

**HOUSING AUTHORITY OF NEW ORLEANS
BOARD OF COMMISSIONERS
REGULAR MEETING
MARCH 29, 2022**

RESOLUTION NO. 2022-01

WHEREAS, the Housing Authority of New Orleans seeks to provide the agency staff with a revision to the current employment policies and procedures to continue to serve as a comprehensive guideline for employees throughout the term of their employment with the Authority; and

WHEREAS, the Employee Handbook of the Housing Authority of New Orleans was last revised in December 2017; and

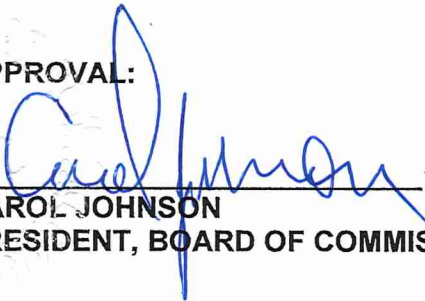
WHEREAS, the Housing Authority of New Orleans needs to update its existing employment policy to ensure compliance with legislation governing personnel issues, identify the agency's expectations of employee performance and conduct, align policies and procedures with the agency's mission, current goals and objectives and to incorporate up-to-date best practices; and

WHEREAS, the purpose of these policies is to reiterate the broad framework of policies and guidelines to ensure that HANO's human resources function continues to promote administrative flexibility and efficiency, delivers accuracy and consistency in making recommendations with respect to personnel management decisions, and provides employees with a revision to the established standards of employment.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of New Orleans hereby adopts for implementation, the amendments to the Employee Handbook of the Housing Authority of New Orleans, dated February 22, 2022.

Executed this 29th day of March 2022.

APPROVAL:



**CAROL JOHNSON
PRESIDENT, BOARD OF COMMISSIONERS**




MARCH 29, 2022

MEMORANDUM

To: Board of Commissioners
President Carol Johnson, Commissioner Isabel Barrios, Commissioner Avery Foret, Commissioner Sharon Jasper, Commissioner Percy Manson, Commissioner Monika McKay, Commissioner Kim Piper, and Commissioner Paul Richard

Through: Evette Hester
Executive Director

From: Kelly Walker 
Director, Human Resources

Re: Approval of Revisions to HANO's Personnel Policy Manual

The Housing Authority of New Orleans (HANO) hereby submits for approval the revision to the existing Personnel Manual. HANO's revised Personnel Manual, now titled as the Employee Handbook, includes up-to-date and robust policies and procedures that comply with federal and state laws regarding employment. The revision also reflects the current standards of the agency's operations.

The Housing Authority of New Orleans (HANO) hereby submits for approval the amendments to the existing Employee Handbook. The current Employee Handbook was adopted in December 2017.

The Employee Handbook states that "with the exception of the voluntary at-will employment policy, these guidelines are subject to modification, amendment or revocation by HANO at any time, without advance notice. Therefore this Handbook as well as the policies and procedures established by HANO will be supplemented and amended when the need arises. These provisions replace all other existing policies and practices and may not be changed or amended without the expressed written approval of the Board of Commissioners of the Housing Authority of New Orleans." (HANO Employee Handbook *Introduction*, Pg.5 Para 1 and 4).

To ensure that HANO maintains consistency in providing employees with current agency information and incorporate necessary policy changes that aligns with the agency's mission, current goals and objectives, and operational needs, HANO hereby submits a summary of the recommended policy and procedural amendments, including policy additions, eliminations, updates, and informational enhancements to the contents of the Employee Handbook below:

- **Hiring Procedures** – Procedural update to recruitment and selection process
- **Relocation Assistance** – New policy addition to include assistance provided for relocation
- **Probationary Period** – Procedural change to include an update to the due process

- **Probationary Period** – Procedural change to include an update to the due process provision
- **Employee Status** – Category additions to include Interns
- **Hours of Work** – Category additions to include updated language pertaining to standard hours of operation, telecommuting procedures, and lactation breaks
- **Reporting to Work During Emergencies** – New procedures to include agency closures and State of Emergencies
- **Emergency Pay Policy** – New policy addition to include special pay for eligible employees assigned to work during a declared state of emergency
- **Job Performance** – Current procedure eliminated and replaced with updated procedure
- **Salary Progression** – Procedure eliminated and replaced with performance based merit system
- **Salary Administration and Pay** – New procedure added replacing performance appraisal policy
- **Performance Appraisal** – New procedure for evaluating employee performance
- **Paid Time Off (PTO)** – Revised PTO accrual rates and eliminated the Sick Leave Bank (SLB)
- **Administrative Leave** – Enhanced information to provide clarification and concise information
- **Holidays** – Revised to include additional Holidays to be recognized by the Agency
- **Educational Assistance** – New policy addition to include a tuition reimbursement benefit for staff
- **Employee Recognition and Rewards** – New procedure addition to include a reward system for employees
- **Hatch Act** – Regulatory policy update to include current legal requirements
- **Privacy and Confidentiality** – Update to designee of custodian of personnel records
- **Misconduct** – Update to language included in standards of employee conduct
- **Due Process** – Procedural change to include grievance period timeframe and hearing officer designee
- **Exit Process and Final Paycheck** – Procedural update to include payroll deduction for unreturned HANO property upon separation

- **Process Regarding the Arrest and Conviction of Current Employees** – New procedure addition to include the process in which arrest of employees will be handled
- **Use of Vehicles, Equipment, and Tools** – New Procedure to include reference to HANO's Fleet Policy
- **Drug Free Workplace** – Additional language to policy to include possible discipline to be imposed for drug related offenses.

The amended Employee Handbook sets forth employment policies and procedures for employees that are intended to fairly, equitably, and most efficiently facilitate the needs of the agency. This handbook provides comprehensive guidelines related to appropriate handling of matters concerning policies and procedures for HANO.

The Human Resources Department has the responsibility of ensuring prompt and fair enforcement of this Employee Handbook. The revisions to the Employee Handbook will ensure the quality of the workforce and maintain consistency in providing comprehensive guidelines that set the standards for the employer/employee relationship.