. An employee who receives an overall performance evaluation rating of between 2.5 to 3 may be eligible to receive merit pay ranging from 1% to 7%.

The actual amount received will be dependent upon the results of the employee's annual performance goals met and the availability of funds as determined by the President & CEO.

The merit pay percentage increase shall be based upon the base rate of pay for the employee at the time of the evaluation. The merit pay increase shall be effective on the anniversary date upon completion of the annual performance evaluation. Merit pay is adjusted in the base rate of pay.

Merit pay is not guaranteed for any full-time employee even if the above conditions are met.

Pay Periods and Paychecks

1. There are normally 26 pay periods per year, each consisting of 2 weeks. The bi-weekly pay period for employees begins at 12:01 a.m. Sunday and ends at 12:00 midnight the second succeeding Saturday.
2. Pay day shall be the first Friday following the end of each 2 week pay period, a 5 work day lag. This time lag is necessary to prepare and verify time records, record absences, compute the total payroll, and prepare paychecks. If a pay day occurs on a holiday, paychecks will normally be issued on the preceding day, except under extenuating circumstances, in which case paychecks will be issued on the next following work day.
3. General questions regarding payroll-related matters shall be addressed to the payroll accountant, or to the Human Resources Director. However, the payroll accountant has no authorizing or approval authority for leave requests or any other supervisory matters.
4. When an employee leaves the employment of DHA for any reason, the employee's final wage payment will be made in full for all hours worked and any applicable compensation and compensable accrued leave due the employee at the time of separation.

Payroll Deductions

1. Certain deductions shall be withheld from employee paychecks as required by law and in accordance with DHA's benefit plans, or as requested by an employee and approved by the President & CEO or designee. Such deductions include income taxes, social security taxes, Medicare tax, medical insurance premiums, or other approved deductions (e.g., deferred compensation, child support, etc.). DHA may refuse to make deductions not required by law that DHA deems not in its best interest.
2. Employees are required to complete withholding tax forms (W-4) upon hire and also inform the Human Resources Department of any change in dependents whenever a change occurs.

Work Scheduling

1. The standard work day, work week, and starting and quitting times for each department under DHA's authority are established in consideration of current and anticipated work load, public service needs, operational needs, and other business factors. No established schedule shall be construed as a guarantee of work hours or as a restriction on DHA's right to restructure the work day or work week.
2.
 - A. Work schedules for full-time employees shall normally consist of 5 consecutive days each work week. Saturdays and Sundays are normally non-work days, unless specifically designated otherwise.
 - B. The work day for all staff normally consists of 9 hours of scheduled work for Monday through Thursday and 4 hours on Friday and a 30 minute unpaid lunch or meal period. Lunch times vary in order to accommodate operational needs and work flow.
3. Work schedules that deviate from the norm as set forth above must be designated or approved by the President & CEO or designee.

Time Records

1. Employees are required to record actual hours worked for DHA. Bi-weekly payroll reports and other types of records may be used by DHA to document the hours worked by employees so that wages can be determined.

Accurately recording employees' working hours is a serious matter. Accurate recordkeeping is required by law and is necessary for DHA to ensure all employees are paid correctly. The following actions are extremely serious offenses that will not be tolerated by DHA:

- Under-reporting hours (i.e., reporting fewer hours than actually worked);
- Over-reporting hours (i.e., reporting more hours than actually worked);
- Falsifying signatures or other information on a time record;
- Tampering with DHA's time clock or other timekeeping system or record;
- Tampering with other employees' timekeeping entries / records;
- Clocking or logging in or out for another employee;
- Encouraging or coercing other employees to misrepresent hours worked; or
- Working "off-the-clock" (i.e., working but not reporting hours for non-exempt employees).

1.
 - Employees should use standard operating procedures of DHA when reporting their time... **If an employee forgets to record their time or clock or log in or out, or if they believe their time records are not recorded accurately, they must notify a supervisor immediately so the time can be accurately recorded for payroll purposes.**

No supervisor or manager has the authority to require, permit, or ask any employee to work "off-the-clock" or to work hours without reporting them. If an employee believes that a supervisor or manager is requiring or asking them to work "off-the-clock," or that they have not been paid in full for all hours worked, they must immediately notify the Human Resources Director.

Employees found to have engaged in any of these prohibited activities, including, but not limited to, failure to report time worked, misrepresentation of time worked, the altering of any time record or allowing a time record to be altered by others, are subject to immediate disciplinary action, up to and including termination of employment

2. Failure to report time worked, misrepresentation of time worked, the altering of any time record or allowing a time record to be altered by others may result in discipline.
3. Employees determined to be exempt from overtime pursuant to the applicable provisions of the Fair Labor Standards Act (FLSA) (exempt employees) may be relieved from specific recordkeeping requirements at the discretion of the President & CEO, but should still use standard operating procedures with respect to timekeeping.
4. Employees reporting hours worked on bi-weekly time record shall indicate all actual hours worked in the bi-weekly period. Upon completion, each employee must submit a signed original time sheet/ electronic acknowledgement to the employee's immediate supervisor for review and approval. Exempt employees may record only the number of hours worked each day, or utilize any other acceptable procedure approved by the President & CEO.

Overtime, Non-exempt Employees

1. Non-Exempt Employees

- A. Any employee may be required to work in excess of the normal work day or work week to meet operational demands. Non-exempt employees (employees entitled to overtime compensation pursuant to the provisions of the FLSA) shall be paid at the rate of one and one-half (1 1/2) times the employee's regular hourly rate of pay for all hours worked in excess of forty (40) in any work week. Only for the purpose of computing overtime, holiday will be considered as time worked if any overtime is requested to be worked and approved by the Supervisor during a week with holiday except on a holiday. Time paid to non-exempt employees for holidays will not be included as hours worked for purposes of calculating overtime if no overtime is requested and approved during the work week of the holiday.
- B. Eligibility for overtime shall be based upon actual hours worked in a work week for non-exempt employees.
- C. All overtime must generally be scheduled and recommended by the supervisor or department head and the President & CEO or his designee in advance. All overtime must be approved in writing by the supervisor or department head or President & CEO in advance. Working overtime without first obtaining the required advanced approval could subject the employee to disciplinary action, up to and including termination, but in any event overtime incurred without approval shall be paid. DHA will not retaliate against any employee who complains about unpaid overtime, whether such complaint has merit or is meritless.

Exempt Employees

Salaried employees determined to be exempt from the overtime requirements of the FLSA shall not be eligible for overtime pay as defined in the FLSA. Such employees shall not receive a reduction in pay for

absences of less than 1 day. Such absences will, however, be deducted from the baseline used to compute employee's accumulated PTO leave time, as applicable, and in accordance with those policies.

SECTION 5
EMPLOYEE BENEFITS

Paid Time Off (PTO)

1. Eligibility

All full-time employees, who are working the normal work week, shall earn Paid Time Off (PTO) leave at the rate shown below provided they have worked 80 hours, including holidays, and PTO. Accrual of PTO leave for permanent employees working less than the normal work week shall not receive any PTO Accrual. No PTO leave shall be earned for any time worked in excess of the normal work week.

2. Accrual

Full-time employees accrue PTO days per pay period as shown below:

<u>Years of Continuous Service</u>	<u>Hours</u>
Less than 5 years	5.0
5 years but less than 10	6.0
10 years but less than 15	6.5
15 years but less than 20	7.0
20 years and above	7.5

3. An employee with less than 5 years of continuous employment may not carry over accrued PTO leave in excess of 30 working days or 240 hours into each new calendar year. Employees with more than 5 years of continuous employment may not carry over accrued PTO leave in excess of 40 workdays or 320 hours into each new calendar year. Accrued PTO leave in excess of the authorized accrual shall be forfeited at the beginning of the last full pay period in December (except, see paragraph 15 in this section).
4. PTO leave accrued in excess of the maximum limitations must be used by last full pay period in December each calendar year or such excess accrual shall be forfeited by the employee (except see paragraph 15 in this section).
5. PTO leave shall not be earned by an employee during a leave of absence without pay, a suspension without pay, or when the employee is otherwise in a non-pay status. Further, should an employee use the employee's PTO leave in conjunction with the employee's resignation from employment, additional leave shall not be accrued during such leave period.
6. No employee shall be allowed to use PTO leave that has not been accrued.
7. No employee shall be eligible to use accrued PTO leave until the employee has completed three months continuous service from the date of employment.

8. PTO leave accrual and usage records for all employees shall be maintained by the Payroll Accountant and shall be based upon the information certified and submitted by the Supervisor signing each employee time record. No PTO leave shall be granted except on the basis of such records.
9. PTO leave may be used for:
 - (a) Vacation;
 - (b) Absence due to illness - DHA employees must provide medical certification to support a request for leave because of a health condition when the leave extends beyond 2 days; and DHA employees must obtain a fitness for duty report to return to work if the employees were on leave because of their own health condition.
 - (c) Absence due to illness in the employee's family;
 - (d) Absence to transact personal business;
 - (e) In observance of religious holidays other than those listed as DHA Holidays;
 - (f) For any other reason determined to be in the best interest of the employee and DHA.
10. An employee's request for PTO leave shall be approved or disapproved by the employee's Supervisor and shall be granted in a manner that will not result in any loss of PTO leave privileges. In scheduling and granting PTO leave, the Supervisor shall give due consideration to the length of the employee's service, the work requirements of DHA, and the wishes of the employee. The date the leave is to begin and the date the employee is to return to work shall be specified in all leave requests. The determination of the Supervisor on PTO leave schedules shall be final. The PTO leave should be requested and approved in advance (unless utilized for illness or emergency).
11. Absences from work for PTO leave shall be charged according to the actual number of PTO leave hours used by the employee. A PTO leave request shall be completed by each employee and submitted to the Payroll Accountant, after being certified as correct by the employee's Supervisor.
12. Upon separation from DHA, employees shall receive lump sum payment for all unused PTO leave. Such pay shall be at the employee's regular pay rate at the time of separation; however, no such payment shall be made to employees who have served less than three continuous months immediately prior to separation. If an employee dies who has served at least three months continuously, payment for his/her accrued leave shall be made in accordance with governing laws.
13. Except for conditions provided for in paragraphs 12 above, payment for PTO leave shall be made on the employee's regular payday, and advance payment for such leave or payment in lieu of PTO leave shall not be permitted.
14. Employees using PTO leave after the effective date of promotion or demotion to a different classification shall receive PTO leave pay at the rate in effect at the time the PTO leave is taken.
15. PTO Incentive: Full time employees (who have completed the probationary period) may be allowed to convert up to 80 hours of unused PTO time in excess of 80 hours for additional payment of accrued PTO in accordance with the following schedule. DHADHA
PTO hours converted to Pay

Up to 80 hours in ten hour increments with a remaining balance of 80 hours or more of accrued PTO
 Up to 70 hours in ten hour increments with a remaining balance of 70 hours or more of accrued PTO
 Up to 60 hours in ten hour increments with a remaining balance of 60 hours or more of accrued PTO
 Up to 50 hours in ten hour increments with a remaining balance of 50 hours or more of accrued PTO
 Up to 40 hours in ten hour increments with a remaining balance of 40 hours or more of accrued PTO
 DHA may, but does not guarantee, providing a one-time opportunity annually to all eligible DHA employees to exercise the PTO incentive. Employees are encouraged to take PTO as needed and should not accumulate PTO for the primary purpose of exercising the PTO incentive option

Holidays

1. Holidays

Full-time employees shall observe the following paid holidays:

New Year's Day	January 1
Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth Day	Third Monday in June
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	Friday following the fourth Thursday in November
Christmas Day	December 25
Floater Day	One day during a calendar year (after completion of probationary period)

Holidays occurring on Saturday shall be observed on the preceding Friday. Holidays occurring on Sunday shall be observed on the following Monday.

2. Work on Holiday

Any eligible non-exempt employee required to work on a day of holiday observance shall be paid for all hours actually worked at 2times the employee's applicable rate (Holiday Pay + Hours Worked). This provision is not applicable to exempt employees.

3. Part-Time Employees

Part-time employees do not receive paid holidays.

4. Employees On PTO Leave

If a holiday occurs while an employee is on PTO leave, the holiday will not be charged against the employee's PTO leave balance.

5. All DHA employees, except contractors and part-time employees, shall be allowed leave of absence with pay on every recognized holiday, except when an employee is on a leave of absence without pay, a suspension, or if he/she is otherwise in a non-pay status on the day before or after the day on which the holiday falls.

Paid Parental Leave Policy

Purpose/Objective

DHA will provide up to two (2) weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. This policy will be in effect for births, adoptions or placements of foster children occurring on or after (effective date).

Eligibility

Eligible employees must meet the following criteria:

- Have been employed with DHA for at least 12 months (the 12 months do not need to be consecutive).
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be a full time, regular employee (temporary employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner of a person who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

Amount, Time Frame and Duration of Paid Parental Leave

- Eligible employees will receive a maximum of two (2) weeks of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the two (2) week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than two (2) weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.
- In the event of pregnancy loss (miscarriage) eligible employees will receive a maximum of one (1) week of paid parental leave. Leave must be taken immediately following pregnancy loss. In no case will an employee receive more than one (1) week of paid parental leave in a rolling 12-month period, regardless whether more than one pregnancy loss event occurs within that 12-month time frame.

- Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates.
- Approved paid parental leave may be taken at any time during the three (3) -month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this three (3) -month time frame.
- In the event of an employee who has given birth, the two (2) weeks of paid parental leave will commence at the time of birth or at the time the employee becomes incapacitated and unable to work due to pregnancy.
- Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the three (3)-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the three (3)-month time frame.
- Upon termination of the individual's employment at DHA, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

Coordination with Other Policies

- Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- After the paid parental leave is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees' accrued paid time off (PTO). Upon exhaustion of accrued PTO, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- DHA will maintain all benefits for employees during the paid parental leave period just as if they were taking any other paid leave.
- If a holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.
- If the employee is on paid parental leave when DHA offers administrative leave (known as an "admin pay"), that time will be recorded as paid parental leave. Administrative leave will not extend the paid parental leave entitlement.
- An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee were on FMLA-qualifying leave.

Requests for Paid Parental Leave

- The employee will provide his or her supervisor and the human resource department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.
- As is the case with all DHA policies, DHA has the exclusive right to interpret this policy.

Bereavement Leave

In the event of death of a full-time employee's immediate family member (spouse, child, parent, grandparent, grandchild, brother, or sister) or a spouse's immediate family member, the employee shall be granted up to five (5) days leave with pay subject to receipt of third party verification acceptable to DHA, submitted to and approved by the employee's supervisor and Payroll Accountant.

Court Leave

1. Jury Duty

All employees of DHA shall be entitled to paid leave when summoned to appear for jury duty by any court of the United States, the State of Texas, or any political subdivision thereof, during the employee's regular working hours, provided the employee returns to DHA any payments received from the courts for his/her services. Employees must report to work immediately following dismissal from jury duty on each day of jury duty, unless dismissal occurs after 3:30 p.m.

2. Jury Duty Certification

In order for an employee to receive payment from DHA in accordance with this policy, the employee must secure written certification from the Clerk of Court in which the employee served, evidencing the fact that the employee was required to appear for jury duty.

3. Court Witness

An employee subpoenaed as a witness in a private matter unrelated to his/her employment with DHA shall not be entitled to paid leave from DHA. The employee will be allowed to retain any witness fee that the employee receives from the Court. The employee may also utilize any paid leave time to which the employee is entitled (PTO leave, floater leave) to cover the period of time he/she spends as a court witness.

If an employee is subpoenaed as a court witness resulting from employment with DHA, such service will be regarded as paid work time and no payroll notation need be made. Witness fees, however, must be returned to DHA. The employee shall obtain approval from his/her supervisor before attending court as a witness for DHA.

Military Leave

1. Active Duty Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed armed services in accordance with the Uniformed Armed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. The leave will be unpaid. However, employees may use any available paid sick or vacation leave for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of leave and subject to the terms, conditions, and limitations of the applicable plans for which the

employee is other eligible. Benefit accruals, such as vacation, sick days, or holiday pay, will be suspended during the leave and will resume upon the employee's return to active employment.

Employees on military leave for up to thirty (30) days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable federal and state laws.

A reasonable effort will be made to return eligible employees to their previous position or a comparable one in accordance with USERRA. Employees will be treated as though they were continuously employed for purposes of determining benefits that are based on length of service. An employee is expected to notify the employee's manager/supervisor as soon as the employee is aware of the dates the employee will be on duty so that arrangements can be made for a replacement during this the leave period.

2. Qualifying Exigency Leave

An employee may take family/medical leave for certain "qualifying exigencies" (see definition provided in Family Medical Leave Act policy below) arising out of the fact that the employee's spouse, child of any age or parent is on active duty (or has been notified of an impending call to active duty) in support of certain types of military operations, known as "contingency operations." The family member must be a member of the National Guard or one of the military's Reserve units or a retired member of the Regular Armed Formed or the Reserves. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, attending post-deployment reintegration briefings, and any other related circumstances.

This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period (measured backward from the date an employee uses FMLA leave). Employees requesting this type of family/medical leave are within the same notification and general procedural guidelines as regular FMLA leave. Employees must provide proof of the military service of the family member and documentation for the qualifying exigency.

3. Military Caregiver Leave

An employee may also take Military Caregiver Leave to care for a spouse, son (of any age), daughter (of any age), parent or next of kin who is: (1) a current member of the Armed Forces, including the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, which was incurred in the line of duty (or for a pre-existing injury or illness which is aggravated in the line of duty) and that renders the service member medically unfit to perform the duties of his or her office, grade, rank, or rating, or (2) a veteran who was a member of any branch of the Armed Forces, including the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness that occurred in the line of duty (or for a pre-existing injury or illness which was aggravated in the line of duty) at any time within 5 years preceding the treatment, recuperation or therapy. A covered service member incurs a serious illness or injury for purposes of this paragraph when one of the following occurs:

- The injury or illness makes him or her medically unfit to perform the duties of his or her office, grade, rank or rating.
- It causes the service member to have a VA Service Disability Rating at 50% or greater.
- It is a mental or physical condition that substantially impairs his or her ability to obtain gainful employment.
- The VA enrolls the employee in the Department of Veteran Affairs Program of Comprehensive Assistance for Family Caregivers.

Eligible employees are entitled to a total of 26 weeks of unpaid Military Caregiver Leave during a single 12-month period. This single 12-month period begins on the first day an eligible employee takes Military Caregiver Leave (as long as it is within 5 years of the covered service member's active duty) and ends 12 months after that date. Military Caregiver Leave applies on a per-covered service member, per-injury basis, so that an employee may be eligible to take more than one 26 week period of Military Caregiver Leave, but no more than 26 weeks of leave may be taken during any one 12-month period.

An eligible employee is entitled to a total of 26 weeks of unpaid Military Caregiver Leave during a single 12-month period. This single 12-month period begins on the first day an eligible employee takes Military Caregiver Leave and ends 12 months after that date. For example, if an employee takes 10 weeks of FMLA leave due to his/her own serious health condition, the employee may take only 16 weeks of Military Caregiver Leave during that same 12 month period... Employees requesting this type of family/medical leave are within the same notification and general procedural guidelines as regular FMLA leave. Employees must provide medical certification of the family member or next of kin's injury, recovery, or need for care.

Family and Medical Leave

1. **Policy**

It is the policy of DHA to provide Family and Medical Leave to eligible employees as required by the Family and Medical Leave Act (FMLA).

2. Eligible Full-Time and Part-Time employees who have been employed at least twelve (12) months and who have worked at least 1,250 hours over the twelve (12) month period prior to the medical leave request may take up to twelve (12) weeks of unpaid leave in a rolling 12-month period for any eligible event under the FMLA. Each "year" for purposes of FMLA leave will begin on the first day an employee takes leave under the FMLA. For example, if you begin FMLA leave on June 1, the year of eligibility for benefits under FMLA begins June 2 and ends May 30 the following year.

3. **Reasons for FMLA Leave:**

All requests for FMLA leave should be directed to DHA's Human Resources Director. Upon submission and approval of an FMLA-covered leave of absence request, eligible employees are entitled to leave for any of the following reasons:

- a. **Birth/Adoption/Foster Care Leave:** An employee may take leave for the birth of the employee's natural child or the placement of a child with the employee for adoption or foster

care. An employee's entitlement to leave for birth or placement of a child expires twelve (12) months after the birth or placement of the child.

- b. Family Leave: An employee may take leave to care for a spouse, child or parent who has a serious health condition.
- c. Medical Leave: An employee may take leave for his or her own serious health condition that renders the employee unable to perform his or her job duties.
- d. Military Leave: An eligible employee who is a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, may take leave to care for such related service member who has a serious injury or illness for up to a total of 26 work weeks of unpaid leave during a single 12-month period.

Definitions:

A "**serious health condition**" is defined by the FMLA and its regulations as an illness, injury, impairment, or physical or mental condition that involves:

- In-patient care (i.e. an overnight stay) in a hospital, hospice, or medical care facility (including any period of incapacity or any subsequent treatment in connection with such in-patient care).
- A period of incapacity of more than 3 consecutive full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves (1) treatment 2 or more times by a health care provider or under the supervision of a health care provider within 30 days of the start of the incapacity, or (2) treatment by a health care provider on at least 1 occasion within 7 days of the start of the incapacity which results in a regimen of continuing treatment under the supervision of a health care provider.
- Any period of incapacity due to pregnancy, or for prenatal care.
- Any period of incapacity due to a chronic serious health condition requiring periodic visits of at least twice a year for treatment by a health care provider.
- A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, during which the employee (or family member) must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider.
- Any period of absence to receive multiple treatments by a health care provider or under the supervision of a health care provider, either for restorative surgery after an accident or other injury, or for a condition that will likely result in a period of incapacity of more than 3 consecutive calendar days in the absence of medical intervention or treatment.

A "**qualifying exigency**" referenced above in the Basic FMLA Leave and Active Duty Leave section above refers to the following circumstances:

- *Short-notice deployment*: to address issues arising when the notification of a call or order to active duty is 7 days or less.

- *Military events and related activities:* to attend official military events or family assistance programs or briefings.
- *Childcare and school activities:* for qualifying childcare and school related reasons for a child, legal ward or stepchild of a covered military member.
- *Financial and legal arrangements:* to make or update financial or legal affairs to address the absence of a covered military member.
- *Counseling:* to attend counseling provided by someone other than a health care provider for oneself, for the covered military member, or child, legal ward, or stepchild of the covered military member.
- *Rest and recuperation:* to spend up to five (5) days for each period in which a covered military member is on a short-term rest leave during a period of deployment.
- *Post-deployment activities:* to attend official ceremonies or programs sponsored by the military for up to 90 days after a covered military member's active duty terminates or to address issues arising from the death of a covered military member while on active duty.
- Care of the covered military member's parent if the parent is incapable of self-care.
- *Rest and recuperation:* to spend up to fifteen (15) calendar days for each period in which a covered military member is on a short-term rest leave during a period of deployment; or
- *Additional activities:* for other events where DHA and the employee agree on the time and duration of the leave.

4. Giving Notice

When it is foreseeable for the birth or placement of a child or for planned medical treatment, an employee who wishes to take leave under this policy must give reasonable, advance notice. The employee must submit a written request for leave 30 days in advance for approval prior to the commencement of the leave. When it is not possible to give advance notice – for example, an unforeseeable medical emergency – the employee must notify his or her supervisor as soon as practicable, or within one to two business days of when the employee learns of the need for leave. An employee requesting leave for planned, scheduled medical treatment must attempt to schedule that treatment so as to minimize the interruption in his or her employment. If an employee fails to return to work from an approved leave, DHA may assume that the employee has resigned from their position without notice.

5. Documentation Supporting FMLA Leave

FMLA leave will be approved only if the reason for the leave is covered under FMLA and the employee provides a completed FMLA Certification of Health Care Provider Form supporting the need for the leave. A request for reasonable documentation of family relationship verifying the legitimacy of family medical leave may also be required.

The employee will have eighteen (18) days in which to return a completed Certification form following receipt of the form from DHA. If the employee fails to provide timely certification after

being required to do so, the employee may be denied the taking of the leave under the FMLA. If the Certification form is incomplete or insufficient, an employee will be given written notification of the information needed and will have 7 days after receiving such written notice to provide the necessary information. Once DHA has fully completed sufficient certifications and documentation, it will notify the employee of whether FMLA Leave is granted.

If there is reason to doubt the validity of the medical certification, a second opinion, at the expense of DHA, related to the health condition may be required. If the original certification and the second opinion differ, a third opinion, at the expense of DHA, may be required. The opinion of the third health care provider, which DHA and the employee jointly select, will be the final and binding decision.

A request for Active Duty Leave must be supported by the Certification of Qualifying Exigency for Military Family Leave form as well as appropriate documentation, including the covered military member's active duty orders. A request for Military Caregiver Leave must be supported by the Certification for Serious Injury or Illness of Covered Service member form or Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave form as well as any necessary supporting documentation.

6. Recertification

In general, DHA may request recertification not more than every 30 days. If the certification is for a condition for more than 30 days, DHA must wait until that minimum duration expires before requesting a recertification. However, in the following circumstances DHA may, in its sole discretion, require recertification of the qualifying reason for FMLA leave at any time where:

- The Employee requests an extension of leave;
- The circumstances described by the previous certification have changed significantly; or
- The circumstances and facts cast doubt on the Employee's need for FMLA leave.

Likewise, DHA may request recertification every 6 months in any case, including when an employee takes intermittent FMLA leave. In all of these situations, the employee will have 15 days in which to provide, at his/her expense, a completed Recertification form.

7. Concurrent Use of Paid Leave

Accrued PTO that an employee has not yet used and FMLA leave will be taken concurrently. If the employee has accrued PTO leave, that he or she has not yet taken, that unused PTO leave will be utilized to cover any leave first. When the employee's PTO leave is used up, the remainder of the leave will be unpaid FMLA leave.

8. Spouses

Eligible spouses who both work for DHA and are eligible for FMLA leave will be limited to a combined total of twelve (12) work weeks during any 12-month period if leave is taken for the birth or placement for adoption or foster care of the employee's child. The spouse will be eligible for the employee's remaining FMLA leave period for purposes other than the birth or placement of a child.

9. Intermittent Leave

An employee may take FMLA leave intermittently or on a reduced leave schedule under certain circumstances only with the approval of DHA's HR Manager and immediate supervisor. The intermittent or reduced leave must be for a qualifying event under the FMLA and approved in advance by DHA.

10. Denial of FMLA Leave

If an employee requesting FMLA leave does not provide sufficient information to establish an FMLA-qualifying reason for the requested leave consistent with established policy, DHA may deny the employee's request. Requests for leaves of absence that do not qualify under the FMLA or requests for unpaid leave by employees will be considered on an individual basis.

11. Returning from FMLA Leave

The employee who returns from a non-FMLA leave of absence will be considered for his/her original position if vacant, or for an equivalent position with equivalent benefits, pay, and other terms and conditions of employment, if available (or soon to be available).

An employee returning from FMLA leave, due to the employee's serious health condition, must provide certification from his or her care provider stating that the employee is able to return to work to perform the essential functions of his/ her position description.

DHA reserves the right to deny reinstatement to a "key employee" in accordance with the FMLA. A "key employee" is defined as a salaried, FMLA-eligible employee who is among the highest paid 10% of employees.

12. Outside Work Activities while on FMLA Leave are Prohibited

An employee on FMLA leave may not engage in work for another employer during the period of leave, whether for full or part-time employment. Any violation of this provision may result in disciplinary action, up to and including termination of employment.

13. Benefits and Protections Under Family Medical Leave

- A. During the entire duration of any leave authorized under the FMLA, DHA will continue to maintain coverage under any group insurance plan at the level and under the same conditions that it would have provided had the employee not taken a leave covered by family medical leave. The employee is responsible for reimbursement of the above stated benefit costs only if he/she fails to return to work at the expiration of the family medical leave for reasons other than the continuation, recurrence, or onset of a serious health condition or any other circumstances beyond the control of the employee.
- B. An eligible employee who takes an authorized family medical leave without pay shall not accrue seniority or any employment benefits during the leave period including PTO.
- C. An eligible employee taking authorized leave under family medical leave will, upon return from such leave, be restored to his/her or her previous position or to "an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment."

If however, an event occurs that would have terminated or altered the employment of the employee had he/she not been on leave (*e.g.*, a reduction in force, elimination of a shift), the employment, leave rights, employment conditions, or restoration rights of that employee will terminate at the same time as if the employee had not been on leave.

Another exception to the employment restoration provisions of this policy will be made if the employee on leave is a salaried employee and is among the highest paid ten percent (10%) of the organization's employees within 75 miles, and restoring employment of the employee would result in substantial and grievous economic injury to the organization. The determination to reinstate employees in this category will be reviewed on a case-by-case basis. In this situation, however, the employee will be notified of the organization's intent to deny restoration and will be given an opportunity to return to work.

- D. Employees are not entitled to have DHA pay any of their wages (except for paid leave as set forth herein) during the periods of time they are on authorized leave under family medical leave.
- E. Except as may be required by the Consolidated Omnibus Budget Reconciliation Act (COBRA), or any other applicable law, DHA's obligation to maintain health benefits under family medical leave ceases if or when an employee informs DHA of his or her intent not to return from leave; the employee fails to return from leave and thereby voluntarily terminates employment; the employee exhausts his or her family medical leave entitlement; the employee's co-share payment is more than 30 days late; or the employee fraudulently obtained family medical leave from DHA.
- F. The employee is responsible to pay his/her allotted share of any group insurance premiums while on authorized leave under family medical leave. While on family medical paid leave, DHA will continue to make payroll deductions to collect the employee's share of the premium. While on family medical unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Human Resources Department by the 15th day of each month. If the payment is more than 30 days late, the employee's insurance coverage may be dropped.
- G. DHA may designate that related paid and unpaid leave taken prior to the employee's eligibility and request for family medical leave be retroactively counted towards the employee's 12-month family medical leave entitlement. Also, the paid and unpaid leave that is related to and follows a family medical unpaid leave of absence period may be counted towards the employee's 12-week family medical leave entitlement.
- H. Employees may be terminated if they:
 - 1. Elect not to return to employment from a family medical leave (voluntary termination).
 - 2. Fail to return from family medical leave after the period of leave to which they are entitled has expired for any reason other than the continuation, recurrence, or onset of a serious health condition or for circumstances beyond their control (voluntary termination).

3. Perform work of any kind for any government agency, private firm, or individual, or be self-employed while on family medical authorized leave (involuntary termination).
 4. Fraudulently obtain family medical leave from DHA (involuntary termination).
 5. An event occurs that would have terminated or altered the employment of the employee had he/she not been on leave (*e.g.*, a reduction in force, elimination of a shift), then the employment, leave rights, employment conditions, or restoration rights of that employee will terminate at the same time as if the employee had not been on leave.
- I. Employees on family medical leave must report immediately to their supervisor and the Human Resource Department any changes in conditions or plans that affect their current leave entitlement and/or eligibility. An employee on family medical leave shall contact his/her supervisor and Human Resources Department at least once every 30 days and indicate their intention to return to work as scheduled.
 - J. Employees must complete a "Family And Medical Leave Act (FMLA) Application" form, with appropriate attachments, each time they need and request family medical leave and each time they have a change in status (length, type, reason) to their current family medical leave.
 - K. Family medical leave records and documents relating to medical certification, recertification, or medical histories of employees or employees' family members shall be maintained in the employees' medical folders and treated as confidential medical records, except that:
 1. Supervisors and management may be informed regarding necessary restrictions on the work or duties of an employee and necessary accommodations;
 2. First aid and safety personnel may be informed (when appropriate) if the employee's physical or medical condition might require emergency treatment; and
 3. Government officials investigating compliance with the Family and Medical Leave Act (or other pertinent laws) shall be provided relevant information upon request.
14. Specific Guidelines and Conditions for Family Medical Leave for "The Birth of a Son or Daughter of the Employee or the Placement of a Son or Daughter With the Employee for Adoption or Foster Care and in Order to Care for Such Son or Daughter
- A. Leave taken for this reason may not be taken intermittently or on a reduced leave schedule, unless the employee and DHA agree to such an arrangement.
 - B. The employee must use all of his/her available paid leave (accrued PTO) before receiving unpaid leave to cover the remaining family medical authorized leave period for this reason.
 - C. Whenever possible or known, the employee will provide DHA with at least 30 days' notice before the date the family medical leave is to begin. If this requirement cannot be met, the employee will provide notice as specified in this section.
 - D. If both spouses are eligible employees of DHA, the aggregate amount of family medical leave to which both are entitled is limited to 12 work weeks during any 12-month period for the

birth of a son or daughter and in order to care for such son or daughter. If 1spouse is ineligible for family medical leave, the other spouse would be entitled to a full 12 weeks of family medical leave.

- E. The employee must provide DHA with written proof of birth and relationship to support a request for family medical leave for the birth of a son or daughter of the employee and in order to care for such son or daughter. The employee must provide DHA with written proof of pending or final placement and relationship to support a request for family medical leave for the placement of a son or daughter with the employee for adoption or foster care.
 - F. Family medical leave taken for the birth and care of a newborn son or daughter or for a child newly placed with an eligible DHA employee must be taken before the end of the first 12 months following the date of the birth or the date of placement.
 - G. Leave taken by an expectant mother who is an eligible DHA employee under the condition where she is unable to work right up to the birth of her child will fall under the status and requirement of family medical leave for "serious health conditions that makes the employee unable to perform the essential function of the position of such employment."
 - H. Family medical leave may be taken upon the placement of a child or may begin prior to placement if an absence from work is required for such placement to proceed.
 - I. Leave taken by a father who is an eligible employee to care for his pregnant spouse prior to the birth of his child will fall under the status and requirement of family medical leave "to care for a spouse with a serious health condition."
 - J. If both the father and mother are eligible DHA employees, they may take family medical authorized leave for the birth and care of their newborn child or for the placement of a child with them for adoption or foster care at the same time, or on an overlapping basis, or sequentially.
15. Specific Guidelines and Conditions for Family Medical Leave "To Care for the Spouse, or a Son, Daughter, or Parent of the Employee, If Such Spouse, Son, Daughter, or Parent Has a Serious Health Condition or a Serious Health Condition That Renders the Employee Unable to Perform the Essential Functions of the Position for Such Employee
- A. Leave for this reason may be taken for 12 consecutive weeks, intermittently or on a reduced leave schedule when medically necessary.
 - B. If an employee requests intermittent leave, or leave on a reduced leave schedule for this reason that is foreseeable based on planned medical treatment, DHA may require such employee to transfer temporarily to an available alternative position offered by DHA for which the employee is qualified and that has equivalent pay and benefits, and better accommodates recurring periods of leave than the regular employment position of the employee.
 - C. The employee must use all of his/her accrued PTO leave before receiving unpaid leave to cover the remaining authorized family medical leave period for this reason, except when injury leave is being utilized.

- D. Whenever possible or known, the employee will provide DHA with at least 30 days' notice before the date the family medical leave is to begin. If this requirement cannot be met, the employee will provide notice as specified in this section.
- E. The employee shall make a reasonable effort to schedule planned medical treatment so as not to disrupt unduly the operations of DHA, subject to the approval of the health care provider of the son, daughter, spouse, or parent of the employee or the health care provider of the employee.
- F. The employee must provide DHA with medical certification issued by the family member's health care provider or his/her health care provider to support a request for family medical leave. The medical certification must contain specific information as referenced in the "Medical Certification of a Serious Health Condition" definition provided in this policy.
- G. DHA may require, at DHA's expense that an employee obtain the opinion of a second health care provider designated or approved by DHA concerning any information certified by the employee's health care provider. If the second opinion differs from the opinion in the original certification, DHA may require, at the expense of DHA, that the employee obtain the opinion of a third health care provider designated or approved jointly by DHA and the employee concerning the information certified by the first 2 health care providers. The opinion of the third health care provider concerning the information certified will be considered to be final and binding on DHA and the employee.
- H. The employee must provide DHA with medical recertification as referenced in the "Medical Recertification" section in this policy when requested by DHA.
- I. If both spouses are eligible employees of DHA, the aggregate amount of family medical authorized leave to which both are entitled is limited to 12 work weeks during any rolling 12-month period for the care of a sick parent (but not a parent-in-law) with a serious health condition. If 1 spouse is ineligible for family medical leave, the other spouse would be entitled to a full 12 weeks of family medical leave. This limitation does not apply to leave taken to care for the serious health condition of 1 of the employees themselves, or for their child.
- J. The employee must provide DHA with written proof of family member relationship to support a request for family medical leave to care for the spouse, son, daughter, or parent of the employee with a serious health condition.
- K. The employee must provide DHA with medical certification, verifying the below status, to support a request for family medical leave to specifically care for a son or daughter who is 18 years of age or older and incapable of self-care because of a mental or physical disability.
- L. Employees unable to return to work after their family medical leave entitlement has expired because of the continuation, recurrence, or onset of a family member's serious health condition, must immediately notify DHA and provide medical certification as referenced in the definition section to this Personnel Policy.

Leave of Absence without Pay

1. Eligibility

An employee may request a leave of absence from employment without pay. Such request must be in writing and must specify the reason for and the dates of the desired leave. Approval of such request is solely at the discretion of the President & CEO, and each request will be determined on its own merits. A leave of absence without pay shall not exceed 3 months. A leave of absence without pay will not be granted unless all other types of applicable accrued leave have been exhausted. Leave will not be approved for an employee for the purpose of accepting other employment. An accommodation of leave time for a disability will run concurrently with FMLA leave, other available PTO and only once such leave is exhausted will further leave be considered as a reasonable accommodation (on a case by case basis).

If an employee is on a personal leave due to a mental or physical disability, DHA will engage in the interactive process and will consider reasonable accommodations, including a possible leave extension, in compliance with the ADA.

2. Return from Leave

Upon returning from an approved leave of absence, the employee shall be placed in his/her original position, or another position in the same classification should the employee's original position be unavailable.

3. Failure to Return

Failure to return to work within 3 days after the scheduled end of an authorized leave of absence, without acceptable justification, will be deemed a voluntary resignation effective as of the scheduled expiration of the authorized leave.

4. Effect on Employment

A. PTO and holiday leave are not earned by an employee while he/she is on an authorized leave of absence without pay. A leave of absence without pay shall not be considered a break in service for seniority purposes.

B. DHA will pay no medical benefits after a thirty-day leave without pay. The employee will have the right to elect coverage under COBRA.

5. Length of Any Leave of Absence

Except as otherwise required by law, any leave of absence, for any reason, may not last more than three (3) months. If an employee does not return to work three (3) months after the start of any leave of absence, his/her employment will automatically terminate.

6. Outside Activities while on a Leave of Absence

Any employee who is on an approved leave of absence who engages in other employment (including self-employment) without written consent of management or who misrepresents the reason for need for a leave of absence will be subject to disciplinary action, up to and including termination.

Health and Life Insurance

1. Medical Insurance

DHA will provide comprehensive hospitalization/major medical coverage for any full-time employee who qualifies for participation in the plan(s) in accordance with any eligibility criteria established by the insurance carrier(s) and DHA. The benefits contained in the plan(s), employee deductible amounts, employee co-pay amounts, and the employee's portion of the monthly premium may change from plan year to plan year based upon the rising costs of health care.

2. Life Insurance

DHA will provide full-time employees with a group term life insurance policy equivalent in value 150% of the employee's annual salary rounded up to the nearest \$1000. Employees are permitted to purchase additional coverage at their own expense.

Insurance Coverage

1. In accordance with the Federal Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), participating DHA employees and/or their dependents have the right to continue DHA-provided group health insurance coverage at the employee's cost in certain instances when such coverage would otherwise terminate.

2. The COBRA Rule gives DHA employees and their family members the right to continue coverage under DHA's group health plan for a period of time following certain specified "qualifying events" that would otherwise terminate their health care coverage.

The six specific "qualifying events" that trigger an employee's or beneficiary's right to elect COBRA coverage are:

- a. Death of a covered employee.
 - b. Termination of a covered employee's employment.
 - c. Reduction in a covered employee's hours.
 - d. Divorce or legal separation of a covered employee.
 - e. Commencement of a covered employee's entitlement to Medicare benefits.
 - f. Cessation of coverage for a dependent child.
3. The employee must elect coverage and is required to pay for continuing coverage.
 4. All requirements of The American Recovery and Reinvestment Act of 2009 (and its amendments) and the Health Care Reform Bill of 2010 (and its amendments) that impact DHA employees' benefits will be incorporated in the procedures to ensure compliance with the regulations.

Questions regarding the continuation of group health insurance coverage should be directed to the Human Resources Director.

Worker's Compensation

1. All DHA employees are covered by the Workers' Compensation Laws of the State of Texas for injuries that arise out of or in the course of their employment. When properly reported and substantiated, workers' compensation insurance will pay the employee's drug, medical, hospital, and certain other bills, and may provide compensation for lost wages.
2. Workers' Compensation insurance is provided at no cost to the employee. Employees must always think and practice safety in the workplace. Employees shall report all on-the-job accidents to their supervisor as quickly as possible under the circumstances but no later than 24 hours from the occurrence or the end of the employee's shift, whichever is earlier. Failure to comply with this reporting requirement shall subject the employee to disciplinary action, up to and including termination. DHA reserves the right to conduct a drug test on any employee who incurs an on-the-job injury.
3. A workers' compensation leave of absence will run concurrently with FMLA leave.

Retirement Plan

1. Retirement compensation for DHA employees is to be provided by Social Security and, so long as it exists, the Dallas Housing Authority Retirement Plan. The Dallas Housing Authority Retirement Plan is funded entirely by DHA contributions.
2. Questions regarding the Employees Retirement Plan should be directed to the Human Resources Department.

Tuition Reimbursement

1. DHA is committed to assisting its employees in developing their skills and knowledge to their maximum potential. In its continuing effort to encourage employees to excel in their present and future work, DHA has implemented the Tuition Reimbursement Program. The total amount of tuition payable shall not exceed \$1,500 during DHA fiscal year provided funding is available for such program.
2. Procedures
 - A. Prior to the first day of the class(es), the completed Tuition Reimbursement Request form must be presented to the Human Resources Director for approval. Requests not receiving prior approval cannot be paid.
 - B. Within one month after the ending date of the class(es), as specified on the Tuition Reimbursement Request form, the following documents must be presented:
 1. Grade Report;
 2. Student Registration Record and Fee Invoice (with Bursar's Office Paid Stamp or similar type of valid receipt).
3. Requirements
 - A. All regular employees who have completed their probationary periods are eligible for this program.
 - B. The course(s) pursued must directly relate to the employee's present position or one of possible advancement (within reasonable time limits).
 - C. Completion of the course(s) with a grade equivalent to a "C" or better is required.
 - D. Attention should be given to the scheduling of classes/hours at a realistic level that will not interfere with the employee's performance of his/her position with DHA.
 - E. An employee who voluntarily resigns shall reimburse DHA for tuition costs paid during the previous 12-month period. Any amounts due will be withheld upon final payroll distribution, subject to a duly executed wage deduction authorization, which the employee must execute and return to the Human Resources Director prior to commencement of class(es).
 - F. Payments will be made for tuition and books only. Lab fees, general fees, parking, etc. are not payable. Any grants or scholarship received by the employee, will be applied towards the tuition first prior to utilizing any DHA assistance.

SECTION 6
PERSONNEL PROCEDURES

Travel Expense Reimbursement

1. Local Travel

Employees who are required to use their personally owned automobiles for DHA business shall be paid actual mileage at the current rate established by the Internal Revenue Service, including required parking fees and toll road fees. Such payment is considered total reimbursement for all vehicle-related expenses (e.g., gas, oil, insurance, depreciation, etc.). A monthly mileage report approved by the supervisor must be submitted to the Finance Department at the end of each month along with any applicable receipts. This section does not apply to employees to whom DHA provides a car allowance.

2. Out-Of-Town Travel

Employees may perform travel essential to the conduct of the housing programs. All out-of-town travel requiring an overnight stay shall have prior authorization by the President & CEO or Designee. Attendance at conferences, conventions, and meetings shall be limited to the number of persons necessary to cover the meeting adequately. A Travel policy established by the President & CEO will determine the process to be followed for all out-of-town travels.

Use of DHA Vehicles, Equipment and Supplies

Vehicles

1. Use of Vehicles

- A. The use of DHA owned motor vehicles shall be strictly controlled by DHA and shall be for business purposes only. The use of DHA vehicles for other than official purposes is strictly prohibited, except where personal use is specifically authorized by the President & CEO, or Board of Commissioners in the form of a lease agreement.
- B. Employees operating DHA owned vehicles must be at least 18 years of age and have a proper and valid motor vehicle operator's license that covers the vehicle being operated and qualify for insurance coverage under DHA's vehicle insurance policy. A copy of the license must be maintained in the employee's personnel file. In the event an employee's driver's license becomes suspended or revoked during the employee's employment with DHA, the employee must immediately notify his Supervisor and Human Resources of the change in the employee's driving status and agrees not to operate a DHA owned vehicle at any time while the employee's driver's license is invalid
- C. DHA owned vehicles are not to be used for employee travel to and from work unless specifically authorized in writing by the President & CEO. The President & CEO shall determine whether or not the nature of the employee's job duties requires the use of a DHA vehicle between the residence of the employee and the job site(s).

- 2. Employees shall exercise caution and responsibility, and shall adhere to all safety regulations when operating DHA owned vehicles. Employees shall wear safety belts at all times while driving or riding in a DHA owned vehicle, or their personal vehicle on DHA business. Negligent, reckless, or

intentionally improper operation of vehicles is grounds for disciplinary action as outlined in this policy.

3. Restricted Cell Phone Use while Driving

Employees must adhere to all federal, state, and local rules and regulations regarding the use of cell phones and other handheld electronic devices when driving on DHA time, for DHA purposes, and/or within a DHA vehicle. Employees must not use cell phones or other handheld electronic devices if such conduct is prohibited by state or local law.

Employees should not use handheld cell phones or other handheld electronic devices for any purpose when driving on DHA time for DHA purposes and/or within a DHA vehicle. If an employee needs to make or receive a call while driving, the employee should make or receive the call only after parking in a lawfully designated area. If an employee has a hands-free device that allows the employee to talk on a cell phone or other electronic device, the employee may make and receive calls using the hands-free device if he/she is able to do so in a safe and prudent manner. Employees are strictly prohibited from texting, e-mailing, surfing the internet, or otherwise using any other electronic communication device while driving on DHA time and/or within a DHA vehicle. Employees are further prohibited from taking notes or writing when talking on a cell phone while operating a DHA vehicle or private vehicle while conducting DHA business.

Employees who are charged with traffic violations or cause accidents or injuries resulting from the use of their personal or DHA-issued cellular telephones or other electronic devices while driving will be solely responsible for all liabilities or fines that result from the offense. By signing the Personnel Policy Acknowledgment form, you are knowingly and voluntarily admitting all responsibility for any liabilities or fines that result from an offense of this policy.

4. Uninsurable Drivers

If an employee is determined to be uninsurable by DHA's insurance carrier and the employee is required to drive a DHA vehicle as part of his/her job duties, the employee will not be permitted to drive a DHA vehicle; and may be subject to termination of employment if driving is an essential function of his/her job.

If any employee is determined to be uninsurable DHA will review the circumstances and the employee's job to determine if other work is available. However, DHA shall not be required to "make work" or add additional positions to accommodate any such employee.

DHA insures its vehicles for coverage on bodily injury and property damage to the other vehicle and its occupants. Injury to employees while driving on DHA business is covered by Workers' Compensation. Employees using their personal vehicles on DHA business shall maintain appropriate liability insurance and may be required to provide proof of such insurance, as requested by DHA.

5. Employees must continuously recognize that use of a DHA owned vehicle is a privilege; that they are a constantly visible and official representative of DHA; that they should show every motor vehicle courtesy possible; drive defensively, and that they should drive so as to enhance the good reputation of DHA.
6. Passengers not on official DHA business and hitchhikers are not permitted in a DHA owned vehicles. Family members may be permitted as passengers, but never as drivers, in DHA owned vehicles and only during approved travel and vehicle use.
7. All accidents involving a DHA owned or personally owned vehicle on DHA business must be immediately reported to the supervisor, Risk and Safety Manager, department head, and a Serious Incident Report Form must be completed by the employee within 24 hours or at the end of the employee's working day, whichever is early, or when the employee is unable to do so, by the department head or designee. DHA shall make arrangements to perform a drug test on any employee involved in an accident involving a DHA-owned or personally-owned vehicle on DHA business. Supervisors are to ensure that the Human Resources Department is accurately and timely advised, in writing, of all persons, under their supervision, who drive DHA owned vehicles. Human Resources shall make arrangements for the test and direct a Supervisor or other employee to transport the employee to and from the testing center. Test facility test results will be reported directly to DHA Human Resources Department.

Equipment And Supplies

- A. Telephones, cell phones, laptops or other electronic communication devices may be provided to enable DHA employees to carry out DHA business. Telephones, cell phones, laptops or other electronic communication devices provided by DHA are the property of DHA and are intended for business purposes only. Telephones/cell phones may be used for personal messages only when absolutely necessary. Employees are responsible for reimbursing DHA for any excessive or unreasonable personal use of DHA's telephones, cell phones, or other electronic communication devices and may be subject to disciplinary action for improper use. DHA employees should ensure that DHA phones are not tied up for personal use. DHA telephones shall in no case be used for personal long distance calls. Personal use of office phones and cell phones should be kept to a minimum during working hours.
- B. DHA will provide one set of the necessary maintenance tools and equipment to team members who require hand tools to perform their job duties and to carry out assigned tasks. If an employee chooses to use his/her own tools or equipment, uses them and /or stores them on DHA premises, it is done so at the sole risk of the employee. DHA assumes no liability for personal tools or other equipment that may be lost, stolen, damaged, or destroyed in the course of DHA work, or while kept on DHA property. Employees are not authorized to use or borrow DHA tools, equipment or supplies for personal use, either on or off the premises. Employees will be responsible for any and all willful, careless, or negligent destruction or damage to DHA property, assets or equipment. Employees shall maintain

DHA tools and equipment and use them only for their intended functions in work-related activities. Employees must notify a DHA supervisor, department head, or the Human Resources Director within one (1) business day in the event of any damage, theft or other loss of Company property. Failure to follow this policy could lead to disciplinary action, including payment in full for the cost of repairing or replacing the Company property, or other employment action.

- C. All DHA information, including without limitation any confidential or proprietary information, is the property of DHA. Employees are prohibited from copying, downloading, or otherwise transferring DHA information from a cell phone or other electronic device for possession and/or use after an employee's termination of employment.
- D. Upon termination of employment (whether voluntary or involuntary), employees will be required to immediately return all DHA-issued cell phones, computer equipment and related peripherals and any other electronic equipment / devices.

Secondary Employment

1. Time Conflicts

Full-time employment by DHA shall be considered an employee's primary occupation and take precedent over all other employment or business. Full-time employees shall not have other employment that presents a "time conflict." A time conflict exists when the working hours of a secondary job directly conflict with an employee's scheduled working hours at DHA or mandatory overtime obligations, if any; or when the demands of a secondary job prohibit adequate rest or otherwise impairs the employee's job performance. Phone calls during DHA work time relating to a secondary job are prohibited during the work day.

2. Interest Conflicts

No employee (full-time or part-time) shall have other employment that presents an "interest conflict" with his/her position at DHA. An interest conflict exists when an employee engages in any secondary employment that tends to or may appear to compromise the employee's judgment, actions, or job performance at DHA; or where such secondary employment conflicts with the policies, objectives, and Operations of DHA. An employee may not have outside business relationships with any person or company with whom he/she has a DHA business relationship when such relationship presents a conflict of interest. An employee who has outside employment in the sale or rental of real estate must disclose such interest conduct him/herself in a manner that precludes even the slightest semblance or perception of a conflict of interest.

- 3. Employees shall notify their department head in writing of any secondary employment (prior to accepting such employment). The department head will confer with the employee and the President & CEO or designee to determine whether the secondary employment presents a conflict.

- 4. If at any time it is determined that an employee's secondary employment presents a conflict or otherwise interferes with the employee's performance of his/her job duties, the President & CEO may

require or recommend that the employee terminate the secondary employment relationship. Failure to follow such requirement or recommendation may be cause for disciplinary action, up to and including termination.

Safety/Risk Management

1. Generally

DHA is concerned about the safety and risk management issues of every employee. It is DHA's intent to comply with all applicable federal, state, and local laws, and safety codes and regulations.

2. Supervisor Responsibility

Each supervisor is responsible for safety in the area under his/her control, and will be given the assistance, authority, and support necessary to fulfill this responsibility. Every work related accident is to be investigated promptly and thoroughly with the aim of preventing the same or a similar accident in the future. The supervisor will act or seek assistance to correct unsafe conditions. The supervisor will ensure that each employee complies with all rules and regulations, and that safe working methods are used by employees under the supervisor's supervision.

3. Employee Responsibility

DHA expects employees to refrain from horseplay, threatening behavior, and negligent actions. Employees must comply with and follow all safety precautions, guidelines, protocols, and protective gear requirements for their position to safeguard their team members, colleagues, residents, client and guests. Employees must keep all work areas clean and free of clutter and debris. Any hazards or potentially dangerous conditions, such as liquids spilled on the floor, must be immediately corrected or reported to a supervisor, department head, or the Human Resources Director. Employees are responsible for maintaining a safe work place and a work place free from illegal activity. Employees shall obey and enforce all work place safety rules and report all potential or evident work place safety problems to their supervisors, department head, or the Human Resources Director. Employees shall also report all evidence of wrongdoing waste, program abuse, fraud and ethics violations in the work place by fellow employees or supervisors to DHA Human Resources or to the Senior Vice President and Chief Operating Officer or to the Office of General Counsel before reporting the issue to other authorities, pursuant to law.

4. Employees shall acknowledge their obligation to obey and enforce all work place safety rules and report all potential or evident work place safety problems.

5. Employees shall report all violations of work place safety rules or potential or evident work place safety problems immediately to the employee's supervisor.

6. In spite of precautions, safeguards and regulations, an accident may occur. If any employee is injured in any work related accident or incident, immediate notification must be made to the immediate supervisor. The employee will report to his/her supervisor and, if able, will report to Human Resources Director to complete required paperwork and to determine if medical attention is necessary. The employee will then go to DHA's Preferred Provider. If the injury is deemed to be

urgent or an emergency, the employee should go directly to the nearest medical facility and then inform his/her supervisor. The appropriate forms must be completed within 24 hours or at the end of the employee's working day or shift, whichever is earlier. DHA reserves the right to require any employee to take a drug test when the employee is involved in an accident at a DHA workplace or other location while on-duty... Failure to allow a drug test to occur will subject the employee to termination.

Personal Information Records

1. DHA is responsible for personal information maintained concerning employees. "Personal information" includes all information about an employee as defined in State of Texas law and may include, but is not limited to, such information as:
 - A. personal data;
 - B. employment application documents;
 - C. references;
 - D. medical reports;
 - E. documentation pertaining to an employee's change of status;
 - F. performance evaluations;
 - G. communications or disciplinary actions;
 - H. paid and unpaid leave records.
2. DHA shall only use the personal information in the personal information system in a manner consistent with the system and in accordance with applicable law.
3. Each employee shall be allowed reasonable inspection of the contents of the employee's personnel file, in the presence of the Human Resources Director, excluding those documents specified by law as confidential, e.g., references, etc. An employee may also request an explanation of the information or documentation contained within the employee's file. Each current employee shall have the opportunity to review any written statement regarding conduct and/or job performance prior to its placement in the personnel file and may receive a copy thereof. An employee will be asked to sign a copy of any such written statement. In the event the employee should refuse to so sign, the refusal shall be noted on the statement. An employee objecting to the content of such written statement may file a written rebuttal setting forth the items that he/she disputes and the reasons therefore. This rebuttal shall also be placed in the personnel file.
4. Individuals requesting to obtain or review information about themselves must provide proof of identification. Representatives of employees requesting to obtain or review information must provide a written release from the employee requesting the record.
5. DHA shall monitor the accuracy, relevance, timeliness and completeness of its personal information systems, take reasonable precautions to protect personal disclosure, and shall collect, maintain, and use only that personal information necessary and relevant to DHA's functions.

Reporting Changes in Personal Information

1. Failure to report changes in personal information may prevent employees from obtaining or maintaining valuable employee benefits or services. It is each employee's responsibility to report any change of personal information within 5 calendar days of the occurrence of the change. Notification shall be made in writing to the Human Resources Department. Additionally, failure to report changes within the required time frame may result in disciplinary action.
2. For the purposes of this section, a change in personal information shall include the following:
 - A. name change;
 - B. address change;
 - C. phone number change;
 - D. marital status change;
 - E. changes that may affect employee benefits (i.e., insurance and pension(s) such as changes in dependents or beneficiaries);
 - F. number of exemptions for tax purposes;
 - G. citizenship;
 - H. selective service classification; or
 - I. association with a government military service organization.
3. Employees shall report changes in personal information by completing a Change In Personal Information Form and submitting the form to the Human Resources Department.
4. Human Resources staff will make certain that a copy of the notification of change is immediately forwarded to the appropriate departments as may be applicable.

Release of Official Information

1. Official information shall be released only by the President & CEO or designee. No other employee may make an official statement concerning the activities or employees of DHA to the press, radio, or television representatives, nor to any other inquirer without specific approval of the President & CEO. Unless specifically designated by the President & CEO, employees are not authorized to make any public statements on behalf of DHA. If an employee wishes to write or publish an article, paper or other publication on behalf of DHA, the employee must first obtain written approval from the President & CEO.
2. DHA records shall not be made available to anyone unless required by applicable law.
3. Telephone disclosure of confidential information is strictly prohibited.
4. Violation of any of these policies shall result in disciplinary action, up to and including termination.

Access to Computer Files

Maintaining the confidentiality of information stored in DHA's computer files is of utmost importance to the welfare of DHA, its employees, and clients. Therefore, access to computer files shall be limited to those employees having a job-related need, as determined by each department head. Access will be granted in accordance with Personal Computer Use and Network Security Policy 124-1.1 entitled Use, Security and Care of Computer Terminals.

Workplace Monitoring and Searches

DHA strives to protect its employees, clients, visitors, and DHA's property. To further this goal, DHA may search employees and their possessions at any time with or without notice as allowed under applicable law. As a condition of employment, employees consent to search and inspections. Employees do not have a right to privacy when on DHA's property, when participating in DHA-sponsored events, when conducting DHA business, or when in DHA vehicles. Employees and their automobiles, handbags, lockers, desks, or any other personal items that are located on or in DHA's property, or are present at any DHA-sponsored activity, or are present at a location at which the employees are performing their duties in the course and scope of their employment for DHA may be searched at any time if DHA determines, at its sole discretion, that such a search is warranted for the safety of its employees, clients, visitors or property or for any other reason not prohibited by federal, state, or local law.

When requested, an employee must immediately submit to a search of his/her person or belongings. Refusal to consent to such a search constitutes a violation of this policy and will result in disciplinary action up to, and including, termination.

Video Monitoring/Security Systems

Some DHA locations may have video monitoring systems installed for the safety and security of DHA's employees, clients, or visitors. DHA conducts video monitoring only in non-private workplace areas on DHA's premises and will take every step to ensure that monitoring is done in accordance with all applicable federal, state, and local law.

SECTION 7
EMPLOYEE CONDUCT

Computer Use and Electronic Communication

1. Permitted Use of Internet and Computer Network

DHA owns or leases the computers and software making up the e-mail/internet/intranet systems (“the computer network”). The computer network may only be used by employees primarily for legitimate business purposes, *i.e.*, used only in a manner that is consistent with performance of employee’s duties and responsibilities to conduct business on behalf of DHA. Limited use of these electronic systems for personal purposes during non-work time is permitted but should not interfere with job responsibilities. Records contained within these systems are DHA’s property and should be transmitted only to individuals who have a business need to know. The systems of technology contained in the computer network (e-mail, Internet, voice mail, telefax machines, landline telephones, cellular telephones, *etc.*), as well as communications transmitted by, received through or stored in these systems, are property and assets of DHA. Additionally, certain employees may also be provided with access to the Internet through the computer network. Employees should never use DHA’s electronic resources for personal use in a manner that interferes with work or any responsibilities to customers. All employees have a responsibility to use DHA’s computer resources and the Internet in a professional, lawful, and ethical manner. Abuse of the computer network or the Internet may result in disciplinary action, including possible termination, and civil or criminal liability.

2. Computer Network and Internet Use

A. Prohibited Uses—Without prior written permission from DHA, DHA’s computer network may not be used to disseminate, view, or store commercial or personal advertisements, solicitations, promotions, destructive code (*e.g.*, viruses, self-replicating programs, *etc.*), political material, pornographic text or images, or any other unauthorized materials. Employees may not use DHA’s Internet connection to download games or other entertainment software (including screen savers) or to play games over the Internet. Additionally, employees may not use the computer network to display, store, or send (by e-mail or any other form of electronic communication such as bulletin boards, chat rooms, *etc.*) material that is fraudulent, harassing, embarrassing, threatening, intimidating, sexually oriented/explicit, profane, obscene, defamatory, racial slurs, gender-specific comments, any other comments or materials that address someone’s age, sexual orientation, religious or political beliefs, national origin, or disability in an unlawful or discriminatory manner, or an otherwise inappropriate manner. Employees shall not use the computer network to enter social media websites, such as MySpace, Facebook, Ebay, Limewire, Twitter, or any other similar websites unless they have prior consent from the Senior Vice President or President of DHA.

- B. Downloading or Installing Unauthorized Software—Employees are prohibited from installing or downloading any unauthorized software such as shareware, screen savers, time synchronizers and search tools bars, onto DHA’s computer equipment. Employees may not copy software from DHA’s computers and install it on their home or other computers without the express written permission of DHA’s COO, or CFO. DHA does not allow the unauthorized use, installation, copying, or distribution of copyright, trademark, or patented material on any DHA communication tool. Employees whose communication activity violates state or federal law or DHA’s policies are subject to disciplinary action, up to and including termination of employment.
- C. Deleting Cookies—Website histories or cookies cannot be deleted without the prior consent of the President and CEO or COO, CFO or IT DIRECTOR.
- D. Illegal Copying—Employees may not illegally copy material protected under copyright law or make that material available to others for copying. Employees are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material they wish to download or copy. Employees may not agree to license or download any material for which a registration fee is charged without first obtaining the express written permission of the President and CEO or COO, CFO or IT DIRECTOR.
- E. Communication of Trade Secrets—Unless expressly authorized to do so, employees are prohibited from sending, transmitting, or otherwise distributing proprietary information, data, trade secrets, or other Confidential Information belonging to DHA. Unauthorized dissemination of such material may result in severe disciplinary action, as well as civil and criminal penalties under state and federal laws.

3. No Expectation of Privacy

Employees are given computers and Internet access to assist them in the performance of their jobs. Employees should have no expectation of privacy in anything they create, store, send, or receive using DHA’s computer equipment. E-mail messages sent or received using DHA’s computers are not private, despite any contrary designation either by the sender or the recipient. The computer network is the property of DHA and may be used only for company purposes. Accordingly, employees have no expectation of privacy in their e-mail or telephone messages nor when accessing the Internet on DHA’s computers.

- A. Waiver of Privacy Rights—Each employee expressly waives any right of privacy in anything they create, store, send, or receive using DHA’s computer equipment or Internet access. Each employee consents to allow DHA access to and review of all materials created, stored, sent, or received by the employee through any company network or Internet connection. Records of an employee’s use of DHA’s computers and DHA’s computer network are DHA property and are subject to review, disclosure to law enforcement, government officials or other parties through subpoena or other process without notification to or permission from

employees. Employees have no right or expectation of privacy with regarding to e-mail/internet/intranet records generated using DHA-owned computers.

- B. **Monitoring of Computer and Internet Usage**—DHA has the right to monitor and log any and all aspects of its computer network and system, including, but not limited to, monitoring Internet sites visited by employees, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by employees. DHA's right to monitor is at its sole discretion in the ordinary course of its business, even if employees use a password or the system's delete function. Employees should be aware that it is possible to recreate a message that has been deleted or erased. DHA may access e-mail mailboxes and "deleted" messages. Attachments to e-mail messages, such as pictures and other graphic files are also subject to inspection and should not violate any company policy. Even if employees use a password to access the e-mail or voicemail systems, the confidentiality of any message stored in, created, received, or sent from these systems still cannot be assured. Use of passwords or other security measures do not in any way diminish DHA's rights to access materials on its system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to DHA upon request by management.

Conflicts of Interest

Employees have a duty to further DHA's goals and work on behalf of its best interest. Accordingly, it is important that employees do not place themselves in a position where their actions, financial or personal interest, or other relationships may be in conflict with those of DHA. A "conflict of interest" occurs when an individual's private interest interferes or appears to interfere with the interests of DHA. Some examples of a conflict of interest, include, but are not limited to:

- Soliciting or profiting from DHA's vendor, customer, tenant, or prospect base or other company asset for personal gain.
- Acting on behalf of DHA in servicing or obtaining a vendor or customer for personal financial gain.
- Acting as a director, officer, employee, contractor, or affiliate for any business or institution with which DHA has a competitive or significant business relationship without prior written approval of DHA Senior Vice President or President.
- Being in a position of supervising, reviewing, or having any influence on the job evaluation, pay, or benefit of any employee in which he or she is romantically involved.
- Providing or receiving lavish gifts or excessive entertainment from any customer, vendor, or company with which DHA has current or prospective business dealings.

Employees should report to their Manager and/or the Human Resources Department any situation or position (including without limitation, outside employment by an employee) which may create a conflict of interest with DHA.

Improper Payments and Gifts

DHA prohibits the solicitation, acceptance, offer or payment to any person or organization of any bribe, kickback or similar consideration, including money, services, goods or favors (other than goods or favors which are nominal in amount and not prohibited by any federal, state or local law). Do not accept or give gifts, gratuities, entertainment or favors of such value or significance that their receipt might reasonably be expected to interfere with the exercise of independent and objective judgment in making or participating in the business decisions of the party with whom DHA is dealing, in any amount over \$25. Before making or accepting a gift, employees should obtain permission from DHA Office of General Counsel, Senior Vice President and COO or President and CEO.

Work Product Ownership

All employees must be aware that DHA retains legal ownership of the product of their work. No work product created while employed by DHA can be claimed, construed, or presented as property of an individual employee, even after employment by DHA has been terminated or the relevant project is completed. This includes written and electronic documents, audio and video records, system code, and also any concepts, ideas, or other intellectual property developed for DHA, regardless of whether the intellectual property is actually used by DHA.

Protection of Confidential or Proprietary Information

DHA's confidential and proprietary information is vital to its current operation and future success. Accordingly, DHA takes steps to maintain the confidential nature of its proprietary information. Employees may have access to Confidential Information of customers, lenders, tenants, vendors, and others in the performance of their job duties. Employees may not discuss with outsiders or use any confidential or proprietary information without prior authorization from DHA. All employees must maintain as confidential all personal information of DHA's customers, lenders, tenants, vendors, and other similar individuals and entities that conduct business with DHA. Employees are prohibited from disclosing such confidential and personal information and from using such confidential and personal information for personal gain. Each employee must use reasonable care to protect or prevent the unauthorized disclosure of Confidential Information. In no event shall Confidential Information be disclosed or revealed within or outside DHA without proper authorization or purpose. If an employee is uncertain whether certain information should be treated as confidential, the employee should presume such information is confidential and should not disclose it without proper authorization.

"Confidential Information" includes, but is not limited to, proprietary technical, business, financial, supplier, vendor, tenant, customer and employee information, sales figures, business plans and projections, profit and performance reports, vendor information, growth strategies, customer or vendor lists, product and services information, data relating to DHA's marketing and servicing programs, the criteria and formula used by DHA in pricing its products and services, the structure and pricing of special

packages that DHA has negotiated, the composition and organization of accounts' businesses, contract expiration dates, commission rates, proprietary software, Web applications and analysis tools, and techniques and methods of operation that are not readily available to the public and that are maintained as confidential by DHA.

During the course of each employee's employment with DHA, the employee will be provided with and will generate correspondence, memoranda, literature, reports, summaries, manuals, proposals, contracts, customer lists, prospect lists, and other documents and data concerning the business of DHA. Any and all such records and data, whether maintained in hard copy or on a computer or other medium, is the property of DHA, regardless of whether it is or contains Confidential Information. Upon termination of employment, an employee is required to return all such records to DHA and may not retain any copy of such records or make any notes regarding such records. DHA reserves the right to search for such information and property in the personal items of employees while on company premises such as in vehicles, purses, briefcases, desk drawers, *etc.*

Falsification of Documents

DHA relies on the accuracy of information provided on or in employment records, and company related documents, and documents required to be completed or submitted under applicable law. Accordingly, the falsification or omission of requested information on any document, including employments applications, reports, time records, expense reports, statements made during an investigation or complaint, may result in disqualification from further consideration for employment or, if hired, termination from employment. Falsification of records is prohibited and will result in immediate and appropriate discipline, up to and including termination.

Ethics of Public Employment

1. All employees are expected to maintain the highest possible ethical and moral standards and to perform within state and federal laws and other rules and regulations as may be set forth by DHA. It is important to remember that the compensation of DHA employees is paid, in part, through tax dollars. Therefore, each employee assumes the responsibility to serve DHA residents and the public in an honest, effective, and friendly manner.
2. In recognition of the same, no employee shall:
 - A. Use his/her position for personal gain or engage in any transaction that is in conflict with the proper discharge of the employee's official duties.
 - B. Use or disclose confidential or proprietary information concerning the property or affairs of DHA without proper legal authorization and the prior approval of the President & CEO.
 - C. Solicit or accept anything of value, whether in the form of service, loan, item or promise from any person, firm, or corporation that is interested directly or indirectly in any manner whatsoever in business dealings with DHA.
 - D. Accept from any person, firm, or corporation doing business with DHA any material or service for the private use or benefit of the employee.
 - E. Engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper performance of the employee's official duties or would tend to impair independent judgment or action in the performance of official duties.
 - F. While an employee, or for 1 year thereafter, represent another person before a public agency on any matter in which the employee personally participated while employed by DHA.
 - G. Receive or agree to receive outside compensation for services rendered in a matter involving DHA, unless disclosed to and approved in writing by the President & CEO in accordance and in compliance with all applicable laws.
 - H. Have a personal interest in a contract with DHA or use his/her position or authority to secure approval of a public contract in which the employee, a member of the employee's family, or business associate has an interest.
 - I. Engage in the use of language that would commonly be recognized as insulting, degrading, or intimidating and/or engage in any other form of conduct that may be considered harassment toward residents or other DHA employees.
 - J. Engage in intimate relationships with DHA residents.
3. Employees are expected to uphold and support the overall mission of DHA. It is, therefore, imperative that any employee who is also an applicant/resident adhere to the Admissions and Continued Occupancy Policy and the Dwelling Lease as applicable. Failure to adhere to such policies

and procedures and/or failure to pay any outstanding debts to DHA could lead to termination of lease and disciplinary action up to and including termination.

Tardiness

1. Habitual tardiness is inexcusable and shall not be tolerated. Tardiness is defined as any situation where an employee reports to work after the employee's scheduled starting time, and such tardiness is not excused. A non-exempt employee is not considered tardy for work if he/she is late by less than 5 minutes at the beginning of his/her shift. However, this may only occur 1 time in a pay period.
2. A tardy employee shall be subject to progressive disciplinary action up to and including termination.
3. In applying this policy, DHA shall only consider the employee's tardiness record over the previous 12 months from the date of the most recent tardiness.
4. Certain classifications may be eligible for participation in flexible work schedules, in accordance with individual departmental procedures. Where flexible work schedules are available, the provisions of this policy shall apply only where lateness cannot be adjusted for within the confines of the applicable flexible work schedule. This policy does not apply to exempt and other employees who are not eligible for overtime pay.

Absenteeism and Notification of Absence

1. Absenteeism increases the workload of other employees and affects the quality of services to the public. An employee is absent for purposes of this sub-section if he/she fails to report to work for an entire work day or leaves work prior to the scheduled quitting time, and such absence has not been excused. In addition to not being paid for the time absent, employees shall be subject to disciplinary actions up to and including termination of employment.
2. Employees may be excused for absences for legitimate reasons if the proper notification procedures are met. DHA reserves the right to deny approval of otherwise legitimate excuses for employees who demonstrate a pattern of such absences.
3. **Voluntary Resignation**
If an employee fails to report to work at his/her regularly scheduled time and remains absent for 3 or more consecutive work days without reporting such absence, DHA will deem the employee as having voluntarily resigned at the end of the 3rd work day. The exception to this policy shall be a situation in which the failure to report is beyond the employee's control and not the fault of the employee.
4. **Notification**
It is the responsibility of the employee to notify his/her supervisor, by electronic communication, within 1/2 hour of the scheduled start of the work day of the need to be absent. The reason for the absence will need to be explained. Employees are not required to follow the notification procedure if the employee has notified his/her immediate supervisor in advance of the dates and times that he/she will be absent or late. Upon return to work, the employee shall report to his/her immediate supervisor to further explain the reason for the absence and to provide any documentation required to substantiate the absence.

5. Application of Discipline
 - A. Each full day of unexcused absence shall count as a separate absence (i.e., an employee absent for 2 consecutive days is charged with 2 absences).
 - B. In applying this policy, DHA shall consider only those absences that have occurred over the previous 12 months from the date of the most recent occurrence.

Solicitation and Distribution

1. Generally, DHA encourages employee participation in recognized community welfare campaigns; however, no employee shall be subjected to pressure to contribute funds or spend personal income for any cause. The employees may sponsor fund raising programs that are determined to be in the public interest; however, this may be permitted only with the advance approval of the President & CEO. Any solicitation or distribution must be as outlined below.
2. Non-Employee Solicitation and Distribution - There shall be no solicitation or distribution by non-employees at any time at any DHA facility or work area. This section shall not apply to DHA-approved vendors. Non-employees may solicit employees during non-work time and only off DHA premises.
3. Employee No Solicitation Rule - There shall be no solicitation by employees of any other employee or non-employee during work time. Employees may solicit other employees during non-work time in work areas and during non-work time in non-work areas.
4. Distribution - There shall be no distribution of non DHA goods and written materials during work or non-work time in work areas. Employees may distribute goods and written materials during non-work time in non-work areas.

Personal Appearance

1. DHA reserves the right to prescribe appropriate dress and grooming that is in the best interest of DHA and that reflects a professional and businesslike atmosphere. See Workplace Attire Procedure.
2. DHA requires that an employee's clothing, grooming, and overall appearance be appropriate, in good taste, present a favorable public image, and be in conformity with regulations established by DHA due to the nature of the service provided or the employment position maintained.
3. DHA may require that staff occupying certain positions wear uniforms or wear safety shoes, goggles, etc.

Alcohol and Drug Abuse and Testing

1. Drug Free Work Place Policy
 - A. DHA is concerned with the effects drug abuse can have on employees, their families, and the employees' ability to perform their work safely and efficiently. DHA believes it is important, as a public agency, to serve as a leader in the community in the war against drugs by establishing a policy prohibiting the manufacture, distribution, dispersal, possession or use of controlled substances in the work place.
 - B. Notice Upon Hiring

As a condition prior to hiring, all prospective employees will receive a copy of DHA's Drug Free Work Place statement and policy and will be required to sign an acknowledgement that will become a permanent part of the employee's personnel file.

C. Definitions

For purposes of this policy:

Controlled Substance - Means any controlled substance contained in Schedules I through V of Section 202 of the Controlled Substances Act (21 USC 812); or as defined in federal and state law.

Conviction - Means any finding of guilt, including a plea of nolo contendere (no contest) or the imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

Criminal Drug Statute - Means a criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance. For purposes of this policy, all definitions will be consonant with applicable law.

D. Distribution of Information

Each employee will receive an information package containing:

1. Information concerning the dangers of drug abuse in the work place.
2. A current copy of DHA's posted/published statement.
3. A current copy of DHA's Drug Free Work Place Policy.
4. Information concerning any available drug counseling, rehabilitation and employee assistance programs.
5. Information concerning the penalties that will be imposed for a breach of DHA's Drug Free Work Place Policy.
6. Notice to the employee that any work related conviction of any federal or state criminal drug statute must be reported in writing by the employee to DHA within 5 calendar days after such conviction.

E. Regulations

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance by any employee that takes place in whole or in part in DHA's work place is strictly prohibited and will result in criminal prosecution and discipline of the employee that may include termination from employment.

F. Notification of Conviction

Any employee convicted of any federal, state, or municipal criminal drug statute for a work place related drug offense must notify DHA of such fact within 5 calendar days of the conviction.

G. DHA Action

DHA will, within 30 days after receiving notice of a conviction from an employee, or upon concluding that an employee has violated Paragraph (A) above:

1. Take appropriate disciplinary action against such employee up to and including termination; or
2. Require such employee to satisfactorily participate in a drug rehabilitation program as provided herein.

2. Alcohol and Drug Rehabilitation Policy

- A. Any employee who is referred to a drug rehabilitation program and fails to satisfactorily participate in the program will be terminated from employment.
- B. Referral to a rehabilitation program is designed primarily for those employees who appear to have a treatable condition, not to protect those who manufacture, distribute, or dispense drugs in the work place.
- C. As a condition of employment, DHA will require all employees to whom an offer of DHA employment has been made to submit to and pass drug and alcohol testing.
- D. DHA recognizes alcoholism and drug addiction as diseases that are treatable, and encourage those employees who may have an alcohol or drug problem to seek professional treatment or assistance on their own initiative.
- E. For the purposes of this policy, a drinking or drug abuse problem exists when an employee's alcohol consumption or drug use interferes with the employee's job performance, or presents a threat to the safety of persons or property, or presents an unfavorable image to the public. This policy is intended to assure that no employee with a drinking problem will have his/her job security or promotional opportunities jeopardized by a request for treatment. Employees should understand that a request for treatment will not automatically exonerate them from discipline where DHA initiates disciplinary action for manufacturing, distributing, dispensing, possessing, or using drugs in the work place, or for violations of DHA's policies on alcohol abuse.
- F. The individual's rights to confidentiality and privacy are recognized. The pertinent information and records of employees with alcohol or drug problems will be preserved in the same manner as all other medical records.

3. Alcohol and Drug Testing Policy:

- A. In order to support DHA's Drug and Alcohol Free Workplace policy, maintain a safe and healthful work environment, DHA may conduct random alcohol and drug testing. Drug and alcohol testing may be requested under any of the following circumstances:
 - Reasonable Suspicion—Employees may be required to submit to drug/alcohol screening whenever DHA has a reasonable suspicion that an employee is under the influence of drugs or alcohol while working. Reasonable suspicion may arise when

DHA has reason to believe an employee is in violation of its Drug and Alcohol Free Workplace Policy, including from, among other factors, observation, reports or complaints from others, performance decline, attendance or behavioral changes, appearance, odor, or results of drug searches or other detection methods. Observations leading to reasonable suspicion determinations will be reasonably contemporaneous with the request for a test. Any management employee or representative who entertains this reasonable suspicion of alcohol or drug abuse will complete a “reasonable suspicion” documentation form. Once this form has been completed and communicated to the President & CEO/Designee, the President & CEO/Designee may require the employee to go to a medical clinic, at DHA’s expense, to provide either blood and/or urine specimens.

- Post-Accident—Employees who appear to have been involved in, caused or contributed to an accident may be required to submit to a post-accident drug test as part of the investigation. These accidents include those that have caused an injury severe enough to warrant immediate off-site medical attention, including a slip and fall, or have caused significant property damage. Only those workers who are involved in, caused or contributed to the accident will be tested.
- Follow-up Testing—Any employee who has been determined by DHA to have used illegal drugs (through a positive drug test, self-identification, or otherwise) and who has accepted the opportunity to enter a drug counseling or rehabilitation program may be subject to periodic, unannounced follow-up drug tests for a one-year period after returning to work or completion of any rehabilitation program, whichever is later.
- Application for a Promotion—An employee applying or bidding for a promotional opportunity shall be required to undergo blood and/or urine test and receive a negative result as part of the consideration of whether the employee meets the minimum qualifications for the position.

B. Testing Results:

Any employee tested in accordance with the above procedure may, if the test results are positive, request immediate retesting at DHA’s expense; or may request, in advance of the original test, that a portion of the original specimen be delivered to a third party for testing at the employee’s expense.

An employee awaiting test results can be placed on probationary status and sent home without pay during the time required for a specimen to be evaluated. “Negative Dilute” results will require a second drug test. If the second result is “Negative Dilute,” the results will be submitted to the MRO (Medical Review Officer) for final review.

DHA will determine which drug testing will be performed and the cutoff levels at or above which a test result will be considered positive proof of drug and/or alcohol usage.

C. Confidentiality

All drug and alcohol test results are kept confidential.

D. Authorization

If requested, the employee will sign a consent form authorizing the clinic to withdraw a specimen of blood and/or urine and to release the results to DHA.

E. Discipline

Refusal to take a requested drug or alcohol test will constitute insubordination and will result in termination of employment. If an employee refuses to consent to testing, tampers with the test, or otherwise fails to cooperate with the testing procedure, his/her employment will be terminated. Any employee testing positive will be subject to disciplinary action up to and including termination.

Gambling

DHA does not permit the organizing and/or running of games of chance for the individual profit of the organizer (gambling) by any employee on DHA property. Violation of this policy will be cause for disciplinary action.

Garnishments

1. A garnishment is an order of a court to DHA (the garnishee) to withhold a sum of money from an employee's earnings for payment of debt. The State of Texas draws a distinction between garnishments for support obligations and garnishments for other kinds of debts.

There are numerous state and federal laws pertaining to garnishment. Where state law is more restrictive than federal law (i.e., protect a greater amount of salary from garnishment), then state law will govern.

2. Employees are expected to handle their personal finances without involving DHA in the legal procedure of wage garnishment that is costly and may also affect DHA's business image. All wage garnishments received against an employee, even if settled prior to any payroll deductions, will be formally discussed with the employee and recorded in the personnel file.

Upon receipt of garnishment or any form of legal document served upon DHA that requires that DHA become liable for payment of part or all of an employee's wages to a court or other legal body, the payroll department will withhold the necessary amounts from the employee's paycheck.

3. Employees will be given an opportunity to present evidence of an error as to the validity of the garnishment if that is the case, and, if proven valid, any action recorded in the personnel file will be removed.
4. Supervisors are to inform employees regarding any adverse credit action taken, with strong encouragement that the employee seeks consumer credit assistance to aid in the resolution of his or her financial problems. The discussions with the employee will be formally recorded by the supervisor and signed by the employee. Use "Employee Notification Record" for this purpose.

Matters concerning wage garnishment shall be treated as confidential and all discussions are to be held in strict confidence.

5. Child support withholding orders have priority over any other withholding orders.
6. A garnishment for support may not be used as the basis for discharge, disciplinary action, or refusal to hire anyone. (c Rev. 3/91)

Political Activity

An employee may not use the employee's official authority or status with DHA to interfere with, or affect the results of an election or nomination for office, or to seek election to a partisan political office.

An employee may not directly or indirectly coerce, command, or advise another employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes. An employee may conduct the employee's self in a political sense, as any other citizen, so long as the political conduct does not involve use of his/her capacity as a DHA employee.

Questions concerning the appropriateness of a political activity shall be referred to the Office of President & CEO.

Smoking

1. DHA is a smoke-free work environment. Failure to adhere to this policy will result in disciplinary action up to and including termination.
2. Designation of No-Smoking Areas within DHA.
 - A. The possession of lighted smoking materials is prohibited in or within 25 feet of any DHA building including all administration, management and maintenance facilities of DHA and include:
 1. Employee stationary work areas, private offices, management offices and employee group areas, garages, shops and repair facilities.
 2. Elevators, stairwells, escalators, hallways, lobbies, waiting rooms.
 3. Basements and boiler rooms.
 4. Employee restrooms, lounges, kitchens and food preparation areas.
 5. All company vehicles.
 6. Conference rooms, meeting rooms, classrooms and auditoriums.
 7. Elevator lobbies on those floors to which members of the general public are invited or permitted.

Polygraph Examination

As a condition of employment, each employee is required to consent to a polygraph examination and, as circumstances merit or if required by the President/CEO, an employee shall submit to such exam. However, in no circumstances will any polygraph examination be given which extends beyond the scope of circumstances that created a need for the examination. REFUSAL TO SUBMIT TO A POLYGRAPH EXAMINATION MAY RESULT IN TERMINATION OF EMPLOYMENT.

SOCIAL MEDIA POLICY

This policy applies to multi-media, social networking websites, blogs, and wikis for both professional and personal use. DHA employees are reminded that they may be viewed as a representative of DHA. DHA employees are empowered to use their company computer equipment in an efficient, effective, ethical, and lawful manner that respects all parties involved. All DHA employees have a responsibility to DHA and to fellow DHA employees to adhere to certain rules of behavior and conduct, including but not limited to DHA's core values, DHA code of conduct, DHA code of ethics and DHA personnel policies and procedures. Individuals must exercise good judgment when using personal social media outlets. DHA reserves the right to monitor employees' postings on social media outlets and may take disciplinary action if employees violate DHA's codes and policies.

Guidelines for Acceptable Use:

- Respect the confidentiality of DHA's business, employees, and patrons.
- Respect the privacy of DHA commissioners, employees, vendors, and patrons
- Protect information from unauthorized use or disclosure as required by state and federal laws and agency regulations.
- Be aware that what is written or posted by way of photographs or audio files will not only reflect on the individual, but also on DHA and its employees.

Prohibited use:

- Sending, Posting or providing access to any confidential or proprietary DHA materials or information. Providing information to pending business decisions that would compromise negotiations or including such as part of content added to a site.
- Posting any content, information that is disparaging of or defames DHA.
- Sending threatening, slanderous, unlawfully harassing, embarrassing, obscene, intimidating or discriminatory materials to other DHA employees, commissioners, patrons, vendors, or any relative of these individuals.
- Unlawful or inappropriate use of DHA's intellectual property, including, but not limited to, trademarks, copyrights, images, and logo.
- Using language that may be deemed to be defamatory, obscene, proprietary or libelous, whether it pertains to DHA, another company, or another person.
- If you are using social media outlets personally, the employee should not use DHA name, DHA e-mail address or department in your identity (e.g. username, "handle" or screen name), nor speak as a representative of DHA. If you identify yourself as DHA employee or are widely known to be a DHA employee, include a disclaimer that informs online users that your opinions are your own and do not represent the views or opinions of DHA.

SECTION 8
EMPLOYEE DISCIPLINE, APPEALS AND COMPLAINTS

Disciplinary Procedures

1. A clearly written discipline policy promotes fairness and equality in the work place, and minimizes potential misunderstanding in disciplinary matters. Disciplinary actions will be applied consistently in order to effectively and fairly correct unsatisfactory job behavior. The following basic principles shall govern the disciplinary procedure outlined herein:
 - A. Employees shall be advised of expected workplace behavior, the types of conduct that DHA has determined to be unacceptable, and the normal penalties for such unacceptable behavior.
 - B. Immediate attention shall be given to policy infractions.
 - C. Discipline shall be applied uniformly and consistently and any deviations from standard procedure must be clearly justified and documented.
 - D. Each offense shall be dealt with objectively.
 - E. Discipline shall usually be progressive, depending on the severity of the offense.
 - F. An employee's immediate supervisor and all supervisors up to and including the President & CEO shall be responsible for administering discipline.
 - G. The Human Resources Department shall be notified before any disciplinary action is taken.
 - H. DHA, at its sole discretion, reserves the right to make exceptions to the Progressive Discipline Procedures listed below, depending on the circumstances of the situation.

Progressive Discipline

1. All supervisors shall follow an established system of progressive discipline when correcting job behavior, unless specific circumstances as determined in the sole discretion of DHA, dictate otherwise.
2. DHA has adopted this discipline policy as a guide for the uniform administration of discipline. It is not, however, to be construed as a delegation of, or a limitation upon, DHA's rights.
3. This discipline policy provides standard penalties for specific offenses; however, the examples of specific offenses given in any grouping are not all inclusive, and serve merely as a guide.
4. The standard penalties provided in this policy do not preclude the application of a more or less severe penalty for a given infraction when specific circumstances warrant such deviation. In those cases where the penalty deviates from the recommended standard penalty, the reasons for such deviation will be noted in writing.
5. All records of discipline shall be maintained in the employee's personnel file, in accordance with applicable laws.

Actions and Penalties

1. The offenses set forth in Groups I, II, and III below are examples of the forms of misconduct that DHA has historically judged to warrant the penalties established for each group.

2. In general, Group I Offenses may be defined as those infractions that are of a relatively minor nature and cause only a minimal disruption to productivity, efficiency, and/or morale. Group I Offenses, if left undisciplined by proper authority, will usually cause only a temporary impact on the organization unless such acts are compounded or repeated over time.
3. Group II Offenses may be defined as those infractions that are more serious than Group I Offenses and that, in turn cause a more serious and longer lasting disruption to the organization, in terms of decreased organizational productivity, efficiency, and/or morale. Group II Offenses, if left undisciplined by proper authority, can cause a serious and longer lasting impact on the organization than the Group I Offenses.
4. Group III Offenses may be defined as those infractions that are of a very serious or possibly a criminal nature, and/or that cause a critical disruption to the organization in terms of decreased productivity, efficiency, and/or morale. Group III Offenses, if left undisciplined by proper authority, may have a long lasting and serious adverse impact on the organization.

GROUP I OFFENSES

FIRST OFFENSE	VERBAL (ORAL) REPRIMAND
SECOND OFFENSE	WRITTEN REPRIMAND
THIRD OFFENSE	ONE (1) TO THREE (3) DAY SUSPENSION WITHOUT PAY
FOURTH OFFENSE	FIVE (5) TO TEN (10) DAY SUSPENSION WITHOUT PAY
FIFTH OFFENSE	UP TO AND INCLUDING TERMINATION

Following is a non-exhaustive list of examples of Group I Offenses

1. Failure to complete time record accurately, including, but not limited to, working "off the clock,".
2. Failure to properly "report off" work for any absence, or failure to notify the proper party of absence prior to the employee's scheduled starting time.
3. Creating or contributing to unsanitary conditions or poor housekeeping.
4. Failure to observe official safety rules that are of a minor nature. This offense could be a Group III Offense if such failure could result in a serious or life threatening injury to self or others.
5. Inattention to the needs of the public or tenants.
6. Distracting the attention of others, unnecessary shouting, use of profane or other inappropriate language, or otherwise causing disruptions on the job.
7. Malicious mischief, horseplay, wrestling, or other potentially harmful conduct.
8. Interfering with the work performance of other employees.
8. Failure to cooperate with other employees.
10. Neglect of, or careless failure to observe, DHA rules, regulations, policies and procedures.
11. Use or possession of another employee's working equipment or property without approval.

12. Unauthorized use of DHA's telephone for other than business purposes.
13. Obliging DHA for a minor expense, service, or performance without prior authorization.
14. Carelessness in the use or care of DHA property or equipment.
15. Disregarding job duties by neglect of work (e.g., reading for pleasure, playing cards, viewing T.V., etc.) during work hours.
16. Inefficiency (e.g., lack of application or effort on the job, unsatisfactory performance, failure to maintain required performance standards, etc.).
17. Neglect of, or careless failure to prepare, required reports or documents.
18. Failure of a supervisor to administer discipline as provided herein or to otherwise enforce the rules, regulations, policies and procedures of DHA.

GROUP II OFFENSES

FIRST OFFENSE	INSTRUCTION AND ONE (1) TO THREE (3) DAY SUSPENSION WITHOUT PAY
SECOND OFFENSE	FIVE (5) TO TEN (10) DAY SUSPENSION WITHOUT PAY
THIRD OFFENSE	UP TO AND INCLUDING TERMINATION

The following is a non-exhaustive list of examples of Group II Offenses

1. Sleeping during work hours. (For security positions, this may be considered a Group III Offense.)
2. Reporting to work or working while unfit for duty.
3. Failure to report for overtime work after being scheduled to work in accordance with overtime policy or the labor agreement.
4. Willful refusal to clock in or out when required.
5. Performing private work on DHA time.
6. Neglect or careless failure to observe official safety rules or common safety practices.
7. Failure to timely report accidents, including, but not limited to, workplace injuries, safety accidents, and vehicle damage or accidents.
8. Discourteous treatment of the public or tenants.
9. Threatening, intimidating, or coercing other employees.
10. Use of abusive or offensive language toward other employees.
11. The making or publishing of false, vicious, or malicious statements concerning other employees, DHA or its operations.
12. Solicitation or distribution on DHA property in violation of the solicitation and distribution policy.

13. Willful disregard of DHA's rules, regulations, policies and procedures, inclusive of admission and continued occupancy policies and any Dwelling Lease, as may be applicable.
14. Failure to obey instruction received from a supervisor or failure to carry out a work assignment, including verbal instructions.
15. Willful neglect in the use or care of DHA property or equipment.
16. Obliging DHA for a major expense, service, or performance without prior authorization.
17. Unauthorized use of DHA property or equipment.
18. Failure to report equipment damage.
19. A traffic violation or accident while driving a DHA vehicle that evidences recklessness by the employee.
20. Refusing to provide testimony or information during an agency investigation
21. Engaging in off-duty employment activities that DHA has determined to be an interest or time conflict.
22. Possession of or storage of alcoholic beverages on DHA premises
23. Unauthorized presence on DHA property.
24. Habitual neglect of timely completion of required reports or documents
25. Willful failure to timely complete required reports and documents

GROUP III OFFENSES

FIRST OFFENSE - UP TO AND INCLUDING TERMINATION

The following is a non-exhaustive list of examples of Group III Offenses

1. Refusal to work at the scheduled time for a scheduled shift or the curtailment, restriction, or in reference with work in or about DHA's premises in violation of all applicable law. Refusal, without legitimate reason, to work during emergency situations or conditions.
2. Signing or altering other employees' time records; altering one's own time records or having one's time records signed or altered by another, without authorization.
3. Knowingly concealing a communicable disease (i.e., T.B., etc.) that may endanger others.
4. Failure to observe official safety rules and common safety practices where such failure could result in a serious or life threatening injury to self or other employees.
5. Carrying or possessing firearms, explosives or weapons on DHA property at any time in violation of law.
6. Willfully withholding information that threatens the safety and security of DHA, its operations, or employees.
7. Willfully demeaning, verbally abusing, and/or humiliating another employee, a member of the general public, or DHA tenant/HCV Client.
8. Committing an act of discrimination, sexual harassment, or engaging in conduct giving insult or offense on the basis of race, color, sex, age, religion, national origin, disability, gender identity, genetic information, sexual orientation, veteran status, or any other characteristic protected by federal, state or local law.
9. Fighting with, or attempting to injure other employees, members of the general public, or tenants.
10. Insubordination by refusing to perform assigned work or to comply with the written or verbal instructions of a supervisor.
11. Refusing to provide testimony in court, during a public hearing or any other official hearing, investigation, or proceeding involving DHA.
12. Providing false testimony, statements, or information in any official DHA, court, or administrative investigation, hearing, or proceeding.
13. Providing false information, making a false statement, committing a fraudulent act, or withholding pertinent information in the employment application process.
14. Violating DHA's gambling policy as contained in this policy.
15. Stealing or similar conduct, including destroying, damaging, concealing or converting any property of DHA or of other employees.

16. Dishonesty or dishonest action. Examples of "dishonesty" or "dishonest actions" are: theft, pilfering, making false statements to secure an excused absence or justify an absence or tardiness. These are examples only and do not limit the terms "dishonesty" and "dishonest action."
17. Violating DHA's political activity policy as contained in this policy.
18. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance that takes place in whole or in part in the work place and/or a violation of the reporting requirements of DHA's Drug Free Work Place Policy
19. Driving a motor vehicle to conduct DHA business without a valid, applicable operator's license.
20. Failures to obtain, maintain, and/or report the loss of required licenses, certifications, or other qualifications of an employee's position.
21. Conviction of any violation of law that may adversely affect the public's trust in the employee's ability to perform the duties of his/her position.
22. Intentional misuse of DHA funds.
23. Willful neglect or intentional misuse, abuse, or destruction of the property, equipment, or tools of DHA or another employee (including misuse of DHA's internet and e-mail systems).
24. Soliciting or accepting a gift, gratuity, bribe, or reward for the private use of the employee, or otherwise using one's position, identification, name, photograph, or title for personal gain, or otherwise violating DHA's Code of Conduct or state's ethics laws for public employees.
25. Making false claims or misrepresentations in an attempt to obtain any benefit.
26. Misuse or removal of documents or information of a confidential nature or revealing such information without prior and appropriate authorization.
27. Misuse, removal, or destruction of DHA records without prior authorization.

Grievance Process

1. DHA will afford a fair method for addressing grievances that may develop between DHA and its employees below grade 59 as outlined in Grievance Procedure 206-1.1. Employees in grade 59 and above are not eligible to use the grievance procedure.
2. Employees may use the major grievance procedure if they reasonably believe they have been unjustly terminated in violation of the personnel policy, or if their grievance deals with the application, meaning, or interpretation of the personnel policy and/or procedure as it affects the work activities of the employee. Employees may not use the major grievance procedure to grieve a termination under the controlled substance and alcohol abuse section of this policy. Employees may use the minor grievance procedure to grieve any aspect of the employer-employee relationship that is not covered under the major grievance procedure. However, employees may not grieve loss of employment as part of a reduction in force, as defined in the Grievance Procedure. Any condition of employment accepted by the employee at the time of employment or subsequent thereto shall not be grievable.

Workplace Violence

1. The safety and security of employees, customers, vendors, contractors, and the general public are of vital importance to DHA. Therefore, acts of violence committed by an employee against another person's life, health, well-being, family, or property will not be tolerated. Employees found guilty of violence will be subject to disciplinary action up to and including termination.
2. DHA prohibits the following:
 - A. Any act or threat of violence made by an employee against another person's life, health, well-being, or property.
 - B. Any act or threat of violence, including, but not limited to, intimidation, harassment, or coercion.
 - C. Any act or threat of violence that endangers the safety of employees, customers, vendors, contractors, or the general public.
 - D. Any act or threat of violence made directly or indirectly by words, gestures, or symbols.
 - E. Use or possession of a weapon on DHA's premises.
3. It is a requirement that employees report, in accordance with this policy, any behavior that compromises DHA's ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know.
4. Employees should immediately bring any threats of violence, violent activity, intimidation, bullying, or the carrying of a weapon to the attention of their immediate supervisor, department head or Human Resources Director. Do not take the position that the incident is too minor to report or that it does not appear to be a "real problem." Do not wait until it is too late to be **PROACTIVE**. DHA will not retaliate against any employee for alerting DHA to the potential for any violence or threatened violence in the workplace.
5. DHA believes that employees may be better prepared to avoid or prevent violence if they are able to recognize early warning signs in advance and follow proper reporting procedures. Employees will therefore play a crucial role in the administration of this workplace violence policy.
6. The Human Resources Director is responsible for the provision of Workplace Violence Awareness training.

Weapons Policy

1. DHA strictly prohibits employees from carrying/possessing a weapon on DHA's property. Carrying a concealed weapon, explosives and/or explosive devices on DHA property is prohibited.
2. Employees licensed by a state, including Texas under Title 70, Art. 4413 (29ee), to carry a concealed handgun or who otherwise lawfully possesses a firearm, or who lawfully possesses ammunition may transport or store firearms or ammunition in a locked, privately owned motor vehicle located in a

DHA parking lot, parking garage or other parking area provided by DHA. Under no circumstances will handguns or other weapons be removed from an employee's vehicle while on DHA's premises or will they be allowed in DHA's workplace.

**EMPLOYEE PERSONNEL POLICY ACKNOWLEDGEMENT
AND DISCLAIMER**

I ACKNOWLEDGE THAT I AM ACCESSING DHA'S PERSONNEL POLICY ("PERSONNEL POLICY"). I UNDERSTAND IT IS MY OBLIGATION TO READ THE CONTENTS OF DHA'S PERSONNEL POLICY. I UNDERSTAND THAT THE POLICIES AND PROCEDURES CONTAINED WITHIN THIS PERSONNEL POLICY ARE SUBJECT TO REVISION OR REVOCATION, WITH OR WITHOUT MY PRIOR KNOWLEDGE, AT ANY TIME AND FOR ANY REASON DEEMED NECESSARY BY MANAGEMENT. I FURTHER UNDERSTAND THAT I AM PERSONALLY RESPONSIBLE FOR REMAINING KNOWLEDGEABLE ABOUT AND ABIDING BY THE CONTENTS OF THIS PERSONNEL POLICY AND ALL OTHER POSTED OR PUBLICIZED POLICIES AND PROCEDURES.

I UNDERSTAND THAT MY COMPLIANCE WITH THIS PERSONNEL POLICY AND OTHER POLICIES AND PROCEDURES IS A CONDITION OF MY CONTINUED EMPLOYMENT OR ASSOCIATION WITH DHA, AND THAT ANY VIOLATION OF THE POLICIES AND PROCEDURES CONTAINED IN THIS PERSONNEL POLICY MAY RESULT IN DISCIPLINARY ACTION AT THE DISCRETION OF DHA, INCLUDING POSSIBLE TERMINATION OF EMPLOYMENT. I UNDERSTAND THAT NEITHER THE STATEMENTS IN THIS PERSONNEL POLICY NOR THIS ACKNOWLEDGMENT CONSTITUTE A CONTRACTUAL OBLIGATION, EXPRESS OR IMPLIED, ON THE PART OF DHA PERTAINING TO ANY PORTION OF THIS PERSONNEL POLICY OR ANY ASPECT OF MY EMPLOYMENT.

UNLESS I HAVE A CONTRACT SIGNED BY THE PRESIDENT & CEO TO THE CONTRARY, I UNDERSTAND THAT MY EMPLOYMENT WITH DHA IS AT-WILL, MEANING THAT IT IS NOT FOR A SPECIFIED PERIOD OF TIME, MEANING THAT THE EMPLOYMENT RELATIONSHIP MAY BE TERMINATED AT ANY TIME FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE, BY ME OR DHA. I ACKNOWLEDGE THAT NO ORAL OR WRITTEN STATEMENTS OR REPRESENTATIONS REGARDING MY EMPLOYMENT CAN ALTER THE FOREGOING AT-WILL EMPLOYMENT STATUS. ONLY THE PRESIDENT & CEO OF DHA HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT THAT ALTERS THE AT-WILL RELATIONSHIP AND THEN ONLY IN WRITING SIGNED BY THE PRESIDENT & CEO OF DHA.

I HAVE READ THE FOREGOING AND HAVE HAD AN OPPORTUNITY TO ASK ANY QUESTIONS I MAY HAVE. I FURTHER UNDERSTAND THAT IF I HAVE ANY QUESTIONS ABOUT THE INTERPRETATION OR APPLICATION OF ANY POLICIES AND PROCEDURES CONTAINED IN THIS PERSONNEL POLICY, IT IS MY RESPONSIBILITY TO SEEK CLARIFICATION FROM MY MANAGER OR HUMAN RESOURCES.

I ACKNOWLEDGE THAT WHEN I AM PROVIDING MY ELECTRONIC SIGNATURE AND ACKNOWLEDGING THIS DISCLAIMER IT IS THE SAME AS IF I SIGNED IT WITH A WET SIGNATURE.

Name _____

Date _____

Resolution No. 5169

**RESOLUTION AUTHORIZING AMENDMENT TO THE
HOUSING AUTHORITY OF THE CITY OF DALLAS RETIREMENT PLAN**

WHEREAS, the Housing Authority of the City of Dallas (“DHA”) previously established the Housing Authority of City of Dallas Retirement Plan (“Plan”), and reserved to right to amend the Plan at any time; and

WHEREAS, DHA most recently amended and restated the Plan effective as of November 16, 2015, and has not subsequently amended the Plan; and

WHEREAS, DHA now desires to amend the Plan in order to reduce employer contribution to the Plan.

NOW, THEREFORE, BE IT RESOLVED, that Section 4.1 of the Plan be and hereby is amended and restated, effective February 17, 2023, to read in its entirety as follows:

4.1 Employer Contributions. Effective as the pay period starting on February 19, 2023, the Employer shall make an Employer Contribution to the Trust in an amount which equals five percent (5%) of each Participant’s Compensation. (For prior pay periods, the Employer Contribution was ten percent of each Participant’s Compensation.) Such contribution shall be made for each Participant commencing with the first day of the Employee’s coverage in the Plan and ceasing with the payroll period preceding the Participant’s death, Total and Permanent Disability or Termination of Employment, whichever is first to occur. The Employer Contribution for each Participant shall be allocated to the Employer Contribution Account of that Participant.

BE IT FURTHER RESOLVED, that in all other respects the Plan be and hereby is affirmed.

PASSED this 21st day of February, 2023.

Betty Culbreath, Chair

Attest:

Troy Broussard, Secretary, President/CEO

RESOLUTION NO. 5170

**RESOLUTION AUTHORIZING MEMBER TO THE HOUSING AUTHORITY OF THE CITY
DALLAS RETIREMENT PLAN ADMINISTRATIVE COMMITTEE**

WHEREAS, the Housing Authority of the City of Dallas Retirement Plan Administrative Committee is composed of seven members, three of which are permanent appointees, and four of which are appointed for a three-year term, and

WHEREAS, Angie Palmer, will serve for a three- (3) year term replacing Dorothy Golden (Cox), member of the Housing Authority of the City of Dallas Retirement Plan Administrative Committee who separated from the agency and replacement of member is required;

WHEREAS, under Article X the bylaws of the Plan, the remaining Committee members are required to recommend a replacement member in place of the resigned committee member; and

WHEREAS, the Committee voted unanimously to recommend appointment of Angie Palmer for a three (3) year term beginning March 1, 2023.

NOW THEREFORE, BE IT RESOLVED, the committee has voted and asks the Board for approval to appoint Angie Palmer for a three (3) year term on the Housing Authority of the City of Dallas Retirement Plan Administrative Committee to begin March 1, 2023.

This Resolution shall be in full force and effect from and upon its adoption.

PASSED this 21st day of February, 2023.

Betty Culbreath, Chair

ATTEST:

Troy Broussard, President/ CEO and Secretary

DHA Housing Solutions for North Texas

TO: DHA Board of Commissioners

FROM: Troy Broussard, President and CEO

SUBJECT: Resolution Authorizing the Approval of One Member to the Housing Authority of the City of Dallas Retirement Plan Administrative Committee

DATE: February 21, 2023

I. Statement of Issue

Request Board approval of the attached resolution authorizing the appointment of one member to the Retirement Plan Administrative Committee. The new member replaces a seat vacated by Shirley Sanders who separated from DHA.

II. Background

The Housing Authority of the City of Dallas Retirement Plan Administrative Committee is composed of seven (7) members, three (3) of which are permanent appointees and four (4) of which are appointed for a three (3) year term.

An email was sent to all Resident Services employees soliciting interest in an open committee member seat. One employee expressed interest. The committee reviewed the self-nomination. The committee would like to appoint Angie Palmer, Resident Services Coordinator I, as a member of the Retirement Plan Administrative Committee.

III. Recommendation

The committee is asking the Board for approval of the attached resolution to appoint Angie Palmer, Resident Services Coordinator I, for a three (3) year term beginning March 1, 2023.

Resolution No. 5171

RESOLUTION TO ADOPT A CHANGE IN DATE OF DHA'S BOARD OF COMMISSIONERS' MONTHLY SCHEDULED BUSINESS REVIEW MEETINGS AND REGULAR BOARD MEETINGS.

WHEREAS, the Board of Commissioners of DHA, Housing Solutions for North Texas ("DHA") meet monthly in a Business Review Meeting scheduled for the third Friday of each month; and in a Regular Board Meeting scheduled for the first Tuesday of each month; and

WHEREAS, DHA's Board of Commissioners deliberated, on Tuesday, February 21, 2023, that the Business Review Meetings and the Regular Board of Commissioners Meetings will be held on the _____ of each month. That the Business Review Meeting will convene at _____ a.m./p.m.; and the Regular Board of Commissioners Meeting shall convene at _____ a.m./p.m. on that day, and that such meetings shall rotate, as determined by the Board/Board's Secretary, between DHA's Headquarters' Office and DHA's developments; and

WHEREAS, the changes to DHA's Board of Commissioners' Business Review, and Regular Board Meetings shall be effective as of _____, 2023, and implemented in March 2023

NOW, THEREFORE BE IT RESOLVED that

the DHA Board of Commissioners hereby adopts the changes herein to the times and dates of the Business Review Meetings and Regular Board of Commissioners Meetings are hereby ratified.

PRESENTED AND PASSED on this the 21st day of February, 2023 by a vote of ___ ayes and ___ nays at a special meeting of the DHA Board of Commissioners.

Betty Culbreath, Chairwoman

ATTEST:

Troy Broussard, President, CEO and Secretary

Resolution NO. 5172

**Resolution to Replace HVAC System for the
Edgar Ward Community Building**

WHEREAS, DHA's mission is to provide affordable quality housing and access to supportive resources across north Texas; and

WHEREAS, the Community Building at the former Edgar Ward public housing development in Lakewest is currently leased to Mercy Street who operates multiple support services for the residents of the Lakewest communities; and

WHEREAS, DHA has determined it is necessary and appropriate to replace the Heating and Ventilation Air Conditioning (HVAC) system at the Community Building as the HVAC units have reached the end of their life cycle; and

WHEREAS, DHA determined it appropriate to procure the replacement of the HVAC units utilizing a HUD approved alternative purchasing method whereby DHA selected the Interlocal Purchasing System (TIPS), a cooperative purchasing organization dedicated to serving state and local government and related entities, where Elstonaire, Inc. is identified as an approved vendor procured by TIPS ; and

WHEREAS, DHA has determined Elstonaire, Inc. is a qualified contractor who has demonstrated the capacity and knowledge to perform the work; and

WHEREAS, the funds for this project are available from the 2020 Capital Fund Program; and

WHEREAS, Elstonaire, Inc. has provided a price of Three Hundred Thirty-Five Seven Hundred and Thirty-Five dollars (\$335,731.00) which is a fair and reasonable price for the scope of work for this project,

NOW THEREFORE, BE IT RESOLVED BY THE DHA BOARD OF COMMISSIOENRS THAT,

The DHA President and CEO or his designee is hereby authorized to enter into a contract with Elstonaire, Inc. for the replacement of HVAC systems at the Edgar Ward Community Building.

PASSED this 21st day of February, 2023.

Betty Culbreath, Chairwoman

ATTEST:

Troy Broussard, Secretary and President/CEO



Memorandum

TO: DHA Board of Commissioners
FROM: Troy Broussard, President & CEO
SUBJECT: Resolution to Replace the HVAC System for the Edgar Ward Community Building
DATE: February 21, 2023

I. Statement of Issue

DHA has determined it necessary and appropriate to replace the HVAC system for the Community Building at the former Edgar Ward Place public housing development (now part of the Hamptons as Lakewest) as the existing HVAC system has reached the end of its life cycle. The building is currently leased to Mercy Street who operates multiple support services for the residents of the Lakewest communities.

II. Prior Board Action

None

III. Background and History

The scope of work includes, but is not limited to furnishing and installing all materials, supplies, equipment and labor to replace the HVAC systems at all the dwelling units at the Villas of Hillcrest.

IV. Status of Current Action

Estionaire has provided pricing for the work in accordance with their contract on the Interlocal Purchasing System (TIPS). Elstonaire will be installing two packaged unit conversions from split systems and seven split systems will be replaced with equal sizes. Installation will include rewiring and the addition of controls as well as rebuilding/modifying platforms. It will also include new stats, filter bases, supply transitions crane, and permits. Total expense will be \$355,731.

V. Recommendation

It is recommended the Board of Commissioners authorize the President and CEO to execute a contract with Elstonaire, Inc. for the replacement of the HVAC system at the former Edgar Ward Community Building.

RESOLUTION No. 5173

**A RESOLUTION AUTHORIZING SUBMISSION OF THE FISCAL YEAR 2022 SECTION 8
MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION FOR THE DHA HOUSING
CHOICE VOUCHER PROGRAM**

WHEREAS, Public Housing Agencies are required by the U.S. Department of Housing and Urban Development to annually assess their performance in the administration and operation of the Housing Choice Voucher Program within 60 days of the close of their fiscal year; and

WHEREAS, the U.S. Department of Housing and Urban Development's Section 8 Management Assessment Program evaluates Public Housing Agency performance on 14 components of the Housing Choice Voucher Program; and

WHEREAS, the Section 8 Management Assessment Program determines whether the Public Housing Agency is rated as a High Performer, Standard Performer, or Troubled housing authority; and

WHEREAS, the DHA's Section 8 Management Assessment Program self-assessment rating for Fiscal Year 2022 is a High Performer, having scored 140 points out of a possible 145 points plus DHA earned 5 additional points for the Deconcentration Bonus bringing its total score to 145 points.

NOW, THEREFORE BE IT RESOLVED THAT:

the President and CEO, or his designee, is authorized to submit the Fiscal Year 2022 Section 8 Management Assessment Program certification identified herein as Attachment A, to the U.S. Department of Housing and Urban Development no later than March 1, 2020.

PRESENTED AND PASSED on this 21st day of February 2023, by a vote of _____ ayes and _____ nays at a regular meeting of the DHA Board of Commissioners.

Betty Culbreath, Chair

ATTEST:

SEAL:

Troy Broussard, President, CEO and Secretary

Memorandum

TO: DHA Board of Commissioners

FROM: Troy Broussard, President & CEO

SUBJECT: A Resolution Authorizing Submission of the Fiscal Year 2022 Section 8 Management Assessment Program (SEMAP) Certification for DHA's Housing Choice Voucher Program

DATE: February 21, 2023

I. Description of Action to be Taken

Authorize DHA's President and CEO to submit the 2022 Section 8 Management Assessment Program (SEMAP) Certification to the U.S. Department of Housing and Urban Development

II. Background/History

Public Housing Authorities (PHAs) that administer the Housing Choice Voucher (HCV) program are required to annually submit their Section Eight Management Assessment Program (SEMAP) certification to the U.S. Department of Housing and Urban Development (HUD) within 60 days following the close of their fiscal year. The DHA fiscal year ended December 31, 2022. The SEMAP submission deadline is March 1, 2023.

The SEMAP consists of 14 key performance indicators. DHA must perform an assessment of the performance of its Housing Choice Voucher program operations utilizing SEMAP Indicators 1-7. Indicators 8-14 are scored by HUD through accumulated data in the HUD Multi-Family Tenant Characteristics System (MTCS). HUD may, at their sole discretion, perform an on-site confirmatory review of the DHA's SEMAP assessment and may modify the DHA SEMAP score based on the results of their confirmatory review.

All PHAs are rated in one of three categories: High Performer (scoring at least 90% of the maximum possible SEMAP points), Standard Performer (60-89%), or Troubled (less than 60%).

III. Status of Current Action

DHA completed its self-assessment of the HCV program for FY 2022. The results rate the DHA as a High Performer scoring 140 points out of the maximum possible 145 points plus DHA has earned 5 additional points for the Deconcentration Bonus bringing its total score to 145 points.

The governing board is required to sign the SEMAP Certification. After the SEMAP self-assessment is submitted, HUD will review the certification and either concur

with the DHA's assessment or adjust the performance rating based on their confirmatory review. The DHA has achieved a High Performer status in FY2022.

IV. Recommendation

DHA recommends that the Board of Commissioners approve the submission of DHA's FY 2022 SEMAP Certification for the Housing Choice Voucher Program.

DHA SEMAP Rating Profile FY2022

SEMAP Indicator	Score	Max Points
1. Waiting List	15	15
2. Reasonable Rent	20	20
3. Adjusted Income	15	20
4. UA Schedule	5	5
5. HQS Quality Control	5	5
6. HQS Enforcement	10	10
7. Expanding Housing	5	5
8. Payment Standards	5	5
9. Annual Re-exams	10	10
10. Correct Tenant Rent	5	5
11. Pre-contract HQS	5	5
12. Annual HQS	10	10
13. Lease-Up	20	20
14. FSS	10	10
Totals	140	145
De-concentration Bonus	5	5
Grand Total	145	150

ATTACHMENT A

Section 8 Management Assessment Program
Certification

FY2022

Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0215
(exp. 02/29/2020)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Instructions Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
Housing Authority of the City of Dallas TX	12/31/2022	02/28/2023

Check here if the PHA expends less than \$300,000 a year in Federal awards

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

1. Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes No

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes No

2. Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes No

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response At least 98% of units sampled 80 to 97% of units sampled Less than 80% of units sampled

3. Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response At least 90% of files sampled 80 to 89% of files sampled Less than 80% of files sampled

4. Utility Allowance Schedule. (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes No

5. HQS Quality Control Inspections. (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response Yes No

6. HQS Enforcement. (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response At least 98% of cases sampled Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).

Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes No

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes No

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes No

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes No

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes No

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes No

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes No

Enter current FMRs and payment standards (PS)

0-BR FMR _____ 1-BR FMR _____ 2-BR FMR _____ 3-BR FMR _____ 4-BR FMR _____
PS _____ PS _____ PS _____ PS _____ PS _____

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes No

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes No

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response Yes No

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))

PHA Response Yes No

13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

PHA Response Yes No

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

1,002

or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

815

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b + c divided by a)

81.00

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program .

Check here if not applicable

PHA Response Yes No

57%

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Deconcentration Bonus Indicator (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
- (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;

or

- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes No If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) _____

Date (mm/dd/yyyy) _____

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) 02/28/2023

PHA Name Housing Authority of the City of Dallas Texas

Principal Operating Area of PHA Dallas
(The geographic entity for which the Census tabulates data)

Special Instructions for State or regional PHAs. Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

1990 Census Poverty Rate of Principal Operating Area 17.7%

Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1) 724 a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.
- 2,155 b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
- 0.33 c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).
- Is line c 50% or more? Yes No

- 2) 0.33 a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.
- 578 b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.
- 2,155 c. Number of Section 8 families with children who moved during the last completed PHA FY.
- 0.26 d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes No

- 3) 0.26 a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.
- 1157 b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.
- 3706 c. Number of Section 8 families with children who moved during the last two completed PHA FYs.
- 0.31 d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes No

If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.

See instructions above concerning bonus points for State and regional PHAs.