



CHA

CHICAGO HOUSING
AUTHORITY™

EMPLOYEE HANDBOOK

Chicago Housing Authority

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Section 1: INTRODUCTION

1. Introduction

The purpose of the Chicago Housing Authority (“CHA”) Employee Handbook is to provide information regarding current policies, practices and benefits that are essential to your employment. Please use this handbook as a reference guide during your employment at CHA.

The CHA Employee Handbook is not an offer of employment and is not intended to create a contract of employment either expressed or implied or to confer any additional employment rights. Neither this Employee Handbook nor any other provision in any policy or procedure is intended to set forth guaranteed terms and conditions of employment or to limit the CHA’s or the employee’s ability to terminate the employment relationship. The employment relationship can be terminated at any time, for any reason, with or without cause, by either the employee or the CHA.

This revised CHA Employee Handbook and referenced policies are effective, [September 20, 2017](#). They supersede any and all previous policy guides, personnel policy manuals, administrative policy manuals and procedures or contemporaneous agreements, comments, or representations on these topics and any previous statements verbal or written of CHA policy except where such policy has been expressly incorporated herein.

If there is a conflict or inconsistency among benefits and requirements summarized in the Employee Handbook and the actual benefits plan documents and contracts, the benefits plan documents and contracts will prevail.

The failure of the CHA’s Management Representatives to take any action does not constitute a waiver of their right to take such action at any time in the future.

The CHA, in the exercise of its discretion, may alter, amend or delete provisions, policies, benefits, rules, procedures or other terms and conditions of employment at any time with or without notice.

The CHA has entered into Collective Bargaining Agreements with Local 73 and Local 399, which cover certain employees’ terms and conditions of employment. In the event of any inconsistency between the CHA Employee Handbook and a Collective Bargaining Agreement, the Collective Bargaining Agreement takes precedence, but only as to those employees covered by that Agreement.

Section 2: Overview

2.1 About the Chicago Housing Authority

The CHA was initially established to manage three (3) of the first Public Housing Developments: Jane Addams House, Julia L. Lathrop and Trumbull Park Homes. The Housing Division of the Public Works Administration under President Franklin D. Roosevelt's administration in 1935 erected the first developments.

The federal public housing program was created by the United States Housing Act of 1937, which offered capital assistance to localities to develop public housing. The CHA was organized and incorporated in 1937 to build and manage public housing for Chicago residents whose incomes were insufficient to obtain decent, safe and sanitary dwellings in the private market.

Public housing is now the nation's largest housing program for low-income families, the elderly, and persons with physical and mental disabilities. The CHA is the third largest housing authority in the nation. It consists of federally funded family developments, senior housing, city and state scattered sites and housing choice vouchers.

The CHA is a municipal corporation organized under the Illinois Housing Authorities Act. A Board of Commissioners governs the CHA and only the Board of Commissioners can exercise the corporate authority of the CHA. Members of the Board of Commissioners are appointed by the Mayor of the City of Chicago. The Board holds regular public meetings at residential developments throughout the City of Chicago and at CHA's corporate office at which time residents and the general public are afforded an opportunity to discuss housing issues and other concerns.

The CHA operates primarily on subsidies and grants received from the United States Department of Housing and Urban Development (HUD). The CHA also receives rental income from residents and grants from various charitable trusts and organizations.

In 1999, the CHA developed its "Plan for Transformation" (the Plan) the purpose of which was to dramatically improve public housing in Chicago and to revitalize CHA developments. The Plan was a multi-year plan adopted by the CHA's Board of Commissioners in January 1999. As part of the Plan, CHA sought, and HUD approved, a \$1.5 billion capital program for CHA's revitalization efforts. Implementation of the Plan began immediately after its approval. It was the largest, most ambitious redevelopment effort of public housing in the United States, with the goal of rehabilitating or redeveloping the entire stock of public housing in Chicago.

By the end of the Plan, 25,000 units of housing were to be renovated or built new. The Plan for Transformation went far beyond the physical structure of public housing. It aimed to build and strengthen communities by integrating public housing and its leaseholders into the larger social, economic and physical fabric of Chicago.

CHA, together with various City of Chicago departments and non-profit partners, offers residents a comprehensive array of supportive services that focus on increasing quality of life and housing stability, increasing academic achievement, increasing earning power and increasing self-sufficiency. CHA can only achieve its commitment to leverage the power of affordable, decent, safe, and stable

housing to help communities thrive and low-income families increase their potential for long-term economic success and a sustained high quality of life with the help of our employees.

The day to day operations of the CHA are managed by the CHA's Chief Executive Officer and his management team.

2.2 Mission Statement

To leverage the power of affordable, decent, safe, and stable housing to help communities thrive and low-income families increase their potential for long-term economic success and a sustained high quality of life.

2.3 Guiding Principles

The following principles provide a framework for our employees and the work they perform:

Service - Focus on service to our customers and leveraging partnerships to build communities where residents are able to maximize their potential.

Transparency – Commit to open, honest, and effective communication with our internal and external customers and partners.

Respect – Face our challenges from a positive, optimistic and transformative viewpoint that promotes mutual respect.

Integrity – Conduct business with integrity by fostering an environment that cultivates trust, honesty, loyalty and accountability.

Diversity – Create our future by engaging in strategic and visionary thinking and actions to underscore our commitment to diversity.

Effectiveness – Engage in responsible and effective management strategies to achieve the best use of our assets.

Section 3: Employment Policies

3.1 Employment at Will

All CHA employees are public employees. As such, they must meet the highest standards of competence, trust, and integrity to engender the confidence of CHA residents, co-workers and the public to fulfill the CHA's important mission.

All CHA employees, except for those who are covered under collective bargaining agreements approved by the Board of Commissioners, are employed "at will," which means either the employee or the CHA can terminate the employment relationship at any time, for any reason, with or without cause, so long as there is no violation of applicable federal, state or local law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the CHA and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at the CHA's sole discretion.

These provisions supersede all existing policies and practices and may not be amended without the approval of the Board of Commissioners.

3.2 Equal Employment Opportunity

The CHA is proud to be an equal opportunity employer. It is the policy of the CHA to strictly prohibit discrimination against fellow employees, residents or the public. Discrimination means intentional discriminatory or harassing treatment on the basis of any classifications protected by the Constitution of the United States, the Constitution of the State of Illinois and applicable federal, state or local laws or ordinances, including but not limited to discrimination on the basis of race, color, sex, gender identity/expression, age, religion, disability, national origin or sexual orientation. Pregnancy discrimination is a form of sex discrimination prohibited by law, including the Pregnancy Discrimination Act and the Illinois Human Rights Act. Any employee who engages in conduct that violates this policy will be subject to disciplinary action up to and including termination of employment.

3.3 Diversity

Valuing diversity is about respecting one another's differences. CHA is committed to fostering an inclusive environment that recognizes the contributions and supports the advancement of all.

3.4 Harassment, Including Sexual Harassment

It is CHA's policy that all employees have a right to work in an environment free of harassment, either verbal or physical. Everyone at CHA is responsible for ensuring that our workplace is free from harassment and is expected to avoid any behavior or conduct that could reasonably be interpreted as harassment. This policy is consistent with CHA's commitment to equal employment opportunity.

Harassment consists of unwelcome conduct, whether verbal, physical or visual, epithets, innuendoes, slurs, negative stereotyping, or threatening, intimidating or hostile acts, written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of an individual's protected classification that is placed on walls, bulletin boards, or elsewhere on the employer's premises or circulated in the workplace.

The CHA will not tolerate harassing conduct that creates an intimidating, hostile, or offensive working environment. Such harassment may include, for example, jokes about another person's protected status, or kidding, teasing, or practical jokes directed to a person based on his or her protected status.

Sexual harassment includes, but is not limited to:

1. Unwelcomed sexual advances, requests for sexual favors, and other verbal, written or physical conduct of a sexual nature;
2. Any statement of implication that submission to or rejection of such sexual conduct could be used as a term or condition of employment, or as the basis for any employment decision affecting that individual; and
3. any conduct, whether physical or verbal, which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. This includes, but is not limited to slurs, jokes or degrading comments of a sexual nature; offensive sexual flirtation, sexual advances or propositions; abuse of a sexual nature; graphic verbal comments about an individual's body; sexual innuendo or suggestive comments; sexually oriented "kidding" or "teasing"; conduct including staring,

ogling, leering, gestures, or whistling at a person; unwanted physical touching, such as touching, patting, hugging, pinching or brushing against a person's body; and the display in the workplace of sexually suggestive printed or visual materials, clothing, objects or pictures; harassing use of electronic mail or telephone communication systems; or other physical or verbal conduct of a sexual nature.

Sexual harassment may involve individuals of the same or different gender.

3.5 Bullying Prohibition

The CHA considers workplace bullying unacceptable and will not tolerate it under any circumstances. Bullying is unwelcome or unreasonable behavior that intimidates, degrades, humiliates, or undermines another person, whether verbal, physical, or otherwise. Conduct which may be considered demanding shall not be considered bullying so long as it is respectful and fair, and the primary motivation for which is to convey performance expectations and standards or improve performance.

3.6 Prohibition on Retaliation

The CHA forbids any reprisal or retaliation against an employee for filing a good faith complaint of harassment or for supporting or assisting, in good faith, another employee in pursuing a complaint, or filing a discrimination charge. Anyone experiencing or witnessing any conduct he or she believes to be retaliatory should immediately report it to any of the individuals named above. The CHA will not retaliate or discriminate against any employee for exercising any rights under this policy. Retaliation is a violation of this policy.

3.7 American with Disabilities Act Amendments

The CHA is committed to complying fully with the Americans with Disabilities Act Amendments Act (ADAAA), which is a civil rights law that was originally passed by Congress in 1990 (as the Americans with Disabilities Act-ADA) and protects individuals with disabilities from discrimination in the workplace. The ADA was amended in 2008 and became effective January 1, 2009. The ADAAA prohibits discrimination against "qualified individuals with disabilities" in all employment practices, including job application procedures, hiring, firing, advancement, compensation and training. A "qualified individual with disabilities" is an employee or job applicant who meets all legitimate skill, experience, education and other requirements of a position and can perform the essential functions of the position with or without reasonable accommodation. The CHA continually reviews its hiring and selection procedures to assure they are consistent with equal opportunity, and it is the CHA's policy to fully explore reasonable accommodations in accordance with the law to enable disabled individuals to safely and effectively perform their jobs. This policy is neither exhaustive nor exclusive.

Reasonable accommodation is available to all employees with disabilities, where their disability affects the performance of essential job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

The CHA is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. The CHA will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

3.8 Reasonable Accommodation

Employees with disabilities are encouraged to advise CHA of any accommodations that they believe need to be made for them to perform their essential job duties. A reasonable accommodation is any change or adjustment to a job or work environment that permits a qualified person with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy the benefits and privileges of employment equal to those enjoyed by staff without disabilities.

Temporary, non-chronic impairments of a short duration, with little or no permanent impact, are generally not disabilities and, therefore, do not qualify for reasonable accommodations. Such impairments include, but are not limited to, broken bones, sprained joints, concussions, appendicitis, or various types of influenza.

Refer all questions and comments related to the reasonable accommodation process/procedures to Human Resources.

3.9 Immigration Law Compliance

The CHA is committed to employing only those who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. All employees must be legally present in the United States and possess legal authorization for employment in the United States.

3.10 Personal Relationships in the Workplace

When relatives or persons involved in a dating relationship work in the same area of an organization, it may cause problems at work. For this policy, we define a relative as any person who is related to an employee by blood or marriage, or whose relationship is similar to that of a relative. Relative is defined as a person who is related to an employee as a spouse or as any of the following, whether by blood or by adoption: parent, child, brother or sister, aunt or uncle, great aunt or great uncle, first cousin, niece or nephew, grandparent, grandchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, stepfather or stepmother, stepson or stepdaughter, stepbrother or stepsister, half-brother or half-sister and includes the grandfather or grandmother of the employee's spouse and the employee's fiancé or fiancée. A dating relationship is defined as a relationship that might reasonably be expected to lead to a consensual "romantic" relationship. This policy applies to all employees regardless of their gender or sexual orientation.

An employee may not work for, directly or indirectly, or supervise a relative. We also prohibit a person in a dating relationship to supervise or to report to that person. The CHA also reserves the right to take quick action if an actual or potential conflict of interest arises involving relatives or persons involved in a dating relationship who are in positions at any level (above or below) in the same line of authority that may affect employment actions or decisions.

3.11 Secondary Employment

All CHA employees are prohibited from engaging in secondary employment unless secondary employment is approved in writing by Human Resources.

All employees are required to complete and submit a Secondary Employment Report and Request Form, requesting approval for such employment or attesting that the employee does not have secondary employment. Request forms must be submitted annually, even if secondary employment

has previously been approved. Submission of the form does not grant automatic approval. It is the employee's obligation to seek approval before commencing secondary employment if the employee's secondary employment status changes prior to the January reporting period.

Secondary employment includes traditional employment, independent contractor and self-employment arrangements. Employees are prohibited from obtaining secondary employment with the City of Chicago or any Sister Agency (Chicago Public Schools, Chicago Police Department, Chicago Park District, Metropolitan Water Reclamation District, etc.).

In order to obtain approval for secondary employment, an employee must establish that the requested secondary employment will not occur during his or her work hours at CHA. Employees are prohibited from using personal, sick, or vacation time to perform secondary employment duties, and further prohibited from using CHA's resources to perform any secondary employment.

CHA reserves the right to deny requests for secondary employment. Employees at the director level and above will be presumed ineligible for secondary employment, unless the employment is self-employment, is unrelated to the employee's professional responsibilities, or is related to educational purposes and the employee satisfies all other requirements.

3.12 Ethics Policy

All officers and employees are required to maintain high ethical and professional standards and treat each other with fairness, integrity, dignity, and respect at all times. All employees must become familiar with and strictly adhere to the CHA's Ethics Policy. The CHA Ethics Policy addresses issues including, but not limited to, employee financial interest disclosures required by law, conflicts of interests and gift acceptance. Employees who have questions regarding the Ethics Policy should contact the Office of the General Counsel or the Ethics Officer for guidance, (See *CHA's Ethics Policy*).

Ethics Officer and Complaint Resolution Process

The CHA's Ethics Officer or designee addresses all equal opportunity concerns of the CHA employees including, discrimination complaints, harassment, and hostile work environment claims. Issues addressed may concern hiring, promotions, transfers, work environment or any other term or condition of employment.

Equal employment opportunity complaints should be addressed to the Ethics Officer. Employees must report incidents of discrimination, harassment or hostile work environment to the CHA's Ethics Officer or to any other CHA Management Representative. Complaints and reports shall be held in confidence to the extent that such confidence is consistent with CHA's Policy of eliminating and correcting incidents of discrimination or harassment. Retaliation against employees who make complaints is prohibited. All CHA employees must provide their full cooperation to the CHA's Ethics Officer when that cooperation is requested. Our current Ethics Officer's contact information is as follows:

Jorge Cazares
Pugh, Jones & Johnson
180 North LaSalle Street, Suite 3400
Chicago, Illinois 60601-2807

Contact Information:
EEO-Ethics@pjilaw.com
(312) 768-7990

Reporting Procedures

All employees are responsible to help ensure that the CHA's workplace is free from discrimination, harassment and intimidation based on protected group status. All employees have an obligation to promptly report any conduct that is inconsistent with this policy, and of which they are a target, have knowledge of, or witness. Employees are encouraged to report incidents of harassment before they become severe or widespread. Any employee who believes he or she has experienced or witnessed any conduct that is inconsistent with this policy should immediately contact the Ethics Officer or Human Resources. If the employee feels comfortable, he or she should inform the person in the workplace whose conduct the employee finds unwelcome or offensive. Individuals who believe they are being harassed should firmly and promptly notify the offender that his or her behavior is unwelcome.

All complaints and reports will be promptly and thoroughly investigated. All employees have an obligation to cooperate in any investigation of a complaint of harassment, including providing any and all information concerning such complaint of which the employee may have knowledge. Failure to do so may be a violation of the policy.

If an investigation reveals that harassment or other inappropriate behavior has occurred, CHA will take disciplinary action, up to and including termination.

Confidentiality

All efforts will be made to ensure the confidentiality of the complaint to the extent possible; however, information, including the identity of the individual lodging the complaint, may be divulged where necessary to fully investigate the matter or comply with applicable law.

3.13 Office of the Inspector General

The purpose of the Office of Inspector General (OIG) is to investigate and inspect matters concerning fraud, theft, waste, abuse and misconduct within or affecting the CHA. The OIG promotes economy, efficiency and integrity in the administration of programs and operations of the CHA. The OIG ensures that violations are reported and investigated, as they relate to CHA residents and employees, contractors, subcontractors or any entity receiving funds from CHA. Additionally, the OIG ensures that suspected violations are addressed and investigated in an effective and efficient manner and that corrective measures are taken where appropriate.

All CHA employees have a duty to cooperate with the OIG in any and all inquiries undertaken by the OIG, and each CHA department's respective premises shall be made available, upon request, as soon as practicable including but not limited to equipment, employees, books, records (in any form) as deemed relevant by the OIG.

Each employee has the responsibility to report to the OIG waste, fraud, and abuse within the Authority. Any employee found to have knowledge of such acts and who does not report them as required shall be subject to discipline, up to and including termination.

The OIG Hotline is set up to receive reports of waste, fraud, and abuse within the Authority. Contact information is as follows:

Tele: (800) 544-7139

Fax: (312) 913-7901

fraud@thecha.org

Via mail:

Chicago Housing Authority

Attention: OIG 12th floor

60 E. Van Buren St.

Chicago, IL 60605

Section 4: Employee Conduct

4.1 Performance Standards

The CHA employees are public employees and as such, they have a special obligation to conform their conduct to the highest standards of honesty, integrity, and competence on and off duty. We are each responsible for performing our duties adequately and properly. Personnel policies and procedures must be followed.

All employees are expected to respect their coworkers and should not behave in a manner that obstructs or hinders other employees from performing their duties. CHA expects employees to act in a manner that is safe for themselves, their coworkers and our residents and will follow the CHA's safety procedures at all times.

CHA expects all employees to uphold the Authority's mission, as well as certain standards of conduct within the Authority and in their dealings with residents and the general public. In order to maintain these principles, employees should:

- Meet their commitments
- Conduct business with integrity by fostering an environment that cultivates trust, honesty, loyalty and accountability
- Exercise common sense and utilize sound judgement
- Gain the respect of residents and co-workers
- Be accountable for their own work
- Use tact and courtesy in dealing with co-workers, residents and the general public
- Engage in responsible and effective management strategies to achieve the best use of our assets
- Broaden outlook and take responsibility for their own development
- Commit to open, honest and effective communication

4.2 Standards of Conduct

To maintain a safe and productive work environment, all employees must follow certain guidelines pertaining to conduct and relationships.

Violations of the Standards of Conduct will be taken seriously and may subject employees to disciplinary action, up to and including termination. Supervisors have the responsibility to enforce the standards of conduct.

This list is not intended to be exhaustive and employees should always be cognizant of their special obligation as public employees. All employees are responsible for being aware of CHA's policies and procedures as provided. Ignorance of a policy or procedure is not an acceptable excuse for unsatisfactory performance or conduct.

With that limitation, the following conduct is prohibited:

1. Failing to report to work for three (3) consecutive work days (i.e. no call, no show) shall be deemed to have resigned through job abandonment.

2. Leaving the department, office, or work site without proper authorization.
3. Failing to call in advance when tardy or having an excessive absence or tardiness record or a pattern of repeated absence or tardiness at a specific time or on specific days of the week or month or in relation to holidays or other paid leaves.
4. Failure to return to work on time after breaks, lunch or rest periods.
5. Failing to disclose any information requested or providing a false or misleading response to any question in any application, questionnaire, information form or other documents provided to the CHA.
6. Falsely representing to a superior the quality and/or quantity of work performed by either the employee making the representation or any other employee.
7. Making false, inaccurate or deliberately incomplete statements in an official inquiry, investigation or other official proceeding.
8. Fraud in securing employment, including misrepresentations on an employment application.
9. Requesting or accepting a leave of absence on fraudulent grounds.
10. Falsification of any attendance or other employment records.
11. Engaging in a profession, business, trade, investment, occupation or political activity that results in a conflict of interest with present CHA employment or the CHA's Ethics Policy.
12. Use of sick leave in an unauthorized manner for purposes other than that allowed under the CHA Policy, or a Collective Bargaining Agreement.
13. Involvement in the illegal sale, delivery, receipt, possession or use of any controlled substance whether on or off the job site or during the hours of employment or non-working time.
14. Engaging in any act or conduct prohibited by the Municipal Code of the City of Chicago, the Illinois Compiled Statutes, applicable laws of other states or federal statutes.
15. Possessing, carrying, storing or using weapons or dangerous chemicals on the job when not authorized to do so.
16. Misappropriation of any funds of the CHA or any other public or private organization.
17. Gambling or betting during working time or on work premises.
18. Theft, attempted theft, or unauthorized possession of the CHA or other public property or use of such property for unauthorized purposes, having other CHA employees perform such services, directing other CHA employees to perform such acts for unauthorized purposes, or accepting the benefits of such performance.
19. Retaliation against a CHA employee, vendor, third party or other persons who in good faith has filed a grievance, charge or complaint regarding the terms or conditions of employment; and/or against an employee who has properly testified, assisted or participated in any manner in an investigation, proceeding or hearing regarding such grievance, charge or complaint.
20. Using one's official status as a public employee to effectuate the sale, disposal or exchange of property or other object of value belonging to any member of the public through fraud, theft or misrepresentation or complicity with others in such acts.
21. Discourteous treatment, including assault, threats, intimidation, verbal abuse, physical violence, threatening physical violence or unwelcome physical contact with another CHA employee, vendor, client, customer, third party or other persons. Provoking or inciting another employee, or other persons to engage in such conduct.
22. Reporting for work or engaging in work for the CHA with the presence of alcohol or drugs in one's system, drinking alcoholic beverages or using drugs not prescribed or in a manner not prescribed by a physician during working hours; possession or use of alcohol or illegal drugs while on duty, reporting to work, traveling on CHA business or while conducting CHA business.

23. Violation of the CHA's Drug Use and Alcohol Abuse Policy, including the refusal to submit to testing as directed by a supervisor or as required by Policy.
24. Insubordinate actions, including failure to carry out a rule, order or directive related to the performance of the employee's duty; assaulting, threatening, intimidating or abusing a supervisor physically or verbally.
25. Restricting production output, encouraging others to do so or supporting others doing so.
26. Giving preferential treatment in the course of employment to any organization or person unless authorized by law.
27. Loss of professional or other license or failing to attain and maintain prerequisites necessary to obtain or renew professional or other license when such a license is required to meet the standards of the employee's position.
28. Failing to take action as needed to complete an assignment or perform a task safely.
29. Solicitation of other employees for any purpose during the working time of the employee soliciting or being solicited, or in areas to which the public has access for transacting CHA business. Working time includes any time during which employees are actually scheduled to work but does not include, scheduled rest periods, meal breaks and other specific times when employees are not expected to be working.
30. Using the office, work site, work locations, work vehicle, work tools, work equipment or work materials and supplies to conduct a secondary business, personal business, trade or occupation.
31. Treating discourteously any member of the public where such person can reasonably believe that the employee is acting within the scope of employment.
32. Interfering with others on the job.
33. Distributing literature in any working area or area where the CHA business is conducted with the members of the public, during the work time of the employee who is distributing or the employee who is receiving the literature, except in the course of performing the duties of the positions.
34. Acting negligently or willfully in the course of employment to damage public or private property or cause injury to any person.
35. Failing to comply with laws or departmental rules governing health, safety and sanitary conditions in carrying out any act in the scope of employment.
36. Mismanagement, theft or waste of CHA funds or property.
37. Inattention to duty including loafing, sleeping on duty, or loitering in the work area.
38. Incompetence or inefficiency in the performance of duties of the position. This means performance of duties of the position at a level lower than that ordinarily expected of other employees in similar positions, due either to lack of ability, knowledge or fitness, lack of effort or motivation, carelessness or neglect.
39. Solicitation or acceptance of any fee or other valuable thing which may be construed as a bribe; that is, when such fee, gift or other valuable thing has been solicited by or given to the employee in the hope or expectation of receiving treatment better than that afforded other persons, or using one's office or position so as to give the appearance of such impropriety.
40. Failure to comply with the CHA's Secondary Employment Policy.
41. Violation of the confidentiality of the CHA personnel and other records. No employee shall use or reveal confidential or privileged information gained in the course of or by reason of their position or employment, except as specifically allowed by law.
42. Violation of the Ethics Policy.
43. Violation of the Fleet Policy.
44. Violation of the CHA's Communications/Equipment Policy.

45. Failure to report misconduct of other CHA employees to the proper person.
46. Failure to make an immediate report of an alleged workers' compensation / on-the-job accident or injury in which the employee is involved or which the employee has observed.
47. Violation of departmental rules and regulations.
48. Unauthorized entry into CHA property or facilities.
49. Use of profanity or inappropriate language in the workplace.
50. Failure to pay an overdue debt to the CHA or to the City of Chicago within thirty-(30) calendar days of receiving a demand therefore, unless the employee:
 - (a) has entered an agreement with the CHA or the City of Chicago through the appropriate department for the payment of all debts owed to the CHA or the City and is in compliance with the agreement;
 - (b) is contesting liability for the amount of the debt in a pending administrative or judicial proceeding; or,
 - (c) has filed a petition in bankruptcy and the debts owed the CHA or the City are dischargeable in bankruptcy.
51. Unauthorized use, removal or duplication of any CHA record, document or other confidential or privileged information.

4.3 Attendance Standards

Punctual and regular attendance are essential to the proper operation of the Authority. Excessive employee absence, tardiness or job abandonment are undesirable performance factors for all employees. Those found to be in violation of the Authority's attendance standards may be subject to disciplinary action, up to and including termination. Employees may also be required to make up time missed.

Employees are expected to report to work as scheduled, on time and prepared to start work and remain at work for their entire work schedule. If you cannot report to work as scheduled, notify your manager no later than 30 minutes before your regular starting time.

Unapproved late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided. The purpose of this policy is to promote the efficient operation of the Authority and minimize unscheduled absences.

Reporting Absences

It is the responsibility of each employee to secure advance approval from his or her immediate supervisor for all anticipated absences, such as vacation or personal days.

For absences of three (3) or more consecutive scheduled workdays, you may be required to provide a written doctor's statement to your supervisor. **If an employee is absent from work for three (3) or more consecutive scheduled workdays without notifying his or her supervisor, it will be assumed that the employee has abandoned his or her employment.** Additionally, unless you are on an authorized leave of absence, you must maintain contact with your supervisor throughout any absence extending beyond one day, notifying him/her daily whether and when you will be returning to work, unless other arrangements have been made with the immediate supervisor. Failure to notify your supervisor personally or a designee may result in disciplinary action up to and including termination.

Excessive Absenteeism and/or Tardiness

Excessive absenteeism or tardiness and patterns of sick or unpaid time before or after holidays, weekends or authorized leaves are unacceptable and will result in disciplinary action up to and including termination of employment.

4.4 Smoking

To comply with the 2005 Chicago Clean Indoor Air Ordinance and in order to provide employees and residents with a healthy environment, smoking and the use of electronic cigarettes is prohibited in all CHA buildings and facilities. Smoking is permitted outdoors at least 15 feet away from the entrance or enclosed area of any building.

4.5 Drug Use and Alcohol Abuse

The CHA is committed to a community that is free of illegal drug use and alcohol abuse. The Authority strictly prohibits the unlawful possession, use or distribution of illicit drugs or alcohol at any of its properties. Any employee found to possess, use or distribute alcohol or controlled substances on CHA property, or at a CHA activity, in violation of law or CHA policy is subject to disciplinary action, including termination, as well as possible referral for criminal prosecution.

Employees who take prescribed drugs that affect their cognitive abilities should not report to work and should use appropriate leaves.

Employees are required to participate in drug and alcohol testing at a CHA designated testing facility in the following circumstances:

1. Upon the CHA's making a conditional offer of employment.
2. Upon re-employment or return from any period of continuous absence of thirty (30) calendar days or more.
3. In instances where the employee has been involved in an automobile accident during the course of employment, regardless of whether the automobile is a CHA vehicle or the employee's vehicle and regardless of whether the employee is injured, the employee must submit to a medical evaluation which includes drug and alcohol testing as immediately after the accident as practical under the particular circumstances, but in no event later than twenty-four (24) hours after the accident.
4. In instances where the employee has suffered an alleged accident, regardless of whether the employee is injured or not, the employee must submit to a medical evaluation which includes drug and alcohol testing immediately after the accident or as soon as practical under the particular circumstances, but in no event later than twenty-four (24) hours after the accident.
5. In instances where the employee's supervisor has a reasonable suspicion that the employee is at work under the influence of drugs and/or alcohol.

Employees who submit to drug and alcohol testing described above and whose test results show a positive result will be terminated. Employees who refuse to cooperate in the testing process will be terminated. Employees whose test results are positive may elect to have the sample re-tested at a different accredited laboratory at the employee's cost. Arrangements for re-testing must be made through Human Resources.

The CHA is committed to being a drug-free, healthy, and safe workplace. Employees are required to come to work in a mental and physical condition that will allow them to perform their job satisfactorily.

Under the Drug-Free Workplace Act, if you perform work for a government contract or grant, you must notify the CHA if you have a criminal conviction for drug-related activity that happened at work. You must make the report within five (5) days of the conviction.

If you have questions about this policy or issues related to drug or alcohol use at work, you can raise your concerns with your supervisor or the Human Resources Department without fear of reprisal.

4.6 Workplace Safety

In compliance with the Illinois Occupational Safety and Health Act (OSHA), the Authority strives to provide reasonable protection for the lives, health and safety of its employees and to furnish a workplace free of recognized hazards that would cause serious physical harm to its employees. Employees must immediately report all unsafe or unhealthy working conditions or practices and all alleged work-related accidents to their supervisor or department head. Employees seeking further information about safety practices or emergency procedures should contact the Risk Management Department.

4.7 Workplace Violence

CHA recognizes the unfortunate increase in workplace violence in our society and has a strong commitment to ensuring that our workplace remains safe. The possession or use of weapons is prohibited on CHA property or anywhere the CHA conducts business, unless authorized by the agency to do so.

To help employees understand and report behavior that could lead to violent incidents, we have included this list of prohibited conduct. This list of behaviors should not be considered all-inclusive, but merely a list of examples to be considered. These and other violent actions may result in disciplinary action, up to and including termination:

- Intentionally causing physical injury to another person
- Making verbal or written (including email) threats of violence/intimidation
- Aggressive or hostile behavior
- Intentionally damaging CHA property or property of another employee
- Possession of a weapon (prohibited weapons include any form of weapons or explosives restricted under local, state or federal regulation; this includes all firearms, knives, harmful chemicals or other weapons)
- Committing acts motivated by or related to, sexual harassment, discrimination or domestic violence
- Retaliatory actions against an individual who reported a workplace violence incident.

When deemed necessary by CHA officials, the Authority reserves the right to inspect and/or search all CHA property.

While CHA does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment in recognizing behavior that could be a sign of a potentially dangerous situation. Such behavior includes but is not limited to:

- Discussing weapons
- Displaying overt signs of extreme stress, resentment, hostility or anger
- Making threatening remarks
- Harassing and/or menacing behavior
- Sudden or significant deterioration of performance
- Displaying irrational or inappropriate behavior

If you have concerns about safety or have any knowledge of someone or something that may cause a threat to you, your co-workers, CHA residents, or CHA property, you should report this information immediately to Safety and Security, your supervisor or Human Resources. **For any occurring incident or threat of imminent violence, please dial 911.**

Section 5: Employment Status and Records

5.1 Definitions of Employment Status

The following terms are used to describe the classification of employees and their status:

Exempt

Employees whose positions are designated as executive, administrative, professional, or other exemptions, as prescribed by federal and state wage and hour laws. These employees are exempt from overtime pay.

Non Exempt

Employees whose positions are not designated as executive, administrative, professional, or any exemption, as prescribed by federal and state wage and hour laws. These employees are paid time and one half of their regular rate of pay for actual hours worked in excess of forty (40) per week. Your supervisor must approve, in advance, any extra hours you work.

Full Time Regular

At-will employees regularly scheduled to forty (40) hours per work week on a continuous basis throughout the entire calendar year. Full-time employees may be eligible for benefits, provided they meet specific plan eligibility requirements. Such employees may be “exempt” or “non-exempt” as defined by applicable wage and hour laws.

Part Time Regular

At-will employees regularly scheduled to work less than thirty (30) hours per week on a continuous basis through the entire calendar year. Part-time employees may not be eligible for all benefit programs offered. At the time of on-boarding, the CHA will inform new employees as to which, if any, benefits are available to part-time staff.

Temporary/Seasonal

At-will employees temporarily hired for a pre-established and limited period of time no greater than six months and may work a full-time or part-time schedule. Temporary employees receive all legally mandated benefits but are not eligible for employee benefits. They are expected to comply with all policies and rules governing employee conduct.

Temporary employees are those hired to engage in work on a full-time or part-time basis by the CHA for a specified period of time or for a specific assignment.

5.2 Commencement of Employment

Your employment commencement date is the first day on which you report for work and are entered on the CHA’s payroll record.

Each completed year following your employment commencement date will be your anniversary date. If you begin at the Authority on a part-time or temporary basis and later accept a position of full-time

employment, your anniversary date and year will be the date upon which you first commenced regular full-time employment.

5.3 New Employee Orientation

Each newly hired employee will report to the Office of Human Resources on their first day and attend a new employee orientation session. The orientation covers a full explanation and discussion of personnel policies, employee benefits, and general administrative procedures. During orientation employees will receive pertinent paperwork related to employment including forms and applications.

5.4 Employee Identification Cards

All employees are required to properly display their employee building identification card at all times. This card is to be used as your primary means of identification while on CHA property. ID's are the property of CHA and are nontransferable. Use and acceptance of this card will indicate your agreement to abide by the terms and conditions that govern its use.

Employees who lose their identification cards must report it lost to Human Resources, so that the lost card can be immediately replaced. The fee to replace a card begins at \$15 and may be increased at the discretion of CHA management or the building management.

When your employment with the Authority ends, you must turn in your ID card to your supervisor or Human Resources.

5.5 Job Postings

The CHA will maintain a consistent and transparent hiring and recruitment process. CHA will consider internal candidates for promotion or transfer to a new position whenever possible. Available positions will be posted on CHA's Career website and at times advertised using other resources and outlets.

An internal candidate must follow the same application process as all other candidates and meet the minimum requirements for the position. To apply for a posted position, an employee must:

- have completed one (1) year of continuous service in their current position at a satisfactory performance level;
- meet the minimum requirements for the position and
- not have received written corrective action within the past 90 days; employees who have received a verbal warning may also be prohibited from applying.

5.6 Employment Offer

All offers of employment will be made by the Office of Human Resources and will be contingent upon satisfactory completion of reference checks, drug/alcohol screens and criminal background checks. Any required pre-employment testing must be completed prior to an offer.

The hiring department will notify Human Resources as to their recommended candidate to fill a vacant position. Human Resources will establish the rate of pay based on the approved salary category and grade. Once an employment offer is accepted by a candidate, Human Resources will work with the candidate to establish the starting date.

Human Resources will secure a criminal background check, professional references and a drug/alcohol screen for all positions. Falsification of an application is grounds for immediate termination. Individuals falsifying information related to prior criminal convictions may be immediately dismissed from candidacy or terminated if they become employed by the CHA.

Any exceptions, such as waiving a posting period, waiving education and/or experience for internal candidates will require the approval of the CEO or designee.

5.7 Reemployment

Persons who have been terminated for cause from the CHA are not eligible to re-apply for another position at CHA.

5.8 Probationary Period

Your first ninety (90) days of employment are considered a Probationary Period. During this time, we will evaluate your compatibility with your position and the organization to determine if the work performance meets the Authority's standards. The manager will monitor work performance, attitude and attendance during this time, and be available to answer any questions or concerns. The Probationary Period may be extended at management's discretion.

If you are a regular, full-time employee, upon completion of the ninety (90) day Probationary Period, you are eligible for the leave accrual programs, as they apply to you. For specific information, please reference the benefits section of this handbook or contact Human Resources.

At the end of the Probationary Period, your Supervisor or Manager will discuss your job performance with you and may extend the Probationary Period, which may affect your eligibility for CHA's leave program.

Completion of the Probationary period does not guarantee employment for any specific period of time. As an "at-will" employee, either you or CHA may elect to terminate your employment during or after the Probationary Period, for any reason or no reason at all.

5.9 Performance Appraisals

The annual performance evaluation process provides an opportunity to evaluate job performance and recognize accomplishments for all staff by which to measure success and progress in relation to job responsibilities and goals. Employees may be considered for merit increase based on their review.

The Authority intends for employees to perform a self-evaluation and be reviewed annually based on a set of pre-determined performance indicators. Goals will be set annually for each employee. A formal mid-year review of goals will occur to recognize accomplishments and gauge progress.

Employees hired after October 1 of the evaluation year are not eligible for a merit increase but may be evaluated. Employees hired between January 1 and October 1 of the evaluation year or who were not actively working (e.g. on a leave for more than 12 weeks) are eligible for a prorated merit increase for the evaluation year. Employees who received an equity or salary adjustment for any reason after June 1st of the affected year are eligible for a prorated merit increase based on their old and new salary.

Employees who receive a promotion on or after October 1st will not be eligible for a merit increase that evaluation year.

5.10 Personnel Records and Information

Employee personnel files are maintained by the Human Resources Department. Medical information and information regarding disabilities are kept in separate files in accordance with applicable law.

Access to employee personnel files is restricted solely to Human Resources Personnel. However, information regarding employees, including employee wages and other data may be subject to disclosure under the Freedom of Information Act (FOIA) or other laws and pursuant to lawfully issued subpoenas.

Employees may review the contents of their file in accordance with the Illinois Personnel Review Act by submitting an email request to the Human Resources Department. Photocopying charges may be imposed. Employees willing to disclose the contents of their personnel files to third parties (i.e. to prospective employers) must sign a CHA Release and Authorization form before the file will be disclosed. Employees who wish to review their personnel file or release their file to third parties should make an appointment with the Human Resources Department.

Each employee is responsible for ensuring the Office of Human Resources has his or her current address and telephone number. Any change in information should be communicated as soon as possible.

5.11 Information Requests and Employment References

Request for employee information received from external parties, including requests for references on current or former employees, must be directed to Human Resources.

Reference check information requests to verify dates of employment, positions held and/or salary history must be submitted in writing and must include a release signed by the current or former employee. **All external employment verification requests should be referred to Human Resources.**

5.12 Hours of Work

The Authority's official office hours are from 8:00 A.M to 5:00 P.M., Monday through Friday. Hours of work at various departments may vary at the discretion of management. Some departments may operate seven (7) days a week, twenty-four hours a day.

Full-time employees work a forty-hour (40) week. Most full-time, Non-Exempt employees will be assigned work from 8:00 a.m. to 5:00 p.m., which includes a one-hour (1) unpaid lunch period.

Employee schedules are based on business needs and vary. You will be informed of your work schedule by your supervisor if there is a deviation from the official hours. You are expected to be flexible as your work schedule may be subject to change based on business needs. Exact times for meal breaks may vary based on work schedules, shifts and by department. Overtime and weekend work may be required and will only be assigned and authorized by Supervisory personnel.

Employee requests to deviate from the general working schedule must be submitted to your supervisor in advance. Authorized schedules will be provided in writing from the Office of Human Resources.

If you have any questions regarding your schedule, please see your supervisor. **Employees are expected to be ready to begin work at the start of their workday.**

CHA may require employees to travel between work locations based on business needs. Travel time between location is considered hours worked. Your beginning and ending commute is not considered hours worked.

5.13 Time Records

Accurately recording time worked is the responsibility of every employee. All employees are expected to accurately report hours worked or time off using CHA's designated process, and must accurately record all authorized time off such as vacation, sick, personal leave, leave without pay and other leave (jury duty, FMLA, etc.) and holidays.

Overtime hours must be approved in advance by your Supervisor. Inaccurate time reporting reflecting fraudulent hours for work or time off, or any failure to submit payroll corrections may result in disciplinary action, up to and including termination. If you have questions regarding your time entry or paycheck, please see your Supervisor or Payroll.

5.14 Termination of Employment

All employees of CHA are employed "at-will." Both the employee and the Authority have the right to sever the employment relationship at any time, with or without notice, for any reason or no reason at all. All benefits end on the last day of the month in the month employment terminates, unless otherwise specified. Employees will be responsible for full payment of their employee portion of elected benefits.

If the terminating employee is eligible, continuation insurance coverage information will be provided during the termination process or mailed to the employee in accordance with state and federal law.

5.15 Resignation and Separation

Employees are requested, but not required, to give two (2) weeks or more written notice of their intent to resign, in writing, to their supervisor/department head with a copy to Human Resources, as a matter of professional courtesy.

Resignations made in writing to any manager or Human Resources are presumed to be voluntary and are considered irrevocable except where the Chief Executive Officer determines that revocation of the resignation is in the best interest of the Authority.

5.16 Job Abandonment

Employees who fail to report to work for three consecutive business days (i.e. no call, no show) will be deemed to have resigned through job abandonment.

Section 6: COMPENSATION

6.1 Compensation

The Authority must succeed in attracting, retaining and rewarding mission-driven employees who are committed to the CHA's work. We strive to provide compensation that is competitive and recognizes individual efforts and contributions to our success.

Compensation for each position is based on:

- Knowledge, experience, initiative, skill, education, training, dependability, cooperation, aptitude, ability and overall performance
- Variety and scope of responsibilities
- Demands of the position

Wage increases are neither automatic nor periodic. They are based on an employee's performance. A wage adjustment may not automatically follow a performance review.

6.2 Executive Compensation Policy

The Chief Executive Officer has the discretion to offer additional compensation in order to attract top candidates for executive positions. Such compensation may include moving or relocation payments, deferred compensation, stipends or merit bonuses.

6.3 Payday

Unless otherwise designated, employees will receive their payroll checks every other Friday (bi-weekly) for work performed during the previous time period, pay periods cover two (2) consecutive weeks, Sunday through Saturday. When a payday occurs on a holiday, checks will generally be issued on the last workday before the holiday. Employees are encouraged to utilize the direct deposit program.

6.4 Payroll Deductions

Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and insurance. Deductions will be made for the following:

- Federal and State Income Tax Withholding
- Social Security (FICA)/Medicare
- Other items designated by or for the benefit of the Employee, or required by law

CHA will make required legal deductions based on information you provide. At the end of each calendar year, you will be supplied with your Wage and Tax Statement (W-2) Form. This statement summarizes your income and deductions for the year. If you have questions regarding any deductions, please contact Payroll.

Good faith efforts will be made to correct any improper pay deductions, should they occur.

6.5 Payroll Calendar

Annually, the Payroll Department will issue a Payroll Calendar which will include pay period beginning and end dates, paycheck issue dates and time entry submission deadlines.

6.6 Direct Deposit

CHA maintains a direct deposit programs for all employees. Using the direct deposit option will enable you to have your paycheck deposited directly into your personal checking or savings account by the morning of payday. To participate, you must complete the Direct Deposit Authorization Agreement form and forward the form with a voided personal check from your bank account to Human Resources. Details regarding your direct deposit are provided electronically via CHA's payroll system.

6.7 Overtime Pay

CHA's Overtime Pay Policy conforms to the applicable provisions of the Fair Labor Standards Act.

The Overtime Pay Policy includes the following principal elements:

- Non-exempt employees will be paid straight time for all actual hours worked up to and including forty (40) hours in one workweek.
- Non-exempt employees will be paid time and one-half their regular rate for actual hours worked in excess of forty (40) hours in one workweek.
- Only hours actually worked will be used to calculate overtime pay. Paid time off for holidays, bereavement, sick leave and vacation will not be considered "hours worked."
- Employee may be required to work overtime when necessary. Overtime worked by non-exempt employees must be authorized in writing, in advance by your supervisor. Please note that overtime is never at the employee's discretion. **Failure to receive approval for overtime in advance may result in disciplinary action up to and including termination.**
- Exempt employees are not eligible for overtime pay based on hours worked.

If overtime is required, employees are expected to make themselves available to work. Overtime should only be assigned in those situations where the supervisor in charge is convinced that the work is essential to meet established schedules for deadline. Advance notice will be given to employees whenever possible; however, employees should be aware that emergencies occasionally arise that do not permit advance notification. In an emergency situation, the supervisor in charge will make every effort, as soon as possible, to notify those employees who are scheduled for overtime work.

6.8 Administering Wage and Garnishments

It is expected that you will meet your financial obligations without involving the Authority. If necessary, CHA will, in accordance with the law, administer wage assignments and garnishments and process them in the legally prescribed manner, which involves withholding the required amount from each paycheck until the debt is paid or a release is received and obligation ceases.

Maintenance, alimony and child support orders are not considered assignments or garnishments for the purpose of this policy.

6.9 Scofflaws Prohibition

As a public employee, all CHA employees have a responsibility to pay public charges and fees imposed by federal, state and local governments and to abide by all laws and ordinances.

Public charges may include municipal water bills, property taxes, vehicle sticker and license fees, parking ticket fines, driving violation fines and other tax obligations. **Employees who violate this Policy are subject to discipline up to and including termination, and other remedies as provided by law.** Employees may utilize a Voluntary Wage Deduction Agreement to address outstanding indebtedness to the City of Chicago or to the CHA.

6.10 Expense Reimbursement

Employees will be reimbursed for reasonable and necessary expenses incurred in the course of CHA business in accordance with the CHA's General Business Expense Policy and/or Travel Policy. Reimbursable expenses incurred by employees in the performance of their duties generally include transportation and/or travel expenses related to attendance at conferences or training.

Employees with reimbursable expenses must submit approved expense reports, along with dated, original receipts in accordance with the City of Chicago Reimbursement Policy, CHA's General Business Expense Policy and CHA's Travel Policy. Employees are required to sign an Acknowledgment Agreement indicating that they accept the terms of the above policies. Failure to sign this agreement will make the employee accountable for any questionable expenditures and subject the employee to disciplinary action up to and including termination of employment.

Section 7: Employee Benefits

7.1 Employee Benefits and Services

CHA currently provides certain benefits for its eligible employees. The descriptions in this handbook are only brief summaries for your general information. Contact Human Resources for additional information on benefits.

Each employee should read the official benefit plan documents for all relevant terms, conditions, eligibility requirements, rights and benefits. The official benefit plan document solely determines your rights and responsibilities, and nothing in this handbook can be construed to alter or amend those documents or the rights stated and defined therein.

The existence of these employee benefits and plan documents, in and of themselves, does not signify that you will be employed for the requisite time necessary to qualify for these benefits and plans, as your employment is “at-will”. CHA may change, modify or discontinue these benefits at any time, as permitted by law.

7.2 Group Insurance

CHA provides three types of benefits:

- **Core Benefits** include: life insurance, short term disability, long term disability, employee assistance programs and retirement plan. Core benefits are provided at no cost to full-time benefit eligible employees.
- **Shared Benefits** include: medical insurance, dental insurance and vision insurance.
- **Voluntary Benefits** include: personal short term disability plans; reimbursement accounts and additional life insurance for individual and certain family members; pre-paid legal services.

Eligible employees may apply for CHA's benefits on the first of the month following employment. Employees should refer to the plan booklets to determine the eligibility requirements for benefits. Eligibility information and other plan details can be also found in the plan documents. **CHA may modify or discontinue benefits at any time.**

During your orientation process, you will receive plan booklets detailing all group insurance benefits. Employees will receive instructions from the Benefits Specialist as to how to enroll in benefits. Enrollment should be completed as soon as possible but no later than thirty (30) days from your hire date to ensure that your coverage begins as soon as you become eligible. If you chose not to join the Authority's offered programs, you must formally decline benefits.

7.3 Insurance Continuation After Employment

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) requires that most employers sponsoring group health plans offer employees and their families the opportunity to obtain a temporary extension of health coverage, called Continuation Coverage, at group rates, in certain circumstances when coverage under the group health plan would otherwise end.

If you are an employee covered by our group health plan, you may have the right to choose Continuation Coverage (COBRA) if you lose your group health coverage because of a qualifying event,

such as a reduction in your hours of employment or termination of your employment, except for reasons of gross misconduct. Certain family members also have rights to Continuation of Coverage following loss of group health coverage by an employee.

Our Third Party Provider will provide you with the information you need and with the necessary forms to continue your coverage. More detailed information is provided to all employees upon the occurrence of a qualifying event.

7.4 Deferred Contribution – 457(b)

Eligible, active, full-time, regular employees may participate in a tax deferred savings plan through payroll deductions subject to the provider's eligibility criteria. Enrollment information is available from Human Resources.

7.5 Retirement Plan

CHA's Employees' Retirement Plan (the "Plan"), a private governmental plan subject to Internal Revenue Code 401(b), provides all active, full time employees with retirement benefits as an additional form of compensation. An employee becomes eligible to participate in the plan after they have completed twelve (12) months of active employment.

CHA currently makes all contributions to the Plan on behalf of employees. The pension benefit is determined by a formula based on regular compensation. Employees become vested in the Plan after completing 5 years of Plan participation and 6 years of employment.

Participants who are not vested at separation may be eligible for a certain portion of the employer contribution. Please contact Human Resources for a copy of the Plan documents.

7.6 Vacation Leave

Active, full-time employees are eligible to receive paid vacation time. Eligible employees are granted vacation time after their Probationary Period of 90 days; however, their time will begin accruing from their date of hire. Vacation leave may not be used until it has been accrued.

Employees may accumulate a maximum of thirty (30) days or two-hundred and forty (240) hours of vacation time, which can be carried over from the previous year. After the last payroll period of each year, all accumulated time in excess of two-hundred and forty (240) hours will be forfeited and no payout will be granted.

Upon separation of employment, accumulated vacation time is paid out up to a maximum of two-hundred and forty (240) hours.

Effective January 2018, vacation leave will accrue on a per pay period basis based on years of service.

First Five Years of Service

You accrue a maximum of ten (10) vacation days per year, prorated for each month worked during your first year of employment. Remember, if you are a new employee you accrue vacation but are not allowed to use it until you have completed your three-month Orientation Period.

After 5 Years of Service

The pay period following the start of your 6th year (at the end of 5 years of continuous active pay status), you begin to accrue vacation time at a rate of fifteen (15) days per year of 4.615 hours per pay period.

After 10 Years of Service

The pay period following the start of your 11th year (at the end of 10 years of continuous active pay status), you begin to accrue vacation time at the rate of twenty (20) days per year or 6.153 hours per pay period.

Years of Full Time Service (continuous active pay status)	Number of Days per Year	Number of Hours Per Pay Period
Years 1 to 5	10 days	3.076 hours
Beginning on the 6 th year through 10 th year	15 days	4.615 hours
Beginning on the 11 th year	20 days	6.153 hours

Executive level staff (Grade 74 or above) are eligible to accrue up to twenty (20) vacation days per year; prorated during first year of employment. Part-time and temporary employees are not eligible for vacation leave.

Any employee who receives advanced annual leave and ends their employment with the CHA must reimburse the agency for any unearned portion.

7.7 Sick Leave

Sick leave for active, full-time, regular employees is accrued at a rate of twelve (12) days per year or 3.69 hours per pay period. An employee is allowed to carryover a maximum of 26 weeks or one-thousand and forty (1040) sick leave hours from the previous year.

Sick leave may be used due to an illness, non-work related injury, or doctor appointment. Sick leave can also be utilized for the illness, injury or doctor appointment of your immediate family: child, parent, or spouse/partner. Sick time cannot be used as an extension of vacation leave.

CHA retains the right to review how an employee is using sick leave. A pattern of using sick leave on days preceding or following scheduled time off is an indication of possible misuse of sick time. In such circumstances, CHA may require additional documentation to verify the legitimacy of the absence. While on vacation, days on which the employee is confined to a hospital or residence because of illness or injury may be charged to sick leave. A certificate from the attending physician is required.

Employees are expected to call their immediate supervisor on each occasion of absence from work. While emergency situations may occur, it is expected that an employee call in before the start of the regularly scheduled work day. Accumulated sick leave hours are not paid out upon termination of employment.

Part-time and temporary employees are not eligible for sick leave.

7.8 Donated Sick Leave Bank

CHA established a **Sick Leave Donation Bank** to provide additional sick leave hours for employees approved for leave under the Family Medical Leave Act (FMLA). Sick leave granted from the Bank provides the opportunity to keep an employee in pay status after all other forms of accrued paid leave have been exhausted including sick, vacation and personal leave.

Full time employees may voluntarily donate accrued sick leave time to the bank or to a specific employee. Sick leave donations cannot be rescinded once contributed.

Employees requesting leave from the bank must submit a request to Human Resources. The maximum leave that can be granted is ten (10) days or up to 80 hours in a given year. Employees awarded sick days are not required to repay leave time awarded.

The sick leave bank may cease to exist should there be insufficient employee interest or donations.

7.9 Personal Leave

Eligible, active, full-time, regular employees shall earn and accrue paid personal hours (days) as follows:

- During the first year of full-time continuous active employment, employees will be granted up to two (2) paid personal leave days on a prorated basis.
- After completion of the second year of full-time continuous active employment, employees will be granted up to three (3) paid personal leave days effective January of the following year.
- Employees hired prior to January 1, 1986 will be granted four (4) paid personal leave days.

Unused paid personal days are not cumulative and shall be forfeited if not used by the last day of the last full pay period in December each year.

7.10 Administrative Leave

Leave with pay shall be granted in unique circumstances and must be authorized by the Board Chairperson or Chief Executive Officer or designee.

7.11 Holidays

Eligible, active, full-time, regular employees are eligible for the following paid holidays:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- Lincoln's Birthday
- Washington's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve (1/2 day)
- Christmas Day
- New Year Eve (1/2 day)
- Birthday Holiday

A schedule of holiday observances is distributed annually to employees. Employees may use the birthday holiday thirty (30) days prior to their actual birthday up until **the last full payroll period in December each year**. For new employees whose birthday occurs before their date of hire, they will not be eligible for the floater holiday during their first year of employment. The birthday holiday is forfeited if unused in the year earned.

An eligible employee must be in pay status the day before and day following the holiday in order to be paid for the holiday. Holiday paid time off is not counted as hours worked when calculating overtime. Part-time employees are not eligible for paid holidays.

7.12 Family and Medical Leave Act (FMLA)

Employees who have worked for the Authority for at least 12 months and at least 1,250 hours during the prior twelve (12) months may be eligible to take up to twelve (12) weeks of unpaid leave within a rolling twelve-month period for the following reasons:

- birth and/or care of a newborn child of the employee;
- placement of a child into the employee's family by adoption or by a foster care arrangement;
- to care for the employee's spouse, partner, child or parent who has a serious health condition;
- to receive care for your own serious health condition which renders the employee unable to perform one or more of the essential functions of the employee's position

Leave due to the birth or placement of a child in your home for adoption or foster care must be taken in one continuous 12-week segment and must be taken within 12 months of the birth or placement of the child.

You may take leave due to your own or a family member's serious health condition in:

- one continuous 12-week segment
- an intermittent schedule, such as one day off each week, or
- a reduced schedule, such as beginning two hours late, twice a week.

Accrued vacation or other available paid leave options such as sick or personal leave must be applied before leave pursuant to the Family Medical Leave Act (hereafter referred to as "FMLA") is unpaid. If no paid time is available, FMLA is unpaid. In either situation, the twelve (12) week FMLA period will begin upon commencement of the approved leave.

Notice of Leave

Applications for FMLA must be submitted in writing to Human Resources. Applications should be submitted at least thirty (30) days before the leave is to commence, or as soon as possible if thirty (30) days' notice is not possible.

If your need for leave is due to a planned medical treatment, make every attempt to schedule the treatment so as not to unduly disrupt the work of your department. If your need for leave is not foreseeable, you must request it as soon as practicable, but not later than *two business days* after the need for leave arises. Appropriate forms must be submitted to initiate FMLA and to return the employee to active status. In addition to the leave of absence request form, you may be required to complete a medical certification form which will need to be signed by your or your family member's health care provider. These forms are available from Human Resources. Failure to submit the form or submission of an incomplete medical certification form may be grounds for delay or denial of leave. Misrepresentation of facts concerning the need for a leave of absence may result in disciplinary action, up to and including termination.

Return to Work

If you are on a medical leave of absence, you must return to work upon release by your physician. Such a release is required before reinstatement to your position. If your absence is for a consecutive period of thirty (30) days or more, you are required to submit to a drug/alcohol screening prior to your scheduled date of return. Please contact Human Resources with questions or to provide return-to-work information.

Upon returning to work, you will ordinarily be entitled to be restored to your former position or to an equivalent position with the same employment benefits and pay if possible. If you do not return to work at the end of the leave and do not notify CHA of your status, you will be terminated.

Benefits during Leave

During the employee's FMLA leave ("FMLA"), the Authority will continue to provide health insurance coverage under the same conditions as its employees who are not on FMLA. If the employee is eligible for paid time off, his/her portion of the insurance premium will be deducted from his/her paycheck in the usual manner.

If the employee is on unpaid FMLA, he/she will remain responsible for paying his/her portion of the insurance premium, and must make arrangements with Human Resources to pay all benefits during a period of unpaid leave. Premiums must be submitted monthly in advance. If the employee does not make such payment, he/she will be restored to the health insurance plan with no break in service upon return from leave, **however, he/she must repay the Authority for any additional expense incurred by the Authority for reinstating his/her coverage.**

During FMLA, the employees who exhaust all available paid leave will not accrue any paid time off including vacation, sick or personal days. Employment benefits accrued by the employee up to the day on which the FMLA begins will not be lost. Also during the leave, the employee will not receive pay for holidays.

If an employee does not return to work after the leave, he/she will be asked to reimburse the Authority for the cost of maintaining insurance coverage during the leave unless the inability to return is due to a serious health condition.

Paid Parental Leave

In our commitment to support employees during one of their most significant life events, employees may receive the following paid parental leaves in conjunction with FMLA:

1. Up to four (4) weeks paid maternity leave to a birth mother to recover from a non-surgical delivery; or
2. Up to six (6) weeks paid maternity leave to a birth mother to recover from a C-Section delivery; or
3. Up to two (2) weeks paid parental leave for the birth of a child or children to a spouse or domestic partner of the birth mother; or
4. Up to two (2) weeks paid parental leave for the adoption of a child or children by the employee or the spouse or domestic partner of the employee.

Utilizing paid parental leave may be combined with other earned paid time off such as vacation sick or personal leave time to achieve the maximum amount of paid time off from work while taking FML.

National Defense Authorization Act

The National Defense Authorization Act (NDAA) expands the military family leave provisions of the Family and Medical Leave Act. The amendments mandate exigency leaves for family members of all covered active duty members and expands the military caregiver provision to family members of certain former service members. Types of leaves available under this Act are as follows:

- Military Caregiver Leave - Up to 26 weeks of leave to a caregiver of family members who are veterans for up to five years after a veteran leaves service, if he or she develops a service-related injury or illness that was incurred or aggravated while on active duty.
- Qualifying Exigency Leave - Up to 12 weeks of leave to an employee who has a spouse, son or daughter, or parent in the National Guard or Reserves to take FMLA leave due to a qualifying exigency resulting from the covered family member's active military duty (or call to active duty status) in support of a contingency operation as part of a regular FMLA leave, but excluding military caregiver leave.

7.13 Extended Leave of Absence (ELA)

An extended leave of absence (ELA) of up to six (6) months may be granted at the Authority's discretion to eligible full-time employees with at least one (1) year of continuous service.

In order to take such leave without pay, you must have no remaining paid leave options available. Accrued sick leave and vacation time must be utilized before unpaid leave will be granted. For approved ELA as described here, insurance benefits may be continued if employee continues to pay

their portion of the premiums during the absence. No other employee benefits, such as vacation, accrue while an employee is on ELA.

A written request must be submitted to Human Resources as early as possible. Reinstatement to any position at the end of any extended leave of absence is subject to the availability of position openings and as such is not guaranteed, except as required by law.

Once the six (6) month unpaid leave is exhausted, an employee has the option of requesting an additional three (3) month unpaid leave of absence. Once this leave is exhausted and employee is unable to return to work, employee will be terminated from employment.

7.14 Work from Home

Any temporary arrangement to work from home must be first discussed with your supervisor/ department head. Upon concurrence, the request should be made in writing and forwarded to Human Resources. Consideration will be made, using the following criteria: employment status, business reason for the request, work that will be performed at home, justification of how work will be monitored, and duration of request.

Any temporary arrangement to work from home must be approved in writing by an official letter from Human Resources. Requests that will impact your employment status will not be considered.

7.15 Jury or Witness Duty

If you are called for jury or witness duty on a scheduled work day, you must contact your Supervisor promptly after receiving notification to appear, and present the subpoena or jury summons. You should also notify your supervisor of your selection to serve on a jury as soon as possible.

For up to ten (10) days, an employee will continue to receive regular pay while subpoenaed for jury or witness time provided the employee remits the jury duty stipend for those days and was otherwise scheduled to work. Employees assigned to jury service longer than ten (10) days must use appropriate accumulated leave or the leave will be without pay.

7.16 Military Leave

In the event your employment must be interrupted by active military duty or by reserve training obligations, the Authority will grant the employee whatever leave of absence and reinstatement rights, as well as any continued benefits that are required by law.

For more information, please contact Human Resources. You must give your supervisor and Human Resources advance notice of upcoming military service, unless military necessity or other reasons makes it impossible or unreasonable to provide such notice.

7.17 Voting

Eligible full-time employees scheduled to work on a Federal, State, City of Chicago, or other municipalities Election Day are granted up to two (2) hours leave with pay for voting with approval from their supervisor. Employees must inform their supervisor of the leave time requested. A certificate of voting participation must be furnished upon request.

7.18 Bereavement

It is understandable that employees may need time away from work because of a death in the family. If you suffer the loss of an immediate family member (parent, sibling, child, current spouse or domestic partner, current parent-in-law, step-parent, step-child, grandparent or grandchild), you may be absent from work at your regular rate of pay for up to three (3) consecutive working days to attend the funeral and related matters. If the funeral/memorial service is two-hundred and fifty (250) miles or more outside of the Chicago city limits, an employee is eligible for up to five (5) consecutive working days off (one of which must be the day of the funeral/memorial service) with pay. This leave applies to full-time employees. Satisfactory proof of attendance at the funeral/memorial service must be furnished upon request.

Child Bereavement Leave

In the case of a child, eligible employees are entitled to up to ten (10) work days of child bereavement leave to (1) attend the funeral or alternative to a funeral of a child; (2) make arrangements necessitated by the death of a child; or (3) grieve the death of a child.

If an employee intends to take the leave, notice to the employer must be provided at least forty-eight hours' in advance, if reasonable and practicable.

If the funeral or alternative funeral of the child is within 250 miles of the Chicago city limits up to the first three (3) consecutive days of leave will be with pay and up to seven (7) additional consecutive days will be unpaid. If the funeral or alternative funeral leave is 250 miles or more outside of the Chicago city limits, up to the first five (5) consecutive days of leave will be with pay and up to five (5) additional consecutive days will be unpaid.

In lieu of unpaid leave, an eligible employee may elect to utilize, accrued vacation, sick or personal leave.

7.19 Victims Economic Security and Safety Act

The Victims Economic Security and Safety Act (VESSA) provides an employee who is a victim of domestic or sexual violence, or who has a family or household member who is a victim of domestic or sexual violence, with up to twelve (12) weeks of unpaid leave per any twelve (12) month period to address issues arising from domestic or sexual violence.

This leave is not in addition to time permitted by the Family and Medical Leave Act. Employees are entitled, on return from leave, to be restored to the position held when the leave commenced or to an equivalent position with equal pay, benefits, and other conditions of employment.

7.20 Break & Meal Policy

Full-time employees are entitled to two (2) fifteen (15) minute breaks per day, one (1) in the first half and one (1) in the second half of the workday.

Full time employees are entitled to a 60-minute unpaid break for meals during each work period, which cannot be substituted for any time at the beginning or the end of the work day. Breaks may be scheduled at staggered times to allow department coverage.

Part-time staff, working at least four (4) hours a day, are entitled to one (1) fifteen (15) minute break period.

7.21 Tuition Assistance Program

The Tuition Assistance Program is available for regular full-time employees who have been continuously employed for at least six months.

Eligible employees may apply for Tuition Assistance for post-secondary (college) course work provided:

- a. the course is offered by an accredited post-secondary educational institution;
- b. the course is relevant to the employee's CHA responsibilities or will assist the employee in developing skills or knowledge necessary for advancement in the CHA;
- c. the employee's performance in the course must be a grade of *B* or higher. Employees are not eligible for Tuition Reimbursement if they are enrolled in any course on a pass/fail or audit basis unless they are participating in a doctoral program.

The amount of tuition assistance will be determined on an annual basis by the Chief Executive Officer or his designee. The annual maximum is based on the calendar year, January through December. Expenses such as textbooks and lab fees are not eligible for reimbursement. Reimbursement will be credited to the calendar year in which the class was completed. Exceptions to the policy must be approved, in writing, by the Chief Executive Officer.

7.22 Professional Development

The Chicago Housing Authority is committed to employee development as we strive to enhance our workforce. Most departments budget a limited amount of funds annually to reimburse an employee for the cost of conferences, workshops and/or professional development activities, provided such courses are job-related. Training, professional education and attendance at seminars/conferences should:

- Increase work capabilities and competency
- Prepare for technological and legal developments (i.e. Lawson/CHAMP, ADA – 504, etc.)
- Provide and enhance the skills and knowledge necessary for effective work performance in order to attain CHA goals
- Assist in the maintenance of continuing professional education requirements (CPE) in order to obtain or maintain professional certifications and licenses

Full-time employees are eligible to participate. Training must be directly or indirectly related to the employee's current duties. All external training must be approved by the department Chief.

7.23 Other Benefits

A number of other benefits are available to all employees, including full time and part-time employees. These include:

- Pre-tax Commuter Reimbursement Account
- Membership with Municipal, Northstar or South Division Credit Unions
- 529 College Savings Program
- Pre-paid Legal Services and Identity Theft Protection
- Critical Illness Insurance Coverage
- Health Club membership/reimbursement

See Human Resources for more information about these programs.

Section 8: Work Environment and Conditions

8.1 Workplace Etiquette

The CHA can be a better place to work when all employees show respect and courtesy to each other. Sometimes there are problems when employees do not realize that they are bothering or annoying other people. If this happens to you, you should first try to solve the problem by politely telling your co-worker what is bothering you.

In most cases, if you use common sense, the problem can be resolved. We encourage you to keep an open mind. Make every effort to be thoughtful, considerate and collaborative.

Problem Resolution

Employees who are experiencing difficulties with co-employees or supervisors are encouraged to attempt to resolve problems or difficulties with their supervisor or Department Director. If such efforts are unsuccessful or impractical, employees may file a grievance with the Human Resources Department. The grievance process is a problem solving process, not an adjudicatory process. A Human Resources representative shall meet with the grieving employee to discuss the nature of the grievance and determine whether further investigation is necessary or desirable. If the Human Resources representative determines that such action is desirable, an attempt will be made by the representative to conciliate the dispute between the grieving employee and the employee or supervisor and attempt to achieve an amicable resolution of the problem or difficulty.

8.2 Housekeeping

Cleanliness is essential for the safety and comfort of our staff. Therefore, you are expected to keep our office facilities clean and in good working order at all times. You should notify your supervisor if any damage occurs to CHA office property, such as chairs, windows, carpeting, furniture and equipment, so that repairs or replacement can take place.

Employees are required to follow the simple rules of housekeeping:

- Keep your work area as neat and orderly as possible.
- Eating, including breakfast and lunch, should be limited to designated areas such as the break room or cafeteria.
- After using the conference rooms, remove all working materials, cups, etc. Also, put all chairs back where they belong.
- After using the break areas, ensure the areas are neat and clean, wash dirty dishes and make sure any unnecessary debris is thrown away.
- Use your filing cabinets and desk drawers to store your working materials. Do not let them accumulate on the floor or on top of surfaces.
- Exercise care in handling all types of food to avoid damage to the carpet and furnishings.
- Maintain orderliness and cleanliness when using the bathrooms.

8.3 Dress Code Policy

All employees are expected to wear clothing that is appropriate for their job. Clothing and appearance should be professional, neat, clean and in good business taste. CHA is a professional

organization that interfaces with a variety of individuals, agencies, residents and the business community. As such employees shall make reasonable efforts to project a professional public image.

Employees shall practice good personal hygiene, select attire that is clean and in good repair and presents a professional image. Examples of professional attire include, but not limited to:

- Blouses, sweaters, shirts;
- Skirts and dresses (no higher than 2" above the knee);
- Shirts with collars, polo shirts, dress shirts
- Neatly pressed slacks and trousers (includes "Dockers" or "khakis")
- Sports jackets
- Footwear designed for business purposes (hosiery, socks, sandals);

All casual clothing is not suitable for the office and these guidelines will help you determine what is appropriate to wear to work. Clothing suitable for the beach, yard work, dance clubs, exercise sessions, and sports contests is not appropriate for a professional appearance at work. Examples of unprofessional attire include but are not limited to:

- Clothing with a printed message, slogan, political message, picture or art depicting drugs, alcohol, smoking, sex, weapons, violence or that is obscene or disrespectful;
- Strapless, halter, spaghetti strap dresses or tops
- Jeans, shorts, Bermuda shorts, knee length shorts;
- Sheer, midriff and/or shoulder bearing tops;
- Athletic clothes, sweats, sweatshirts, yoga pants, miniskirts;
- Tank Tops, Cami's, Tube Tops, Halter Tops, Sleeveless or Strapless shirts;
- Clothing that reveals cleavage, back, chest, stomach or undergarments;
- Sneakers, flip flops, thong sandals, beach shoes, slippers;
- Footwear without required socks;
- Hats, caps or other headwear.

Employees may wear "casual" attire on Fridays of each week. "Casual" attire does not mean that employees may look sloppy or unprofessional. Examples of acceptable casual attire include, but are not limited to:

- Jeans without holes, frays, rips, etc.;
- T-shirts;
- Casual footwear, which may include athletic shoes

Examples of unacceptable casual attire include but are not limited to:

- Shirts with inappropriate depictions;
- Tank tops, muscle shirts, and crop tops;

On these days, jeans, sneakers and a more casual approach to dressing is allowed.

Jewelry, makeup, perfume, and cologne should be worn in good taste and in moderation. Good personal hygiene and personal habits are very important. Body cleanliness, especially of the hands and fingernails, is a must. Employees will not be permitted to wear unnatural hair colors (*i.e. blue, green*), visible tattoos, or visible body piercing while working.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. Managers have the discretion to determine appropriateness in appearance. Employees who do not meet a professional standard may be sent home to change and will not be paid for that time off.

If you experience uncertainty about acceptable, professional business attire for work, please check with your supervisor or Human Resources.

8.4 Use of Equipment

Certain employees will be issued CHA equipment, including, but not limited to cellular telephones, hotspots and laptop computers. All equipment issued to CHA employees must be returned to the CHA immediately upon request and in the same condition as it was issued with the exception of normal wear and tear. Employees are responsible for replacement costs due to loss, damage or theft of CHA equipment in their possession and may consider adding equipment to their homeowners or renter's insurance policies to cover any loss sustained.

8.5 Fleet Policy

The CHA Vehicle Policy ensures the proper care and control of all CHA vehicles and provides guidelines for employees who use personal vehicles for official CHA business. Employees utilizing CHA or personal vehicles in connection with their employment must do so in accordance with the *CHA Fleet Policy*. Employees must obtain approval for a CHA or personal vehicle use through their department Director and the Risk Management Department. Approval of such requests is discretionary.

Employees must maintain a current valid driver's license and insurance card at all time and inform Risk Management of any changes. When using their personal vehicle, property and liability coverage must be maintained consistent with the limits imposed by Illinois law and in accordance with the *CHA Fleet Policy*.

Employees must operate vehicles in a safe and courteous manner and comply with all State and Federal laws and local ordinances. Improper use of vehicles includes, but not limited to, driving under the influence of alcohol or drugs, reckless driving, conducting criminal activity, texting or using hand held cellular devices while driving.

Employees are responsible for all parking and moving violations and/or fines incurred while using CHA vehicles. All problems, defects or damage to CHA vehicles must be reported in accordance with the policy.

Employee must complete and sign the *CHA Vehicle Use Agreement Form*, certifying they understand the Vehicle Policy and will comply with the terms.

Employees who become ineligible to drive or are convicted for any driving-related offense at any time while holding a position with driving requirements, must immediately inform their department head of such information and immediately relinquish the assigned vehicle.

8.6 Visitors in the Workplace

The CHA seeks to provide a workplace for all employees that is professional and free from distractions. Visitors in the workplace are defined as non-employees who do not have official business with the CHA. Visitors in the workplace may include children, spouses, relatives, ex-employees and friends of employees. Individual department heads may impose restrictions on visitors in the workplace which are appropriate for the successful operation of that department.

8.7 Children in the Workplace

The CHA values family and work/life balance. Our employment policies and benefits are indicative of our beliefs. The CHA believes in an environment that is conducive to work; therefore, the workplace should not be used in lieu of child care.

If bringing a child to work with the employee is unavoidable, the employee must contact his/her supervisor as soon as possible to discuss the situation and obtain permission to have the child accompany the employee while working. Factors the supervisors will consider before granting permission are the age of the child, how long the child needs to be present, the work environment in the employee's area, and any possible disruption to the employee's and co-workers' work. Consideration will not be given to allowing a child with an illness to accompany the employee to work. **A child brought to the workplace in unavoidable situations will be the responsibility of the employee and must be accompanied and be under the direct supervision of the employee at all times.**

8.8 Return of Property

The CHA makes available property, materials or written information to help you do your job. You are responsible for protecting and controlling any property that is available to you.

You must promptly return any CHA property when requested or immediately upon the conclusion of your employment. You may be subject to legal action to recover CHA property and any associated fees or costs permitted by law.

8.9 Worker's Compensation

Workers' Compensation benefits are intended to compensate workers with job related injuries or illnesses. If you are injured on the job, no matter how minor the injury, or become ill with a job related illness, you should notify your supervisor and Human Resources immediately.

Failure to immediately report an injury or job-related illness occurring while on the job, in accordance with this policy, is considered a violation of CHA's safety policy and may result in disciplinary action. The amount and length of workers' compensation benefits is established by state law.

In the event that an employee suffers a work related injury or illness, the employee and manager must perform the following:

- Notify your Supervisor of the accident or injury, no later than twenty-four (24) hours after the accident or illness occurred. Use the CHA Emergency Dispatch System (312) 745-4700) to contact your Supervisor or Department Director, if necessary;
- Obtain immediate medical attention and cooperate with the Department Director or designee in obtaining such attention.
- Participate in a medical evaluation and a drug/alcohol screen, upon arrival.
- Complete the Employee Notice of Injury Form and submit to Manager.
- Manager will complete and submit the Supervisor Investigation Report.
- Submit all Worker's Comp forms to Risk Management within 24 hours of the accident.
- Obtain a written authorization from the treating physician prior to returning to work.
- Obtain a written notice from the physician setting forth the recommendation, work restrictions, and estimated time away from work should employee be unable to return to work. Submit notice to Human Resources and Risk Management.
- Employees who fail to follow this procedure are considered absent without leave and are subject to disciplinary action up to and including termination.
- Cooperate with Risk Management and CHA's Third Party Administrator/ Insurance Company in seeking follow up medical attention, obtaining medical reports regarding work related injuries, and work capacity.

8.10 Security Inspections

Subject to applicable law, employees should have no expectation of privacy in the CHA facilities, offices, cubicles or containers such as desks, filing cabinets and credenzas. These areas and containers may be subject to searches and inspection by the CHA.

8.11 Confidentiality

Employees who have access to confidential or privileged information regarding CHA employees, policies, or programs are prohibited from disclosing such information and must maintain confidentiality. Employees shall not use or reveal confidential or privileged information gained in the course of or by reason of their position or employment, except as specifically allowed by law. **Employees who violate confidentiality are subject to discipline up to and including termination.** The CHA reserves the right to keep certain information confidential.

8.12 Obligation to Assist in Legal Defense, Investigations and Audits

The CHA's General Counsel Office represents the CHA as a corporate entity. CHA employees are required to assist the General Counsel in advising the Board of Commissioners and in defending CHA in litigation by providing the General Counsel staff with accurate and complete information within the employee's knowledge, and timely access to documents within the employees' custody or control.

The CHA's Office of the Inspector General is responsible for conducting audits and certain investigations. All CHA employees must cooperate with Inspector General Audits and investigations subject to constitutional protections. Employees must provide requested information and interviews to the Office of the Inspector General. Employees may bring a representative to interviews.

8.13 Solicitation or Distribution of Literature

Solicitation for any purpose is not allowed on CHA property or during work time without advance approval of the department head or Chief Executive Officer or designee. Employees may not distribute material on the CHA property at any time, or in any place or manner, if the distribution interferes with or impedes the CHA's operations.

8.14 Social Media Policy

Online social media enables individuals to share their insights, express their opinions and share information within the context of a globally distributed conversation. As a CHA employee, it is up to you to act responsibly, if you choose to create or participate in a blog, online social network, wiki or any other form of online publication or discussion. You are reminded to limit personal use of the Internet and social media while at work so it does not interfere with the performance of work duties. Refer to section 16.1 of the *Information Technology Services Information Security Policy* for appropriate personal use of the Internet during work hours.

Employees must adhere to the following guidelines for using Social Media:

- Do not disclose any financial, confidential, sensitive or proprietary information about CHA, its residents or participants or that of any other person or company on any social computing platform.
- Speak respectfully about all business contacts, including all current and former employees, partners, customers, clients. Do not engage in any behavior that will reflect negatively on your or CHA's reputation.
- Beware of comments that could reflect poorly on you and/or CHA. Do not use social media sites as a forum for venting personal complaints about supervisors, co-workers, or the organization.
- Be aware that you are solely responsible for the content you post online and that such information can remain in cyberspace forever.
- If you see a negative comments or criticism about CHA, do not pick fights or send a written reply that will escalate the situation. Forward such information to Human Resources.
- Be respectful of others. Do not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in CHA's workplace and/or that can damage your reputation or that of CHA.
- Respect copyright, fair use and financial disclosure laws. Do not use images or content without permission and remember to accurately cite the source of any public information.
- Be aware that you are not anonymous when making online posts or comments. Even if a post is made anonymously or under a pseudonym, a person's identity can always be revealed.
- If you publish content to any website outside of the CHA, which has something to do with work you do or subjects associated with CHA, use a disclaimer such as: "The postings on this site do not represent the CHA's positions, strategies or opinions."

The CHA may monitor web content and reserves the right to remove posts that violate this policy. Users who access the Internet via CHA's network have no expectation of privacy rights. The CHA reserves the right to monitor use without prior notice.

Users who violate the Policy may be subject to discipline, including termination of employment. If you have any questions about this policy, please contact Human Resources.

8.15 Portable Entertainment Devices

CHA permits employees to bring iPods, MP3 players, and other portable entertainment devices to work. However, employees are responsible for their proper and safe use. Employees may listen to music through headphones, but the volume level must be kept low so that it does not block out voices or disturb co-workers. Employees should also not use an excessive amount of time engaging in non-work related tasks with these portable devices. Employees who abuse this privilege will be prohibited from listening to their portable entertainment devices during working hours.

8.16 Cell Phones

While at work, employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of CHA phones. Personal calls, text messages and personal social media use (*e.g. Facebook, Twitter, etc.*) during work hours can interfere with employee productivity and be distracting to others. Employees may make limited personal calls during breaks and lunch periods. **Operating a cell phone while driving a CHA vehicle or personal vehicle for CHA related business is strictly prohibited.** The CHA is not be liable for the loss of personal cellular phones brought into the workplace.

8.17 Use of Phone & Mail Systems

The telephone system (including voicemail) is the property of the Authority and is provided for business purposes. CHA may periodically monitor the usage of the telephone systems to ensure compliance with this policy. Therefore, employees should not consider their conversations on the company's telephone system to be private. Long-distance personal telephone calls are prohibited unless the employee charges the call to a calling card or reverses the charges.

8.18 Public Relations

External inquiries including online, broadcast, and print media as well as academic researchers seeking CHA comment or information must be referred to CHA's Department of Communications and Media Relations. Employees are not authorized to make or represent themselves as CHA spokespersons without the written approval of the Chief Executive Officer. Employees have the same rights as all citizens to speak out on matters of public concern to the extent provided by law if they do so without representing themselves as CHA spokespersons.

8.19 Political Activities

Employees may not use their position or CHA facilities, equipment, property or supplies to engage in political activities as provided in the Hatch Act (5 U.S.C. §7321). Employees are not prohibited from expressing opinions on political issues or taking part in a political campaign, but may not use their office, employment or work time, or the facilities and equipment of the CHA for political purposes. Employees should consult written material provided at the time of hire for direction on compliance. Further information is referenced in the CHA's Ethics Policy: Article III, Section 12.

8.20 Building Rules and Regulations

All CHA employees while in the 60 East Van Buren Street, Chicago, Illinois building are further required to abide by the Rules and Regulations provided by the Office of the Building. A copy of the building rules and regulations will be provided during your orientation.

Conclusion

We hope you will find the CHA Employee Handbook to be a useful resource during your employment. If you have any questions about these or any policies at CHA, please contact your Supervisor or Human Resources.