



## **PERSONNEL FREQUENTLY ASKED QUESTIONS (FAQ)**

### ***1Q. I am a former employee, am I eligible for rehire? (Section 320 in Personnel Handbook)***

- A. A former employee of MHA is eligible to apply for re-hire after a minimum of six months from the date of his or her last employment at MHA. The former employee's record of employment at MHA will be considered as part of the application process.

Human Resources will verify eligibility for rehire, before activating the application. The hiring supervisor will be advised of the former staff member's eligibility for rehire and the requirement to check references, including contacting the previous MHA supervisor before extending an offer of rehire.

### ***2Q. If I am sick, how do I properly call out? (Section 430 in Personnel Handbook)***

- A. An employee unable to report for duty on a workday shall notify his/her supervisor of the fact, within an hour prior to the beginning of that employee's normal workday, unless department rules require an earlier reporting time. Failure to do so, without good cause, may result in disciplinary action, leading up to and including termination. In those cases where the supervisor is not available, the employee shall notify the next level supervisor, up to and including the President/CEO. Notifying anyone else shall not constitute notifying their supervisor and may result in disciplinary action, leading up to and including termination.

***\*It is encouraged to put the notification in writing\****

### ***3Q. How often are we paid, and on what day? (Section 540 in Personnel Handbook)***

- A. Employees of the Housing Authority shall be paid every two weeks (bi-weekly). Each pay period consists of 10 workdays. The normal payday is Friday; however, when the payday falls on a holiday, pay will be directly deposited on the last working day prior to the holiday.

### ***4Q. How do I report harassment? (Section 780 in Personnel Handbook)***

- A. Anyone who believes that he or she has experienced or witnessed harassment or retaliation should promptly report such behavior in writing to his or her supervisor. The employee should document all incidents of harassment to provide the fullest basis for investigation should it subsequently become necessary. That is true whether the alleged harasser is an employee, supervisor, or even a non-employee whom the employee has contact with while at work.

### ***5Q. What happens if I discuss confidential information? (Section 793 in Personnel Handbook)***

- A. The Housing Authority has certain information about residents that is private. Keeping such records private is a requirement of the Federal Privacy Act. All employees are required to keep information about residents confidential. An employee who divulges unauthorized confidential information may be terminated and may also be subject to certain federal fines or imprisonment.

### ***6Q. What if I need to report a problem at work, what do I do? Who do I report it to? (Section 900 in Personnel Handbook)***

- A. If an employee has a problem that relates to his or her job, the employee should inform his or her supervisor, in writing, for appropriate resolution. If the problem continues unresolved or if

the problem involves the employee’s immediate supervisor and the employee does not feel comfortable discussing the matter with such supervisor, the employee should inform, in writing, Human Resources of the problem immediately. If the employee’s problem involves Human Resources or any individual with authority over Human Resources, other than the President/CEO, the employee should immediately inform, in writing, the President/CEO. If the problem involves the President/CEO, the employee should immediately inform, in writing, the Chairman of the Board of Commissioners.

**7Q. I am a newly hired employee, am I eligible for holiday leave? (Section 1000 in Personnel Handbook)**

- A. Yes, employees shall receive eight hours of holiday pay on any day designated as such and recognized by MHA.

**8Q. What if I call in sick the day after a holiday, am I still eligible for holiday leave? (Section 1000 in Personnel Handbook)**

- A. To be entitled to holiday pay for an authorized paid holiday, an eligible employee must either be present at work, or on approved leave with pay, on the scheduled workdays immediately preceding and following a paid holiday. If an employee is in a “no pay” status for either of these days, then holiday pay will not be granted.

**9Q. When do I start accruing annual and sick leave? (Section 1010 and 1020 in Personnel Handbook)**

- A. Each full-time Housing Authority employee, in pay status, is eligible to accrue annual leave as outlined below:

<u>Years of Service</u>	<u>Hours Earned</u>
Less than 5 years 80 hours biweekly	4
5 but less than 10 years 80 hours biweekly	4.5
10 but less than 15 years 80 hours biweekly	5
15 but less than 20 years 80 hours biweekly	6
20 years or more 80 hours biweekly	7

**Sick Leave**-each full-time Housing Authority employee in pay status is eligible to accrue sick leave in the amount of four (4) hours per pay period, which shall be computed as earned but may not be accumulated in excess of 960 hours.

**10Q. My aunt that raised me passed away, how many days of bereavement do I receive? (Section 1030 of Personnel Handbook)**

- A. Employees are allowed up to four consecutive days off from regularly scheduled duty with regular pay in the event of the death of the employee's spouse, domestic partner, child, stepchild, parent, stepparent, father-in-law, mother, mother-in-law, son-in-law, daughter-in-

law, brother, sister, stepbrother, stepsister, or an adult who stood in loco parentis to the employee during childhood.

***11Q. What is the Family and Medical Leave Act (FMLA)? (Section 1040 in Personnel Handbook)***

- A. The Family and Medical Leave Act of 1993 (FMLA) entitles eligible employees to receive a combination of accrued paid and unpaid Family and Medical Leave (FML), not to exceed 12 weeks in a 12-month period. For care of a covered service member under FMLA, accrued paid and unpaid leave is not to exceed 26 weeks in a 12-month period. FML may be taken as Family Care Leave (FCL) or Medical Care Leave (MCL). The “12-month period” in which the 12-weeks, or 26 weeks for covered service member, of leave entitlement occurs will be defined as the 12-month period measured forward from the date of when any employee’s first FMLA leave period begins. It is the duty of the President/CEO to designate the leave as FMLA and, within two days of FMLA leave designation, give written notice to the employee, provided adequate notice was given to the President/CEO.

***12Q. I’ve only been employed for 6 months; how do I know if I am eligible for FMLA? (Section 1040 in Personnel Handbook)***

- A. ***Eligible employee*** - one who has worked for the employer for at least 12 months with no more than a seven-year break in employment, and who must have worked at least 1,250 hours in the 12-month period immediately preceding the date FML begins.

***13Q. I fell and hurt my ankle at work, what do I do? (Section 1090 in Personnel Handbook)***

- A. If injured on the job, the employee is required to immediately report the accident or injury to his or her supervisor, regardless of the nature or severity of the injury. In all cases, injuries should be reported not later than 24 hours after the injury is incurred. Any employees failing to report an injury to their supervisors will be subject to disciplinary action. Injured employees needing medical attention or treatment will be sent or taken to the Housing Authority’s worker’s compensation doctor as soon as possible. Prior to being treated, every employee will be required to submit to a drug and/or alcohol screen. Failure to submit to a drug or alcohol screen will result in disciplinary action, as outlined in the Housing Authority’s ***Substance Abuse Policy and in the Disciplinary Actions Section*** of the personnel manual.

***14Q. What are my benefits as an employee? (Section 1100 in Personnel Handbook)***

- A. An employee is eligible for health care benefits on the first day of the month following his/her date of employment. This benefit includes basic and major medical expense benefits, dental and vision coverage, a supplemental life insurance policy, and a flexible spending account.

The Supplemental Life Insurance premium is paid 100% by MHA. Adjustments may be made to the percentage paid contingent upon the availability of funding. In the event of his/her death, while employed by the Housing Authority, the employee's designated beneficiary will receive the benefit paid in the amount of 1.5 times the employee's current salary.

MHA automatically contributes 7.5% of each employee’s salary, and the employee contributes 5.5%, regardless of the voluntary contribution amount. All participants become fully vested after five years. Specific information on the Retirement Plan will be given to all employees that qualify at the time of initial orientation.

*\*For newly hired employees, benefits are paid a month in advance. The employee will have to work with the accounting department to set up a payment plan. \**

***15Q. I am a maintenance employee; do I have to turn in my uniforms when I leave? (Section 1120 in Personnel Handbook)***

- A. Maintenance employees must return all uniforms upon separation of employment or upon demand by MHA or pay the total costs of replacement for missing items.

***16Q. I put in my resignation, if I have a doctor's appointment during my two weeks, will I still get my payout? (Section 1300 in Personnel Handbook)***

- A. Employees below department head level wishing to leave the Housing Authority, in good standing, shall file with the President/CEO at least two weeks before leaving, a written resignation stating the effective date of the resignation and reason for leaving. Department Head-Level employees must submit at least a 30-day written resignation stating the effective date of the resignation and the reason for leaving. Such notice will be promptly reported to the Human Resources Department. Any employee submitting the number of calendar days, less than required as notice of resignation, shall forfeit all accrued leave, and failure to comply with the procedures may be the cause for denying the person future employment. All employees who submit a resignation and then fail to report to work on any day, during the resignation-notice period, will also forfeit all accrued leave.

***17Q. My voting poll is in another city, will I be able to leave early or come in late to vote? (Section 1060 in Personnel Handbook)***

- A. The employee should make every attempt to visit his or her voting poll during non-working hours. If this is not possible, the employee's supervisor will assist in scheduling the workday to ensure that each employee will have sufficient time to reach his or her polling place while it is still open. Employees who leave work early to vote will not be required to take annual leave.

Supervisors should determine a reasonable departure time for each employee, taking into consideration the operating hours and location of the polling place, and the needs of the department and other employees.

***18Q. I have been summoned for jury duty, what do I need to do? (Section 1070 in Personnel Handbook)***

- A. When a summons is legally served upon an employee for jury duty, the employee shall immediately inform his or her supervisor or department head by presenting a copy of the summons. A copy of the summons will be retained in the employee's personnel file and attached to his or her timecard. If not selected to serve on a jury, the employee must return to work. If selected to serve on a jury, but not retained for a full workday, the employee must return to work to complete the workday. Failure to return to work, regardless of the reason, may result in disciplinary action leading up to, and including termination.

***19Q. I am thinking about going back to school, what is the tuition assistance program (TAP)? (Section 1140 in Personnel Handbook)***

- A. As part of the agency's desire to meet its employees' evolving needs, the Montgomery Housing Authority has established an educational assistance program, the Tuition Assistance Program

(TAP). The purpose of TAP is to foster the professional growth and development of the Housing Authority's eligible employees.

***Eligibility***

Full-time, benefits-eligible employees of the Housing Authority who have successfully completed at least 12 months of employment, in a benefits-eligible position, as of the date of the TAP application deadline for the desired academic semester, may apply for tuition assistance. For other related expenses, the application should be submitted at least 45 days prior to the date of the training or event.

1. An employee cannot have a current Performance Improvement Plan to be eligible for TAP.
2. An employee will be required to go through the regular student admissions process, prior to applying for TAP.
3. An employee must complete a TAP application (Appendix X) for each semester in attendance. Applications for professional development are required for each training or event.

***20Q. How do I know if my course of study is eligible for the TAP? (Section 1140 in Personnel Handbook)***

- A. Employees may not enroll in certain programs or courses of study under the TAP policy that do not have a direct relationship to their jobs.