

TO: St. Cloud HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: March 19, 2024

SUBJECT: Discussion of Personnel Manual

Background: The current Personnel Manual for the employees of the St. Cloud HRA was developed and approved in 1999. Over the years, there have been updates to current policies and new policies added. However, this is the first time that a complete review of all policies has been completed, along with adding required policies set by the State of Minnesota for 2024. The Personnel Committee reviewed the manual and has recommended sending to the full board for approval.

PERSONNEL POLICY MANUAL

~~Revision January 2012~~

Revised March 2024



MISSION STATEMENT

*To enhance the communities we serve by providing
housing opportunities, fostering stability, and
promoting neighborhood revitalization*

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual
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¹ Numerous provisions of Section 2 were removed at a previous point. During the March 2024 Revision, policy numbers were reassigned to restore sequential numbering (i.e., what was policy 2.05 became 2.04; 2.13 became 2.12; and 2.17 became 2.14)

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² Similarly, here, provisions of Section 4 were removed at a previous point. During the March 2024 Revision, policy numbers were reassigned to restore sequential numbering (i.e., what was policy 4.02 became 4.01; 4.03 became 4.02, etc.)

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³ During the March 2024 Revision, numerous provisions of Section 5 were consolidated and policy numbers were reassigned to maintain sequential numbering. All of 5.01–5.05 and 5.08–5.09 were condensed into policy 5.01, and all subsequent sections were renumbered; 5.18 and 5.19 were also consolidated into what is now policy 5.12.

⁴ Similarly, here, provisions 6.18 and 6.19 were consolidated into a single Disability Accommodations Policy during the March 2024 Revision; the subsequent sections were renumbered to maintain sequential numbering.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Purpose of the Personnel Policy Manual
Section: Introductory Policies
Number: 01.00

Page 1 of 1
Date Issued: 7-01-99
Date Revised: ~~10-01-06~~03-
27-24

It is the objective of the Housing and Redevelopment Authority of St. Cloud, (referred to as the HRA throughout the manual), and its employees, to create a work environment and employee/employer relationship which will make the organization efficient and effective and at the same time, serve as a medium where all employees may satisfy their personal needs and flourish as individuals. **These policies do not apply to employees in the Caretaker positions; all caretaker policies are in the separate Caretake Policy Manual provided at the time of employment.**

In pursuit of this objective, this manual has been designed to do the following:

1. Thoroughly communicate policies which have been designed with the HRA's objectives in mind.
2. Assign authority and responsibility for carrying out the policies to facilitate the attainment of the organization's mission.
3. Facilitate and foster quality decisions by those responsible.
4. Administer to all employees in a consistent, non-discriminatory manner.
5. Provide a basis to guide future policy improvements that appear desirable on the basis of experience.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic:	Authority and Responsibility for Development of the Personnel Policy Manual	Page 1 of 2 Date Issued: 7-01-99
Section:	Introductory Policies	Date Revised: 10-01-06 03-
Number	01.01	27-24

The authority and responsibility for the development of the Personnel Policy Manual will be as follows:

Board of Commissioners: The Board of Commissioners has the ultimate authority and responsibility for the final review and approval of personnel policies.

Executive Director: The Executive Director has the authority and responsibility for reviewing personnel policies and recommending revisions, deletions and new policies to the Board of Commissioners. The Executive Director assures the administration of personnel policies on behalf of the Board of Commissioners in a consistent and non-discriminatory manner.

Supervisory Management Committee: The Supervisory Management Committee reviews personnel policies and recommends revisions, deletions and new policies to the Executive Director. Although all employees may be asked for input relating to the revision of personnel policies either individually or through an appointment to a Personnel Policy Advisory Committee, it is the responsibility of the Supervisory Management Committee to review and recommend revisions, deletions and new policies to the Executive Director.

Department Directors: ~~Department Directors~~**Supervisors:** ~~Supervisors~~ have the authority and responsibility for understanding, communicating, and administering all policies of the HRA in a consistent and non-discriminatory manner.

All Employees: All employees have a responsibility to inform management when problems are encountered or improvements can be made in the personnel policies.

Exceptions to these personnel policies may only be granted with the approval of the Executive Director.

DISCLAIMER

Not Contractually Binding. Employment at the HRA is at will. That means that the employment relationship may be terminated without cause by ~~employer~~the HRA with or without cause at any time. ~~Likewise, the employee may end their employment with the HRA at any time for any reason.~~ Employees should understand that these personnel policies may change from time to time, and that there is no legitimate expectation that policies will remain in force indefinitely, ~~and that. These~~ policies may be supplemented, deleted or changed unilaterally at any time by the Board of Commissioners. ~~This manual is not a contract, with or without notice.~~ **THIS MANUAL IS NOT INTENDED IN ANY WAY TO CREATE ANY CONTRACTUAL OBLIGATIONS WITH RESPECT TO ANY INDIVIDUAL'S EMPLOYMENT WITH THE HRA. UNLESS AN EMPLOYEE HAS A WRITTEN EMPLOYMENT AGREEMENT, EMPLOYMENT WITH THE HRA IS AT WILL.** No ~~contract~~employment agreement with an employee is authorized by the Board unless adopted by the Board in a duly-noticed public meeting, reduced to writing, and signed by the Board Chair, the Executive Director, and the employee.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Authority and Responsibility for Development of the Personnel Policy Manual Page 2 of 2
Section: Introductory Policies
Number: 01.01

The purpose of this manual, then, is to provide instructions from the HRA Board of Commissioners to the Executive Director and to staff on the personnel policies of the HRA. The manual is designed to articulate the Board's current personnel policies. ~~The~~The Board reserves the maximum discretion permitted by law to interpret and administer these policies, and the Board's interpretation of its policies are final and conclusive and not subject to review. The Board may change its policies and may decide that, in any specific situation, use or application of those policies is not appropriate. That means that the Board has the right to decide that, with respect to facts and circumstances which have already occurred, the Board will not apply these policies, but will proceed in a different manner, according to the Board's own discretion.

In this manual, when mandatory language is used, such as will or must, that refers to the obligation of staff to follow the policies of the Board, unless instructed otherwise by the Board. Whenever mandatory language is used, it is not directed to the Board itself; the Board's discretion is in all respects retained and reserved to the maximum extent permitted by law, and is not subject to review.

This manual contains a progressive discipline policy. The discipline policy, like all other policies, represents the Board's current instructions to staff on how the Board wants staff to implement the Board's current policies. The Board is not bound by these instructions and may change them as it sees fit. The Board retains unreviewable discretion to take action without following those policies. The existence of a progressive disciplinary policy does not limit or modify the Board's right to take other disciplinary action and to terminate employment with or without cause.

These policies do not constitute a contract. The HRA provides certain fringe benefits to its employees such as paid leave. Employees have a contractual right to already accrued paid leave, if ***(and only if)*** ~~used~~Used in accordance with these policies, but the **Board has the right to change any and all fringe benefits at any time. If there is any conflict between this Handbook and the benefit Plan documents, the Plan Documents are controlling for all employment benefits.**

This Handbook supersedes all prior versions distributed by the HRA and all inconsistent oral or written statements. No other communication by an HRA representative or other employee, whether oral or written, can modify the provisions in this Handbook.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Ethics
Section: Introductory Policies
Number: 01.02

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Date Issued: 7-11-01
Date Revised: 10-01-06
Date Revised: 03-27-24

Employees of the HRA will conduct themselves in a professional and ethical manner while conducting the business of the HRA and will utilize appropriate professional standards and follow all applicable laws and regulations and program requirements, while protecting the confidentiality of clients as well as other employees.

HRA employees will recognize that all persons have emotional, intellectual, spiritual and physical aspects to their lives and conduct their work in a manner that will be sensitive to all of these aspects while honoring and respecting each individual. Employees will respect the views, opinions, needs, values and actions of colleagues and will use appropriate channels to express their views and opinions on these matters. Employees will develop and maintain relationships based on mutual respect and trust.

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HRA employees will provide services to anyone eligible regardless of age, sex, race, color, national origin, citizenship, ancestry, genetic information, religion, creed, disability, political affiliation, service in the uniformed services, family or marital status, social or economic status, gender, sexual orientation or choice of lifestyle. Employees will not commit acts of harassment against any client, colleague, or member of the public.

HRA employees will use information gained in the course of their work and in professional relationships in a confidential manner, and in accordance with program requirements. Employees will advocate for the support of appropriate professional standards and regulations that ensure the highest level of service possible to the clients.

HRA employees will not use or possess controlled substances as they are defined in MN Statutes, Chapter 152 and 21 U.S.C. §§ 802, 812 while carrying out work responsibilities unless prescribed for a legitimate medical purpose. The HRA is a federal grant recipient, and, therefore, is required to abide by the requirements of federal law under the Drug-Free Workplace Act, codified at 41 U.S.C. § 8101 et seq. All HRA employees are required to abide by such requirements as well. Marijuana is a controlled substance under federal law.

HRA employees will not conduct work responsibilities when impaired by any drug, controlled substance, alcoholic beverage or medication; will not provide professional services where their professional judgment may be impaired; and will not engage in sexual activities with any client, any employee under their supervision, or with their Supervisor. Employees will abide by the conflict of interest policy.

In public settings, employees of the HRA will clearly distinguish between their own statements and actions as an individual and those that occur as a result of being a representative of the St. Cloud HRA. HRA employees are expected to respect the views, opinions, needs, values and actions of colleagues and to use appropriate channels to express their views and opinions on these matters.

All employees of the HRA will annually be asked to sign a form agreeing to the contents of this policy.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Definitions
Section: Introductory Policies
Number: 01.03

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Date Issued: 7-01-99
Date Revised: 7-11-01
Date Revised: 7-21-04
Date Revised: 10-01-06
Date Revised: 4-01-15
Date Revised: 03-27-24

For the purpose of clarifying the terms used in these policies, the following definitions are given in alphabetical order:

Anniversary Date: The date an employee began employment at the HRA.

Appropriate Supervisor: The next Supervisor above the employee in a line relationship on the organizational chart.

Board: The Housing and Redevelopment Authority of St. Cloud Board of Commissioners.

Demotion: The assumption of the duties of a job which involves less responsibility and/or training than that of the previous job and is in a lower salary range.

Discrimination/Harassment Officer: The ~~human resources consultant who is designated by the Executive Director to act~~ Administrative Services Manager serves as the HRA's Discrimination/Harassment Officer.

Dismissal: An involuntary separation from the employ of the HRA.

Employee Appeal: Any request or question that is brought to the attention of the management staff concerning any condition of employment that the employee thinks or feels is unjust or inequitable.

Exempt Employee - One who is exempt from the rules and regulations of the Fair Labor Standards Act as it relates to overtime. Exempt employees are salaried employees who do work which has been defined as exempt under the act.

~~**Extended Sick Leave Bank:** Total unused sick leave hours that are available to be used in accordance with the policy on Paid Leave~~

First or Second Degree Relatives: The employee's spouse, life partner, parents, step parents, children, step children, grandchildren, step grandchildren, full, half or step brothers and sisters, and any individual designated as an in-law.

First Warning: The initial step in the disciplinary procedure for some infractions.

Full-time Employee: An employee who is regularly scheduled to work 40 or more hours per week.

HRA - The Housing and Redevelopment Authority of St. Cloud

Job Classification Committee - A committee comprised of the Executive Director, Supervisors, and the Administrative Services Manager, which classifies all job descriptions.

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**St. Cloud Housing and Redevelopment Authority
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Topic: Definitions
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~~HRA The Housing and Redevelopment Authority of St. Cloud~~

~~Job Classification Committee A committee comprised of the Executive Director, Department Directors and the Human Resources Consultant, which classifies all job descriptions.~~

Lateral Move: A transfer or move to a job which involves comparable responsibility and/or training than that of the previous job and that is in the same salary grade.

Leave of Absence: A state of employment where an individual is away from work without pay or accrual of benefits.

~~**Mandatory Waiting Period:** The mandatory waiting period for group health, dental, disability, life insurance and the Employee Assistance Program will take effect on the first of the month following the date of hire. (effective April 1, 2015)~~

Non-exempt Employee - One who is not exempt from the rules and regulations of the Fair Labor Standards Act as it relates to overtime. Non-exempt employees earn overtime for time worked in excess of 40 hours in any week and are considered hourly employees.

Non-Working Area: Areas including parking areas, entrances and exits, rest rooms, lunch rooms and the like.

Paid Leave: Periods of time for which an employee receives pay when they would normally be expected to work. Paid Leave does not include funeral leave, jury duty, leaves of absence, court duty, and flexible work schedules ~~or time allowed to be drawn from an Extended Sick Leave Bank.~~

Part-Time Employee: An employee who is regularly scheduled to work less than 40 hours per week.

~~**Performance Review Date:** The date which an employee's performance is to be reviewed.~~

Personnel Policy Advisory Committee: Employees appointed by the Executive Director and representing various departments and organizational levels of the HRA who meet to review policies and to recommend revisions, deletions, and new policies.

Policy: A standing decision in regard to matters of a significant and/or recurring nature affecting the employee/employer relationship.

~~**Prior Education:** Completion of course work or attainment of a degree obtained prior to applying for a position at the HRA~~

Prior Experience: Prior experience is work-related experience which must be recent and relevant.

Probationary Employee: An employee who has not yet completed six (6) calendar months of employment at a job whether the individual has been hired new into the job, is an existing employee who assumes different duties due to a promotion, demotion, transfer or lateral move, or whose current position has been reclassified.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Procedure: A step-by-step method for implementing a policy.

Promotion: The assumption of the duties of a job that involves greater responsibility and is in a higher salary range.

Regular Employee: An employee who has been hired for an indefinite period of time, usually more than one year. It should be noted that the term “regular” does not provide any expressed or implied guarantees of employment.

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**St. Cloud Housing and Redevelopment Authority
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Topic: Definitions
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~~**Prior Education:** Completion of course work or attainment of a degree obtained prior to applying for a position at the HRA.~~

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~~**Procedure:** A step by step method for implementing a policy.~~

~~**Promotion:** The assumption of the duties of a job that involves greater responsibility and is in a higher salary range.~~

~~**Purpose:** To enhance the City of St. Cloud by providing affordable housing opportunities that promote self sufficiency and collaboration for neighborhood revitalization.~~

~~**Regular Employee:** An employee who has been hired for an indefinite period of time, usually more than one year. It should be noted that the term "regular" does not provide any expressed or implied guarantees of employment.~~

Regular Rate of Pay: The base hourly rate of pay designated to each employee or the total yearly salary divided by 2080 hours, whichever applies. Regular rate of pay does not include overtime pay.

Resignation: Formal written notice of intention to terminate employment at some future date.

Seminar: Conferences, professional meetings, and workshops of a limited duration, usually not to exceed five days.

Status Change: A change in job assignment, whether from being hired into a position, or being promoted, demoted, transferred or moved laterally; a change in hours worked whether leaving or returning from a leave of absence or termination; a change in pay whether from a performance increase, promotion or demotion.

Supervisory/Management Committee: A committee comprised of all supervisory/management personnel who meet periodically to discuss supervisory concerns and to review and recommend changes to personnel policies.

Suspension: The third step in the disciplinary procedure for some infractions. Suspension is the removal of the employee from the regular work schedule for a period of one through ten days, depending on the seriousness of the offense involved, without payment. When the suspension is initiated, the employee is automatically put on probation for a period of two months; during this time, no pay increases of any type will be granted to the employee. Benefits will continue.

Temporary Employee: An employee who has been hired for a limited period of time, usually less than one year.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Temporary Position: A position that will be in existence for a limited period of time, usually less than one year.

Transfer: The assumption of the duties of a job which involves comparable responsibility and/or training than that of the previous job and is in the same salary range, or the assumption of the duties of a job which involves less responsibility and/or training than that of the previous job and is in a lower salary range.

Work Areas: Areas including all areas other than non-working areas.

Work Time: That time in which the employee is expected to be performing the duties of the job assigned to them.

Written Warning: The second step in the disciplinary procedure for some infractions. When the written warning is initiated, the employee is automatically put on probation for two months; during this time, no pay increases of any type will be granted to the employee.

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**St. Cloud Housing and Redevelopment Authority
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~~**Supervisory/Management Committee:** A committee comprised of all supervisory/management personnel who meet periodically to discuss supervisory concerns and to review and recommend changes to personnel policies.~~

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~~**Temporary Position:** A position that will be in existence for a limited period of time, usually less than one year.~~

~~**Transfer:** The assumption of the duties of a job which involves comparable responsibility and/or training than that of the previous job and is in the same salary range, or the assumption of the duties of a job which involves less responsibility and/or training than that of the previous job and is in a lower salary range.~~

~~**Work Areas:** Areas including all areas other than non-working areas.~~

~~**Work Time:** That time in which the employee is expected to be performing the duties of the job assigned to him/her.~~

~~**Written Warning:** The second step in the disciplinary procedure for some infractions. When the written warning is initiated, the employee is automatically put on probation for two months; during this time, no pay increases of any type will be granted to the employee.~~

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Employment At Will
Section: Employment Policies
Number 02.00

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Date Issued: 7-01-99
Date Revised: 7-11-01
Date Revised: 10-01-06

The HRA is an “at-will” employer. This means that the relationship between the employee and the employer is for an unspecified term. While written notification is preferred, this employment relationship can be terminated at will, either by the employee or the employer, at any time and with or without cause or advance notice.

The Executive Director is charged with the hiring and management of the employees of the HRA. The Executive Director may delegate some responsibility to ~~Department Directors~~Supervisors, but the Executive Director is ultimately responsible for all employees.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Employment Process
Section: Employment Policies
Number: 02.01

Page 1 of 2
Date Issued: 7-01-99
Date Revised: 3-01-02
Date Revised: 3-01-05
Date Revised: 10-01-06
Date Revised: 03-27-24

To acquire the most qualified personnel, it will be the policy of the HRA to recruit- from both within the organization and from the outside labor market. If one candidate is clearly more qualified, ~~he/she/they~~ will be offered the position. If an employee of the HRA and an outside candidate seem equally qualified, the present employee will be offered the position first to provide the opportunity for advancement.

Employment Process

1. When a new position is created or when an additional employee or a replacement is needed, the ~~Department Director~~ Supervisor will submit a request to the Executive Director for approval. Before recruitment can begin, an updated job description must be developed, and the job evaluation must be current.
2. Upon receipt of approval, recruitment will begin through ~~both internal and external job posting, newspaper circulation postings~~ and notification of the appropriate State of Minnesota Department.
3. All external applicants must submit a cover letter and résumé. All external candidates selected to be interviewed must complete an Application Form. All internal applicants must complete a cover letter, résumé and updated application.
4. The ~~Department Director~~ Supervisor and ~~human resources consultant~~ Administrative Services Manager will screen candidates using the job description, application form, interviewing techniques and other selection devices when applicable.
5. The final interview will be between the ~~Department Director and/or~~ Supervisor, the Executive Director, and the applicants.
6. The ~~human resources consultant~~ Administrative Services Manager will check references on all final candidates if the individuals- were external applicants for the position. If the final candidates are current employees who posted for the position, the ~~Director of the department~~ Supervisor with the opening ~~or the supervisor of the open position~~ may review the portion of the employee file of the posting employees that includes information related to educational background, experience, licenses, certifications, and performance, but not the portions of the employee's file that contains information related to benefits, health, or any other non-performance related information.
7. The ~~acceptable portion~~ Executive Director will make a final decision accepting or rejecting candidates upon recommendation of the ~~file~~ Supervisor.
8. The Executive Director must ~~be reviewed in~~ approve the ~~presence~~ position, person, and rate of a ~~representative~~ pay on all positions.
9. Upon approval, the Executive Director or their designee will make a written offer of employment. The offer will include job title, employee status, starting date, starting rate of pay, and request a response in no more than five working days. ~~the human resources department~~. The candidate must be made aware that employment is conditioned upon satisfactory completion of a background check and drug test. The job duties and other factors will be considered in determining what constitutes a satisfactory completion of a background check.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Employment Process
Section: Employment Policies
Number 02.01

Page 2 of 2

~~7. The Executive Director will make a final decision accepting or rejecting candidates upon recommendation of the Department Director/Supervisor.~~

~~8. The Executive Director must approve the position, person and rate of pay on all positions.~~

~~Upon approval, the Executive Director or his/her designee will make a written offer of employment.~~

~~10. The Administrative Services Manager, upon acceptance of employment by the candidate, will complete the Request for Personnel Action. A copy of the Request will be given to Payroll. The Supervisor, upon acceptance of employment by the candidate, must also obtain the completed authorization form from the candidate in order to conduct the background check. If the completed authorization is not timely received from the candidate within four (4) calendar days, the Supervisor should notify the Executive Director for consideration as to whether such failure will result in rescinding the offer of employment.~~

~~9. The offer will include job title, employee status, starting date, starting rate of pay, and request a response in no more than five working days.~~

~~10. The Department Director/Supervisor, upon acceptance of employment by the candidate, will complete the Request for Personnel Action Form and send it along with all related documentation to the Human Resources Department for filing in the personnel file. A copy of the Request will be given to Payroll.~~

11. Notification of all other non-employee candidates who were interviewed and not offered the position will be done by the ~~Human Resources Department~~ Administrative Services Manager as soon as possible. (Oral or written notification is acceptable).

12. Notification and explanation to all other employee candidates who were not offered the position will be done by the ~~Department Director/Supervisor~~ prior to the start date of the ~~new employee~~ new employee.

13. All offers of employment whether to an outside applicant or to a current employee who posted for a different position and is selected, are contingent upon proof of eligibility to work in the United States, certified verification of education beyond high school, successful references, a clear criminal background check report, and a negative drug test.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Job Posting
Section: Employment Policies
Number 02.02

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 3-03-03
Date Revised: 10-01-06
Date Revised: 03-27-24

It is the policy of the HRA to give consideration to current employees for job openings which come about in the organization.

To facilitate this process, all job openings, will be sent out to all employees via e-mail ~~and will be posted on the HRA bulletin boards for a minimum of five (5) business days, but no longer than the period when applications are being taken from outside the organization.~~ Advertising of jobs will be done internally and externally on a concurrent basis.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Minimum Age Requirements
Section: Employment Policies
Number 02.03

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 10-01-06

In order to comply with State and Federal law, it is the policy of the HRA that no individual be employed in any position who is not 18 years of age or older.

In order to enforce this policy individuals may be required to submit proof of their age by submitting an age certificate, a copy of his/her/their birth certificate or a copy of his/her/their driver's license, prior to employment.

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St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual

Topic: Pre-Employment ~~Medical Exam-Drug~~ Page 1 of 1
Section: ~~& Alcohol Test~~ Date Issued: 7-01-99
Number: Employment Policies Date Revised: 10-01-06
02.0504 Date Revised: 8-23-23/03-27-24

~~When a position is posted, the it will be determined whether a pre-employment medical examination and documentation will be required of an applicant to demonstrate that the applicant is capable of performing the necessary duties of the position. Any required examination or documentation, for this purpose, will be limited to determining whether the applicant is capable of performing essential job-related duties. After the HRA makes a conditional offer of employment, the applicant will be required to complete the required examination. The nature of the examination will not be affected by the applicant's disability and all persons conditionally offered employment for the same position will be required to complete the examination. Any medical information so obtained will be maintained in a separate folder within the employee's personnel file, which will be treated as confidential information that is not shared with anyone other than the employee upon request. Once an offer of employment has been made and accepted, the HRA may require the new employee to cooperate with any medical disclosure requirements imposed by its workers' compensation carrier.~~

~~The medical examination may include a drug and alcohol test pursuant to the HRA's "Drug-Free Workplace Policy, located at 6.11, and the HRA's "Drug and Alcohol Testing" Policy, located at 06.25.~~

~~Examinations²⁴. The procedure for such test, as well as the applicant's rights with relation thereto are paid for by the HRA and must be completed by the clinic designated by the HRA. Examinations will be scheduled by the Human Resources department detailed in the Drug and Alcohol Testing Policy, located at 06.24.~~

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Employee Status
Section: Employment Policies
Number: 02.0605

Page 1 of 2
Date Issued: 7-01-99
Date Revised: 10-01-06
Date Revised: 03-27-24

Independent Contractor/Employee

Independent Contractors- are businesses or persons who are retained based upon a written independent contractor agreement signed by a duly authorized representative of the HRA. Independent contractors are compensated on the basis of work completed and not necessarily for the amount of time worked. The HRA does not pay any of the employer taxes of an independent contractor. Except as stipulated in the contract, the means and methods of independent contractor's work are not supervised by an employee of the HRA. None of the provisions of the Personnel Policy Manual nor any of the HRA's procedures apply to independent contractors.

Employees- are persons whose means and method of work are supplied and controlled by the HRA. The employment relationship is formed only by a written offer of employment extended by the Executive Director and accepted in writing by the employee. All employment is at-will unless explicitly and clearly established in a written contract approved by the Board of Commissioners. The compensation paid to employees is determined by these policies and authorized personnel actions. The HRA pays the unemployment compensation and workers compensation taxes and withholds state and federal income taxes of HRA employees. Employees are supervised by other employees of the HRA and work under the terms and conditions of employment described in this manual. Employees are designated either exempt or non-exempt as outlined by these policies.

Employee Classifications

Because employees of the HRA are required to work different numbers of hours and are hired for different spans of time, it is necessary that employees be assigned varying types of employee status. The HRA maintains employee classifications for establishing employee tenure, setting qualifications for employee benefits, determining hiring policies, and complying with state and federal law, including the federal Fair Labor Standards Act (FLSA).

Exempt/Non-Exempt:

All HRA positions are categorized as either exempt or non-exempt from the provisions of the FLSA.

Exempt Employee - One who is exempt from the rules and regulations of the Act. Exempt employees are salaried employees who do work which has been defined as exempt under the Act.

Non-Exempt Employee - One who is not exempt from the rules and regulations of the Act. Non-exempt employees earn overtime for time worked in excess of 40 hours in any week and are considered hourly employees.

Each employee of the HRA will also be assigned one of the following statuses:

Regular Full-time - Employees regularly scheduled to work the HRA's full-time schedule of 40 hours per week with no definite ending date.

~~**Temporary Full-time** - Employees hired to fulfill a specific assignment for an unspecified period of time of usually less than one year who are regularly scheduled to work the HRA's full time schedule of 40 hours per week.~~

~~**Regular Part-time** - Employees regularly scheduled to work less than the full time schedule of 40 hours~~

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Employee Status
Section: Employment Policies
Number: 02.0605

Page 2 of 2

Temporary Full-time - Employees hired to fulfill a specific assignment for an unspecified period of time of usually less than one year who are regularly scheduled to work the HRA's full-time schedule of 40 hours per week during performance of that specific assignment.

Regular Part-time - Employees regularly scheduled to work less than the full-time schedule of 40 hours per week with no definite ending date.

Casual Part-time - Employees hired to fulfill a specific assignment who work a varying number of hours per week and without a defined schedule and with no definite ending date.

Contract - Employees hired within the confines of an employment agreement to fulfill a specific assignment for a specified period of time at an agreed upon salary. Except as stipulated in the contract, neither the provisions of the Personnel Policy Manual nor any of the HRA's procedures apply to a contract employee.

When an employee is hired, ~~he/she/they~~ will be assigned a status. That status ~~will~~ remain the same until it ~~is~~ altered by the ~~Department Director~~Supervisor. Incidental changes in scheduling, etc., are not justification for change in an employee's status. However, as a general rule, changes affecting status which are contemplated for a three-month period or more justify a change in status.

The responsibility for proper status assignments is that of the ~~Human Resources department~~Administrative Services Manager in consultation with the ~~Department Director~~Supervisor. It should be understood that the employee status governs wages, benefits, and other terms and conditions of employment.

IT IS IMPERATIVE THAT ALL EMPLOYEES BE ASSIGNED THE PROPER STATUS.

When it is determined that a change of status is appropriate for an employee, the employee's ~~Department Director~~Supervisor will complete the appropriate information on the Request for Personnel Action

Form, submit the form to the Executive Director for approval and forward the completed/approved form to the ~~Human Resources department~~Administrative Services Manager.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Employability
Section: Employment Policies
Number 02.06

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 3-01-02
Date Revised: 10-01-06

In order to comply with the provisions of the Immigration Reform and Control Act, the HRA will request and document the eligibility of potential employees to be lawfully employed in the U.S. and will refrain from hiring anyone who is not eligible.

Verification of Eligibility for Employment Process:

1. Upon accepting an offer of employment from the HRA, and prior to actually beginning work, all individuals must provide documentation of their eligibility to be lawfully employed in the United States.
2. The individual must complete and sign the employment verification form.
3. The Administrative Services Manager, Supervisor, or Executive Director must verify the documentation provided and sign the employment verification form.
4. A copy of the Employment Verification Form and a copy of the documents demonstrating eligibility will be placed in the file designated for Employment Verification forms.

Note: Any offer of employment is contingent upon the candidate's ability to prove their eligibility to be employed lawfully in the United States.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: EmployabilityMinnesota New
Section: Hire Reporting Employment
Number: Policies
02.07

Page 1 of 1
Date Issued: 7-01-99
~~Date Revised: 3-01-02~~
Date Revised: 10-01-06

~~In order to comply with the provisions of the Immigration Reform and Control Act, the HRA will request and document the eligibility of potential employees to be lawfully employed in the U.S. and will refrain from hiring anyone who is not eligible.~~

~~Verification of Eligibility for Employment Process:~~

- ~~1. Upon accepting an offer of employment from the HRA, and prior to actually beginning work, all individuals must provide documentation of their eligibility to be lawfully employed in the United States.~~
- ~~2. The individual must complete and sign the employment verification form.~~
- ~~3. The human resources consultant, Department Director or Executive Director must verify the documentation provided and sign the employment verification form.~~
- ~~4. A copy of the Employment Verification Form and a copy of the documents demonstrating eligibility will be placed in the file designated for Employment Verification forms.~~

~~Note: Any offer of employment is contingent upon the candidate's ability to prove his/her eligibility to be employed lawfully in the United States.~~

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Minnesota New Hire Reporting
Section: Employment Policies
Number: 02.08

Page: 1 of 1
Date Issued: 7-01-99
Date Revised: 10-01-06

The HRA will complete all forms required by the State of Minnesota related to new hires.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Employee Residence
Section: Employment Policies
Number: 02.~~0908~~

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 10-01-06

The St. Cloud HRA has no residency requirement for employees.

It is necessary for the HRA to know the place of residence for all employees in order to contact the employee during non-working hours or to send Agency mail or information to the employee at their home address. All HRA employees are required to report their current residence and telephone number during the hiring process. Any subsequent changes must be reported to ~~Human Resources~~
Administrative Services Manager within 10 days of the date the change occurred.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Nepotism
Section: Employment Policies
Number: 02.~~1009~~

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 10-01-06

No person who is related within the first or second degree to the Executive Director may be appointed in a paid capacity with the agency. No person who is related within the first or second degree to a ~~Department Director~~Supervisor may be appointed in a paid capacity within that department.

No person who is related within the first or second degree to a ~~Department Director or~~ Supervisor may be appointed or assigned to a position which is in a direct reporting relationship or within the supervisory line of authority to that ~~Department Director or~~ Supervisor.

Relatives within the first or second degree are spouses, life partners, parents, step parents, children, -step children, ~~grandchildren, step~~ grandchildren, full, half or step brothers and sisters, and any individual designated as an in-law.

In order to avoid the appearance of favoritism or impropriety, ~~Department Directors~~Supervisors are discouraged from appointing relatives within the first or second degree to volunteer assignments within that department.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Fingerprinting
Section: Employment Policies
Number: 02.~~44~~10

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 10-01-06

In accordance with law, HRA policy requires that employees in certain positions and in certain situations must be fingerprinted. The fingerprinting of the employee is a condition of employment. Any person failing to submit to fingerprinting will not be considered to fill the position. In the event an existing employee fails to submit to fingerprinting as required, the person is subject to termination.

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Personnel Policy Manual
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St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual

Topic: Employee Orientation
Section: Employment Policies
Number: 02.11

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 10-01-06

The HRA recognizes that the first days of an employee's employment are critical, and the impressions an employee gets in those days will stay with that employee. To assist the new employee in adapting to their job, the HRA has a formal orientation process that begins on the employee's first day at the agency. The process includes completion of the Orientation Checklist and involves participation from the Administrative Services Manager, the employee's Supervisor, the finance department, as well as the employee. This process ensures that the employee is welcomed, has completed all necessary new employee forms including those for election of applicable benefits, is made aware of HRA policies, procedures and processes, is oriented to agency equipment and is informed of the job duties and performance expectations of the position for which they have been hired.

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St. Cloud Housing and Redevelopment Authority
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Topic: Employee
Section: ~~Orientation~~ Probation
Number: Employment Policies
02.12

Page 1 of 42
Date Issued: 7-01-99
Date Revised: 10-01-06
Date Revised: 2-26-20

All employees who have been hired from the outside into a position with the HRA or those current employees who are placed into a new position through a status change, will be on probation for the first six months of their employment or tenure in the new position. The purpose of the probationary period is to provide the employee and the HRA with a period of time to evaluate one another.

Employees who do not successfully complete their probationary period may be returned to their previous position, dismissed or have the probationary period extended as described below:

1. Return to previous position

Employees who have been promoted or who have accepted lateral transfers may return to their previous position if they submit a written request to do so within 30 calendar days of their promotion or transfer, and if that position is still vacant at the time that the written request is received.

2. Dismissal from agency

At any time during the probationary period, employees may be dismissed at the discretion of the Executive Director after consultation with the Supervisor. Such dismissals may not be appealed.

3. Extension of probationary period

A Supervisor may request that an employee's probationary period be extended for up to an additional three months. This extension is granted in cases where the employee is making progress toward completing the probationary requirements, but is unable to do so in the initial six months period. In order to extend a probationary period, the Supervisor must have previously provided the employee with written notice detailing the performance deficiencies and outlining a plan of corrective action. Final determination of whether to grant the extension will be made by the Executive Director.

Should the employee or the HRA have reason for termination during the probationary period, the termination may be made without prior notification to one another. If such termination is made, it is not subject to the Conflict and Concern Resolution Policy. Successful completion of the probationary period does not guarantee continued employment. The Board reserves the right to terminate employees without cause, and without resort to the Conflict and Concern Resolution Policy in all circumstances. The HRA recognizes that the first days of an employee's employment are critical, and the impressions an employee gets in those days will stay with that employee. To assist the new employee in adapting — to his/her job, the HRA has a formal orientation process that begins on the employee's first day at the agency and continues through their first year anniversary with the HRA. The process includes completion of the Orientation Checklist and involves participation from the human resources department, the employee's immediate supervisor and department director, the finance department, the computer systems department as well as the employee him/herself. This process ensures that the employee is welcomed, has completed all necessary new employee forms including those for election of applicable benefits, is made aware of HRA policies, procedures and processes, is oriented to agency equipment and is informed of the job duties and performance expectations of the position for which they have been hired. Honorably discharged veterans as defined by MN Statute 197.447 will be removed only in accordance with the provisions of Minnesota Statute 197.46.

Employees who are in a probationary period are eligible for attending training courses, seminars, or

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St. Cloud Housing and Redevelopment Authority

St. Cloud Housing and Redevelopment Authority

certification classes conducted outside the HRA on a case by case basis as determined by the Executive Director after consultation with the Supervisor, based on the employee's level of prior education and experience, the degree of difficulty of the training, and the employee's success toward completing the probationary period.

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St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual

Topic: Employee
Section: Probation/Internships
Number: Employment Policies
02.13

Page 1 of 21
Date Issued: 7-01-99
Date Revised: 10-01-06
Date Revised: ~~2-26-2003~~-27-24

~~All employees who have been hired from the outside into a position with the HRA or those current employees who are placed into a new position through a status change, will be on probation for the first six months of their employment or tenure in the new position. The purpose of the probation period is to provide the employee and the HRA with a period of time to evaluate one another.~~

~~Employees who do not successfully complete their probationary period may be returned to their previous position, dismissed or have the probation period extended as described below:~~

As the need arises and funds are available, the HRA will make use of interns or work study students from institutions of higher learning. All internships and work study positions must be approved by the Supervisor and Executive Director before the internship begins.

~~1. Return to previous position~~

~~Employees who have been promoted or who have accepted lateral transfers may return to their previous position if they submit a written request to do so within 30 calendar days of their promotion or transfer, and if that position is still vacant at the time that the written request is received.~~

~~2.1 Dismissal from agency~~

~~At any time during the probationary period, employees may be dismissed at the discretion of the Executive Director after consultation with the Department Director. Such dismissals may not be appealed. Employees dismissed from probation who have not successfully completed probation in another position or who were removed from their previous position for just cause must be advised in writing of their discharge and the reasons for it.~~

~~2.1 Extension of probationary period~~

~~A Department Director may request that an employee's probationary period be extended for up to an additional three months. This extension is granted in cases where the employee is making progress toward completing the probationary requirements, but is unable to do so in the initial six months period. In order to extend a probationary period, the Department Director must have previously provided the employee with written notice detailing the performance deficiencies and outlining a plan of corrective action. Final determination of the extension will be made by the Executive Director.~~

Should the employee or the HRA have reason for termination during the probation period, the termination may be made without prior notification to one another. If such termination is made, it is not subject to the Conflict and Concern Resolution Policy. Successful completion of the probationary period does not guarantee continued employment. The Board reserves the right to terminate employees without cause, and without resort to the Conflict and Concern Resolution Policy in all circumstances.

Honorably discharged veterans as defined by MN Statute 197.447 will be removed only in accordance with the provisions of MS 197.46.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Employee Probation
Section: Employment Policies
Number: 02.13

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~~Employees who are in a probationary period are eligible for attending training courses, seminars, or certification classes conducted outside the HRA on a case by case basis as determined by the Executive Director after consultation with the Department Director, based on the employee's level of prior education and experience, the degree of difficulty of the training, and the employee's success toward completing the probationary period.~~

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St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual

Topic: Internships
Section: Employment Policies
Number: 02.16

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 10-01-06

~~As the need arises and funds become available, the HRA will make use of interns from institutions of higher learning. All internships must be approved by the Department Director and Executive Director before the internship begins.~~

~~Compensation for internships will be in the amount of the cost of tuition fees related to the internship credits. No other fees, i.e. activity fees will be paid. Compensation will be paid after successful completion of the internship. All internships must be part of a formal internship program at the institution.~~

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Driving Responsibilities
Section: Employment Policies
Number: 02.~~47~~14

Page 1 of 1
Date Issued: 7-11-01
Date Revised: 10-01-06
Date Revised: 03-27-24

Because certain positions require employees to drive in the course of performing their job duties, the following items must be provided at the time of hire: a valid Minnesota driver's license, proof of a good driving record and proof of current automobile insurance.

Any changes to the status of these requirements must be reported to the employee's ~~supervisor~~Supervisor immediately. Failure to meet this requirement will result in disciplinary action.

For any employee whose position does not require the employee to drive in the course of performing their job duties, a valid Minnesota driver's license, and proof of current automobile insurance coverage must be provided in order to request travel reimbursement. In order to ensure that the necessary information is on file prior to an employee driving on agency business, the required documentation will be requested at time of hire for all employees. It will be requested that this information is provided on an annual basis.

Any employee who does not have a valid Minnesota driver's license and/or does not have current automobile insurance will be required to sign a form indicating that they will not under any circumstances drive a vehicle while on agency business of any type or for any reason.

Proof of a valid Minnesota driver's license, proof of current automobile insurance coverage and proof of a good driving record (for ~~certain positions~~) ~~will be required annually~~ positions that utilize a company vehicle) will be required annually. If an employee's driving record falls below an acceptable status (including but not limited to: suspended or revoked license; three or more moving violations in the past 36 months; any violations involving drugs, alcohol, controlled substance, etc., within the past 24 months; leaving the scene of an accident within the past 24 months; reckless driving within the past 24 months; or at fault in an accident resulting in fatality or serious injury within the past five years) the employee may be subject to disciplinary action, up to and including termination.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Hours of Work
Section: Hours of Work Policies
Number: 03.00

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 10-01-06
Date Revised: 09-01-08
Date Revised: 03-27-24

For purposes of calculation of overtime, the work week begins at 12:01 a.m. each Sunday and continues until and including 12:00 midnight each Saturday. The Executive Director may modify the work week for individual employees in order to accommodate alternative work schedules as necessary.

Normal business hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday, with a one-half hour lunch break. Summer hours are offered between Memorial Day and Labor Day with business hours from 7:30 a.m. to 5:00 p.m. Monday through Thursday and 7:30 a.m. to 11:30 a.m. on Fridays, though it is not mandatory to participate. However, it may be necessary at times for staff to work other than normally-scheduled hours. Work hours may be modified at any time at the discretion of the Executive Director. Exempt employees are required to spend the time necessary to perform their duties.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Rest Periods
Section: Hours of Work [Policies](#)
Number: 03.01

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 10-01-06

All employees will receive a 15 minute rest period for each four hours of work. Rest periods are paid breaks. Rest periods may be taken in conjunction with the meal period, 15 minutes before and 15 minutes after.

Employees on their rest period should refrain from interrupting employees who are working.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Meal Periods
Section: Hours of Work Policies
Number 03.02

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 10-01-06

All employees working an eight or more hour shift are entitled to up to 30 minutes for meals without pay. All employees should take meal periods at the time assigned by their Supervisor. Meal periods should be scheduled so as not to inconvenience coworkers or disrupt work on any project. Due to the nature of the business of the HRA, it is preferred that meal periods be coordinated among staff to maintain coverage of the office and have a staff person available at all times during business hours.

There may be instances when a department or the entire agency will make other meal arrangements due to special circumstances.

Every effort should be made to avoid interrupting an employee during his/her/their meal period; however, interruptions are sometimes unavoidable.

Consequently, if an employee does not receive at least 20 minutes of uninterrupted meal period time, his/her/their meal period will be paid.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Recording Hours of Work
Section: Hours of Work Policies
Number: 03.03

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 10-01-06
Date Revised: 03-27-24

Although the law requires that a record be kept of hours worked in each work day and each work week by non-exempt employees only, due to HRA reporting requirements, all employees will be required to complete a timecard. All employees will be supplied with a timecard and will be required to record their time worked and the number of hours worked on various HRA projects. All timecards must be approved and signed by the ~~Executive Director, the Department Director,~~Supervisor and the employee.

Employees must timely complete their time cards to avoid a delay in processing their payroll.

Overtime must be approved by the ~~Department Director~~Supervisor in advance.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Alternative Work Schedule
Section: Hours of Work Policies
Number: 03.04

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 10-01-06
Date Revised: 09-01-08
Date Revised: 03-27-24

The use of alternative work schedules can allow employees and the HRA to tailor job hours to the benefit of both: the employee and the HRA. In order to authorize a work schedule that is different than the normal HRA hours, the employee, their Supervisor, ~~their Department Director~~ and the Executive Director must approve of the alternative schedule in writing and in advance of the commencement of the schedule. The scheduled days and working hours must be included in the written request for an alternative work schedule. The alternative work schedule should be a regularly-observed work schedule so that other HRA staff members are aware of the employee's schedule.

The Supervisor must also determine that the schedule will not create any undue hardship to other employees affected, and that the schedule will not decrease the service to the HRA's customers. Employees who feel that another employee's alternative work schedule is causing them hardship should bring their concerns to their Supervisor. That Supervisor will forward the concerns to the Supervisor of the alternative work schedule employee.

Alternative work schedules for full-time employees must total 80 hours per pay period. Alternative work schedules for full-time non-exempt employees must total 40 hours per work week. The alternative schedule must include a minimum of one-half hour of unpaid lunch time for employees working 8 hours or more per shift. This one-half hour of unpaid lunch time must be used within the 8 hour (or longer) shift and not at the end of it. Personal breaks may be added to this unpaid time or used as separate paid breaks during the shift; however, they may not be taken at the end of the shift. The employee should take the meal period at the time assigned by their Supervisor. ~~Meal periods should be scheduled so as not to inconvenience coworkers or disrupt work on any project. Due to the nature of the business of the HRA, it is preferred that meal periods and breaks be coordinated among staff to maintain coverage of the office and have a staff person available at all times during business hours.~~ Employees working an alternative work schedule must comply with all meal and break period policies.

~~Every effort should be made to avoid interrupting an employee during his/her meal period; however, interruptions are sometimes unavoidable. Consequently, if an employee does not receive at least 20 minutes of uninterrupted meal period time, his/her meal period will be paid.~~

There may be instances when a department or the entire agency will make other meal arrangements due to special circumstances.

In the event that a holiday occurs during an alternative work schedule, the employee will be credited for eight hours holiday pay on the date that the holiday is observed. If the holiday is observed on a day that the employee would normally work more than eight hours, the employee and Supervisor must agree on when the additional hours will be worked. The employee may also elect to take paid leave to make up the difference in time if they have their Supervisor's approval. Paid Leave or hours from the employee's Extended Sick Leave Bank will be used for the number of hours the employee is scheduled to work during the day that a sickness occurs.

In the event that the Supervisor, ~~Department Director~~ or Executive Director determines that the alternative schedule is not working to the mutual benefit of the employee and the HRA, the alternative work schedule may be terminated upon one week's written notice.

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St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual
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St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual

Topic: Attendance and Punctuality
Section: Hours of Work
Number: 03.05

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 10-01-06

The efficient operation of the HRA depends on coordinated team work from each employee. If an employee cannot report to work or will be late, the employee must notify their Supervisor as soon as possible. All absences must be reported to the appropriate Supervisor within 30 minutes of the employee's normal start time. If the employee reaches the Supervisor's voice mail and is not able to speak to the Supervisor directly, the employee should leave the Supervisor a voice message and then transfer to the receptionist desk to speak to the individual who answers the phone in person to inform them of their absence or late arrival. It is necessary for the Supervisor to be informed as soon as possible to ensure that there is coverage of appointments and other necessary functions.

If an employee fails to contact their supervisor regarding their absence from work for three consecutive days, the employee will be determined to have terminated their employment. The Department Director will be in contact with the employee to secure the employee's key to the HRA and any other HRA property. Excessive tardiness or absences may affect the employee's pay or result in discipline.

Topic: Attendance and Punctuality
Section: Hours of Work Policies
Number: 03.05

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 10-01-06
Date Revised: 03-27-24

The efficient operation of the HRA depends on coordinated teamwork from each employee. If an employee cannot report to work or will be late, the employee must notify their Supervisor as soon as possible. All absences must be reported to the appropriate Supervisor and anyone else your Supervisor has instructed you to contact within 30 minutes of the employee's normal start time. It is necessary for the Supervisor to be informed as soon as possible to ensure that there is coverage of appointments and other necessary functions.

If an employee fails to contact their Supervisor regarding their absence from work for three consecutive days, the employee will be determined to have terminated their employment. The Supervisor will be in contact with the employee to secure the employee's key to the HRA and any other HRA property. Excessive tardiness or absences may affect the employee's pay or result in discipline.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Telework Policy
Section: Hours of Work Policies
Number: 03.06

Page 1 of 3
Date Issued: 3-25-20
Date Revised: 03-27-24

Telework Policy

~~The St. Cloud Housing and Redevelopment Authority (HRA)~~The HRA provides telework arrangements to employees when it is mutually beneficial to both the HRA and the employee.

Telework is defined as any work arrangements that allows employees to work outside of their primary worksite at an alternative location, on a regular basis, pursuant to an approved agreement.

Emergency, occasional, non-regularly occurring out-of-office work arrangements may be allowed on a case-by-case basis or as approved by the Executive Director. A formal telework agreement is not required for these occasional telework arrangements but all components of this policy must be followed. In addition, the employee's Outlook calendar must state when they are teleworking and a contact phone number. Approval by the Executive Director on one occasion does not imply that future requests of a similar nature will be approved.

The telework arrangement does not change the terms and conditions of employment with the HRA. Telework is not a substitute for child or other dependent care. Teleworkers shall make or maintain childcare, adult care, or similar personal arrangements to permit concentration on work assignments during agreed upon work hours. Decreases in productivity or behaviors that detract value from the HRA may result in the immediate loss of teleworking status and/or may result in disciplinary action.

Telework arrangements may be discontinued, without cause, at any time, at the request of either the teleworker or the HRA. When practicable, either the HRA or teleworker should provide a two week notice of termination of the telework arrangement. Termination of HRA employment results in immediate cancellation of any telework arrangement with the employee.

General Conditions of Telework Arrangements

Conditions of Employment. The teleworker's conditions of employment shall remain the same as for non-teleworking employees; wages; benefits and leave accrual will remain unchanged unless there is a change in employment status or scheduled hours that impacts benefit eligibility. In addition, all HRA policies, rules and procedures shall apply at the telework site, including those governing communicating internally and with the public, employee rights and responsibilities, facilities and equipment management, financial management, information resource management, purchasing of property and services, and safety. Failure to follow policy, rules and procedures may result in termination of the telework arrangement and/or disciplinary action.

Hours of Work. The telework arrangement shall specify the regularly scheduled work hours agreed upon by the teleworker and ~~his/her supervisor~~their Supervisor. The amount of time the teleworking employee is expected to work shall remain the same as for in office work. A teleworking employee must be available during scheduled work hours by phone, email, or other specified methods of communication with ~~his/her supervisor~~their Supervisor, co-workers, and ~~other~~others outside the HRA with ~~whom~~whom job-related communication is necessary.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Telework Policy
Section: Hours of Work Policies
Number: 03.06

Page 2 of 3

As needed, the teleworker must attend job-related meetings, training sessions and other job related events. The ~~supervisor~~Supervisor will attempt to give 24 hour notice of meetings using electronic means of communication whenever possible. There may be times when the employee's physical presence is deemed essential. In such cases, the ~~supervisor~~Supervisor must provide sufficient notice to allow the employee a reasonable time to travel to the HRA office to participate in the meeting.

Fair Labor Standards Act. Teleworking employees who are not exempt from the overtime requirements of the Fair Labor Standards Act (FLSA) will be required to record all hours worked in a manner designated by the HRA. Teleworking employees will be held to the same standard of compliance as employees working in the HRA office ~~employees~~. The agreed upon work schedule shall comply with FLSA regulations. Failure to comply with this requirement can result in the immediate termination of the telework arrangement.

Emergency Disruptions and Inclement Weather. If the primary worksite is closed due to an emergency or inclement weather, the Executive Director will ~~will~~ notify all ~~Department Directors~~Supervisors who will, in turn, attempt to notify the affected employees in their department and provide instructions about the continuation of work at the telework site. In the event HRA offices are closed, HRA maintenance personnel will be required to report to their assigned sites. If employees are unable to telework due to weather or emergency conditions, employees must call and notify their ~~supervisor~~Supervisor as soon as possible. All employees are equipped to telework when needed or directed, and in the event the office is closed due to an emergency or inclement weather and the employee is unable to telework, the employee will be required to ~~take PTO~~use Paid Leave. If there is an emergency at the telework site, such as a power outage, the teleworker will notify the ~~supervisor~~Supervisor as soon as possible. The teleworker may be reassigned to the HRA office or an alternative worksite in such cases, or will be required to ~~take leave~~use Paid Leave.

Alternative Work Site. The teleworker must establish and maintain a dedicated workspace that is quiet, clean, and safe, with adequate lighting and ventilation and must confirm in writing, annually that the work location is free of recognized hazards. The teleworker will not hold business meetings at the alternate work location. The HRA reserves the right to visit the alternate work site as long as 24-hour notice is provided. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the HRA's workers' compensation policy. Teleworking employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to ~~his or her~~their home worksite.

Inspections. In case of injury, theft, loss or tort liability related to telework at the alternative work site, the teleworker must allow agents of the HRA to investigate and/or inspect the ~~teleworksit~~telework site.

Equipment. Furniture and ~~equipment~~equipment shall generally be provided by the teleworker. ~~It is the employee's responsibility to ensure their~~The HRA laptop ~~if up to date and functional while teleworking. In the event that~~will provide necessary computer hardware equipment and software ~~are~~. All HRA-provided ~~by the HRA at the telework site, such~~ equipment and software shall be used exclusively by the teleworker and only for the purposes of conducting HRA business. Software shall not be duplicated. The teleworker is responsible for safe transportation and set-up of such equipment. It is the employee's responsibility to ensure their HRA laptop is up-to-date and functional while teleworking.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Telework Policy
Section: Hours of Work Policies
Number 03.06

Page 3 of 3

Equipment Liability. The HRA will repair and maintain any equipment owned by the HRA; ~~the employee may not conduct any repairs or maintenance on HRA equipment nor have a third-party do so.~~ The teleworker is responsible for safely transporting such equipment to ~~campus~~ the HRA office for repair or maintenance unless movement of the equipment is likely to result in damage. Surge protectors or other protective devices must be used with any HRA computer made available to the teleworker. Current virus protections and security measures must be used on any HRA ~~device~~ and non-HRA device ~~which an HRA device has contact with.~~ Services must be installed and operating. The HRA may pursue recovery from the teleworker for the HRA property that is deliberately, or through negligence, damaged, destroyed, lost or stolen while in the teleworker's care, custody or control. The HRA does not assume liability for loss, damage, or wear of employee-owned equipment.

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St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual

Topic: Telework Policy
Section: Hours of Work
Number: 03.06

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Date Security & Confidentiality. Security and confidentiality shall be maintained by the teleworker at the same level as expected at all worksites. Confidential and sensitive data should not be saved on a non-

HRA computer. Restricted access or confidential material shall not be taken out of the primary worksite or accessed through a computer unless approved in advance by the ~~supervisor~~ Supervisor. The teleworker is responsible to ensure that non-employees do not access HRA data, including in print or electronic form.

All documents and records developed while teleworking are property of the HRA. The teleworker must have a method to safeguard the security of all data, including but not limited to proprietary information, confidential personnel information, resident and program participant records, and attorney-client communications.

Steps include the use of locked file storage for paper files, regular password maintenance, not leaving ~~unlocked~~ paper files unlocked or computer screens on while unattended, and any other measures appropriate for the job and the environment.

Record Retention. Products, documents and records that are used, developed, or revised while teleworking shall be copied or restored to the HRA's computerized record system. Maintenance of HRA records must be consistent with the HRA record retention rules and policy.

Telework Expenses.

Office Supplies – The HRA shall provide any necessary office supplies. Out-of-pocket expenses for supplies normally available in the office will not be reimbursed unless pre-approved by the Supervisor. All supplies obtained from the HRA office should be secured in the telework site and must not be used by the teleworker or others for personal purposes.

Travel and Incidental Costs – The teleworker will not be paid for time or mileage involved in ~~travel between the telework site and the HRA site.~~ voluntary travel between the telework site and the HRA site. Teleworkers traveling to the HRA office for a purpose required by their Supervisor will record mid-shift travel time as working time. If an employee has advance notice of a need to be in the HRA office, they should plan to travel prior to the start of their working time; in these instances, travel time is not working time. All incidental costs, such as residential utility costs, homeowner's insurance or cleaning services, are the responsibilities of the teleworker.

Taxes – Teleworkers should consult with a tax expert to determine the tax implications of a home office. The HRA will not provide guidance nor claim responsibility for any Federal or State tax liability.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Classification Process Elements and ~~Time~~
Section: ~~Lines~~Timelines Wage and Salary ~~Policies~~
Number 04.00

Page 1 of 2
Date Issued: 7-01-99
Date Revised: 10-01-06

Staffing Levels

Staffing levels and organizational structure of HRA operations usually are:

1. Proposed by ~~Department Director~~Supervisor
2. Recommended by the Executive Director
3. Approved by the HRA Board

Changes in Staffing Levels:

1. Changes in staffing levels can occur for a number of reasons. Approvals occur through:
Approval by the HRA Board of the addition, deletion or reclassification of positions.
Approval by the Executive Director of mid-year actions to split or combine positions with
no change in the authorized full-time equivalent (FTE) levels.

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Appropriate Allocation of Positions to Job Classes

The allocation of positions, considering the duties and responsibilities assigned to a position, is the delegated responsibility of the Executive Director.

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The HRA Board of Commissioners has final jurisdiction over appeals of proposed allocations.

Identification of the Need for a Classification Study

The position classification process is used to:

1. Classify all new positions approved by the HRA Board; or
2. Reclassify existing position(s)
 - a. When a ~~Department Director~~Supervisor believes that the duties and responsibilities of any position under ~~his/her~~their jurisdiction warrants allocation to a different class; or
 - b. When an employee makes a written request for a study to determine the appropriate allocation of a position, the Executive Director may initiate a study; or
 - c. When the Executive Director determines a study is needed.
3. A salary review may be conducted subsequent to a classification review; however, a classification study does not need to be conducted to provide for a ~~salary review~~salary review.

~~Department Directors~~Supervisors are responsible for assigning work to the appropriate level of classification. Where a position, at the appropriate classification level for the duties and responsibilities required, is not available within the department, the ~~Department Director~~Supervisor may request a reclassification study of an existing position not currently assigned the duties.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Classification Process Elements and ~~Time~~
Section: ~~Lines~~Timelines Wage and Salary Policies
Number 04.00

Page 2 of 2

Reclassification Studies:

1. Reclassification studies occur when:

- a. There is a reorganization within the Department; or
- b. There is anticipated a significant change in duties due to program requirement changes or changes in technology; or
- c. There are infrequent times when an original assignment and allocation are appropriate and due to evolving, incremental changes in the program, NOT a changing of assignment, a position becomes inappropriately classified.

2. There are two types of reclassification studies:

- a. Reclassification Study Only ~~=~~ where job descriptions are updated for most current information and positions are appropriately allocated.
- b. Reclassification Study with a Salary Review ~~=~~ where existing positions are retained but job descriptions are updated for most current information, positions are appropriately allocated and the class is referred for a salary review and appropriate actions.

Budgetary Approvals of Classification Studies

Approvals for new positions occur through:

1. the budget process; or
2. mid-year actions approved by the Executive Director
3. mid-year actions approved by the HRA Board.

Approvals for reclassification of positions occur through the Executive Director.

1. An annual request for the study of positions submitted through the budget process with work to be completed during the fiscal year for implementation at the beginning of the next fiscal year; or
2. Mid-year actions for new programs, grants, or reorganizations approved ~~by the~~ **by the** Executive Director or HRA Board.

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St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual

Topic: Exempt and Non-Exempt Employee Status Page 1 of 1
Section: Wage and Salary Date Issued: 7-01-99
Number: 04.01 Date Revised: 10-01-06

The HRA maintains an employee categorization system for the purposes of establishing employee tenure, setting qualifications for employee benefits, determining hiring policies, and complying with the Federal Fair Labor Standards Act (FLSA) and the HRA Personnel Policies.

Employees/Independent Contractors:

Employees:

Employees are persons whose means and method of work are supplied and controlled by the HRA. The employment relationship is formed only by a written offer of employment extended by the Executive Director and accepted in writing by the employee. All employment is at will unless explicitly and clearly established in a written contract approved by the Board of Commissioners. The compensation paid to employees is determined by these policies and authorized personnel actions. The HRA pays the unemployment compensation and workers' compensation taxes and withholds state and federal income taxes of HRA employees. Employees are supervised by other employees of the HRA and work under the terms and conditions of employment described in this manual. Employees are designated either exempt or non-exempt as outlined by these policies.

Independent Contractors:

Independent Contractors are businesses or persons who are retained based upon a written independent contractor agreement signed by a duly authorized representative of the HRA. Independent contractors are compensated on the basis of work completed and not necessarily for the amount of time worked. The HRA does not pay any of the employer taxes of an independent contractor. Except as stipulated in the contract, the means and methods of an independent contractor's work are not supervised by an employee of the HRA. None of the provisions of the Personnel Policy Manual nor any of the HRA's procedures apply to independent contractors.

Exempt/Non-Exempt:

All HRA positions are categorized as either exempt or non-exempt from the provisions of the FLSA.

Exempt Employee—One who is exempt from the rules and regulations of the Act. Exempt employees are salaried employees who do work which has been defined as exempt under the Act.

Non-Exempt Employee—One who is not exempt from the rules and regulations of the Act. Non-exempt employees earn overtime for time worked in excess of 40 hours in any week and are considered hourly employees.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Performance Increases
Section: Wage and Salary Policies
Number: 04.0201

Page 1 of 3
Date Issued: 7-01-99
Date Revised: 3-03-03
Date Revised: 10-01-06
Date Revised: 12-17-08
Date Revised: 01-25-12
Date Revised: 10-24-18
Date Revised: 10-27-21
Date Revised: 03-27-24

It is recognized by the management of the HRA that employees work at a variety of performance levels. It is the policy of the HRA that those employees who consistently show significantly superior performance be recognized for that performance through pay increases.

The performance definitions utilized by the HRA are:

Exceeds Expectations: This employee has mastery of the position and the performance exceeds job duties, objectives and expectations. This level of performance is sustained and approaches the best we can possibly expect of an employee in a given position. Performance reflects taking initiative and is clearly the result of individual effort that sets the employee apart from others. Contributions are made to the organization that is definitely above those required of an individual in this position.

Meets Expectations: This employee demonstrates an understanding of the full scope of the position and consistently performs all essential elements of the job in an effective manner. Achieves results-expected of the position and demonstrates full competence of the job requirements. Generally requires normal supervisory guidance compared to others doing similar work.

Does Not Meet Expectations: Performance is below full requirements for the job. Continued direction and supervision is required. Employee must be made aware that performance at this level places his/her/their job in jeopardy. An individualized performance improvement plan may be developed for an employee whose performance is evaluated at this level to bring about immediate performance improvement.

In addition to an evaluation of performance in the areas of job duties and goals, each performance appraisal will include an evaluation of the employee's efforts in the area of work traits. The weights

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Performance Increases ~~Wage~~
Section: ~~and Salary 04.02~~
Number: Wage and Salary Policies
04.01

Page 2 of 3

Weights for Performance Evaluation Form Sections

	Non Exempt	Exempt	Director
Section I. Work Traits	25%	25%	25%
Section II. Job Duties	70%	65%	60%
Section III. Goals	5%	10%	15%

A performance appraisal will be conducted each year prior to the end of the calendar year. The performance appraisal will be an evaluation of an employee's performance of ~~his/her~~their job duties as outlined on the job description. A performance appraisal interview must take place between the employee and ~~his/her~~their Supervisor as outlined in the performance appraisal process. Upon completion of the performance appraisal, the employee will receive a performance rating. This performance rating will be applied to the performance increase schedule to determine if a pay increase will be granted and if granted, how much will be granted. All employees should understand that there is no guarantee of performance pay increases and that the performance increase schedule will be reviewed annually by the Board of Commissioners and may be increased or decreased.

New employees or employees in a new position as of June 1, are not eligible for a performance increase as outlined above. For purposes of this section, that means ~~the~~an employee must have been in ~~the~~their position on or before May 31 to be eligible for a performance increase effective the following January. If an employee starts their new position on or after June 1, they will receive an increase as of the first full pay period in January according to their start date as follows:

June 1 to September 30 – 2.5%
October 1 to November 30 – 2%
December 1 to December 31 – 0%

New employees or employees in a new position will receive 30-60-90 day performance appraisals. No performance pay increases will be granted at these times.

Any pay changes necessitated by a performance appraisal will be instituted as of the first full pay period in January of the following year.

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**ST. CLOUD HRA
PAY FOR PERFORMANCE COMPENSATION PLAN**

The below compensation matrix provides percentage compensation ~~increases for~~ each level of performance considering position in the assigned salary range. All increases are calculated as a percentage of the base salary rate prior to the action.

Overall Performance Level	Below 3rd Quartile	At or above 3rd Quartile	Maximum of Range
1.91-2.00	5%+1% lump	3.75+1% lump	+ 2% lump sum
1.76-1.90	5.00%	3.75%	+ 2% lump sum
1.61-1.75	4.75%	3.50%	+ 1.75% lump sum
1.46-1.60	4.50%	3.25%	+ 1.75% lump sum
1.31-1.45	4.00%	2.75%	+ 1.5% lump sum
1.16-1.30	3.50%	2.50%	+ 1.25% lump sum
1.00-1.15	2.50%	2.00%	0%
Below 1.0	0%	0%	0%

Guidelines:

- **Base pay may not exceed range maximum. Any awards over that amount are provided in a lump sum payment.**
- In the event an employee is over the range maximum, an employee will receive the difference between the portion of the employee's annual salary over the maximum and the lump sum payment. If the portion of the employee's annual salary over the maximum is greater than the lump sum payment, then the employee will not receive a lump sum payment.
~~lump sum payment.~~
- All awards are effective for the first full pay period in January.
- On January 1, ranges will be increased by 2%.
- All lump sum payments will be paid with the first full pay period ~~in January in~~
January.

**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Performance Appraisal Process
Section: Wage and Salary Policies
Number: 04.~~03~~02

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 10-01-06
Date Revised: 12-17-08
Date Revised: 03-27-24

Process for performance appraisal:

1. On or before September 15th, the employee and Supervisor will receive the appropriate job description and performance appraisal form.
2. ~~The~~Within one week of receiving the forms, the Supervisor will schedule a meeting with the employee to take place between October 1st and 31st ~~within one week of receiving the forms.~~
The employee will complete a self-evaluation by completing the performance appraisal forms.
3. The Supervisor and employee will then meet by October 31st to discuss the employee's self-evaluation.
4. The Supervisor and employee will review the job description and make any additions or deletions that are appropriate.
5. Jointly, they will determine the final job duty weights for the current year and set the job duty weights for the coming year. Also, for the next year, they will jointly establish the goals and the goal weights, and identify Personal Improvement Plan objectives.
6. Following the meeting with the employee, the Supervisor will complete a separate performance appraisal form for the employee by November 7th.
7. The Director's will finalize all performance appraisal forms by November 30th.
8. The Supervisor will meet again with the employee by December 15th to discuss the completed form.
9. Any pay change necessitated by a performance appraisal will be instituted as of the first full pay period in January. All approved paperwork regarding the performance increase must be sent to payroll no later than January 5th.

When an employee changes jobs due to a promotion, lateral move, or demotion, the ~~supervisor~~Supervisor of their current position will complete the performance appraisal process documenting their performance in the current job from the time of their last annual review to the present and will submit the paperwork to the ~~human resources department~~Administrative Services Manager to be held until the employee's next annual review. At the time of the annual review, the new ~~supervisor~~Supervisor will complete the performance appraisal process documenting their performance for the portion of the performance review year that represents the time since the promotion, lateral move or demotion. The results of the two performance reviews will be prorated to determine both the final performance definition level and the amount of appropriate pay increase. The Performance Increase Schedule in place at the time of the annual review will be utilized to determine the appropriate increase.

When an employee is promoted, demoted or makes a lateral move ~~his/her~~their anniversary date will ~~therefore~~thereafter remain the same.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Compensation Program Guidelines Page 1 of 4
Section: Wage and Salary Policies Date Issued: 7-01-99
Number: 04.0403 Date Revised: 10-01-06
Date Revised: 12-17-08

Date Revised: 03-27-24

Salary Ranges

At the St. Cloud HRA, a salary range represents the value of a specific job level as established by job evaluation and checked against the marketplace. After careful consideration of market data and the results of the job evaluation process, a salary range has been developed for each position in relation to market values and other positions within the agency.

Each salary range has a minimum, midpoint, and maximum.

Minimum: the minimum rate is the minimum value for the position. It usually represents the starting rate for employees with the necessary qualifications, with little or no experience in the job.

Midpoint: the midpoint is the most important figure. It is the middle of the range and represents the salary that will be attained by a fully qualified and experienced employee. It is used:

- to compare salary ranges of our agency with those of other organizations
- to measure an employee's salary position within his/her/their salary range (compa ratio)
- to indicate the point within the range that would generally represent the pay for someone in the position who performs the job as expected.

Maximum: the maximum rate represents the maximum value for the position; maximums are established because there is a logical limit on how much a certain position is worth; since the midpoint is the rate that is compared for competitive purposes, any salary that is over the midpoint of the range, or is approaching the maximum is an extremely competitive rate of pay.

Example:

	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Position A	\$ 15,100	\$ 18, 875	\$ 22,650
	80%	100%	120%

Range "spread" in this example = 50%

Quartile: each range is further divided into Quartiles. Just as the title indicates, each Quartile represents one-fourth of the range.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Compensation Program Guidelines
Section: Wage and Salary Policies
Number: 04.0403

Page 2 of 4

Example:

	Minimum	Top 1 st Quartile	Top 2 nd Quartile (Midpoint)	Top 3 rd Quartile	Top 4 th Quartile (Maximum)
Position A	\$15,100	\$16,988	\$ 18,875	\$20,763	\$22,650

The top of the first Quartile is the middle between the minimum and midpoint and the top of the third Quartile is the exact middle between the midpoint and the maximum.

The Quartiles are part of the tools used in determining salary levels based on performance. Salary ranges for various positions may overlap significantly.

New Employee

The starting rate for new employees will be handled on a case-by-case basis and the salary will be placed properly in the salary range for the position based on the individual's qualifications, prior experience and the relationship to salaries and qualifications of other employees in similar positions. Prior experience must be recent and relevant to be considered for salary purposes. Generally, the salary for a new employee will be placed at least at the minimum for the position, or at an amount that is over the salary range minimum, but does not exceed the midpoint of the range.

The determination of the actual salary for a new employee, which is above the beginning rate, is to be made by the Executive Director after consultation with the ~~Department Director~~Supervisor and before the offer letter is issued. The ~~Department Director~~Supervisor will indicate on the Personal Action Form the recommended starting salary for the individual, including any credit for experience.

Promotion

A promotion is usually defined as assignment of an employee to a job requiring higher knowledge, skills and abilities with a corresponding higher salary range. It is the policy of the HRA that promotion of our present employees is not guaranteed; however, when the qualifications of outside candidates appear to be equal to those of an interested employee, the position will be given to the employee. Promotions will be based on outstanding work performance, additional training and demonstrated reliability.

At the time of promotion, the employee's salary will be reviewed. Salary ranges overlap significantly from position to position; therefore a promotion does not automatically mean an increase to a new salary level. Each promotion will be handled on a case-by-case basis and the salary will be placed properly in the new salary range based on the individual's qualifications, prior experience and the relationship to salaries and qualifications of other employees in similar positions. Generally, a promotional increase will bring the employee's salary to at least the minimum rate for the new position or to an amount that is over the minimum, but does not exceed the midpoint of the range. When an employee is promoted their anniversary date will remain the same and the next performance rating and increase will be prorated on the basis of both positions held during the performance appraisal period.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Compensation Program Guidelines
Section: Wage and Salary Policies
Number: 04.0403

Page 3 of 4

~~qualifications of other employees in similar positions. Generally, a promotional increase will bring the employee's salary to at least the minimum rate for the new position or to an amount that is over the minimum, but does not exceed the midpoint of the range. When an employee is promoted his/her anniversary date will remain the same and the next performance rating and increase will be prorated on the basis of both positions held during the performance appraisal period.~~

The determination of the actual salary for a promoted employee, which is above the beginning rate, is to be made by the Executive Director after consultation with the ~~Department Director~~Supervisor and before the offer letter is issued.

Demotion

A demotion occurs when an employee is assigned to a job requiring less responsibility, skill, knowledge and/or training and that is in a lower salary range than ~~his/her~~their present job (whether this new assignment be by ~~his/her~~their choice or by the management), the rate of ~~his/her new job~~their pay will remain the same or go to the maximum of the new salary range - whichever is less.

The demotion pay decrease, if applicable, goes into effect upon the assumption of the duties of the new job.

When an employee changes jobs due to a demotion, the ~~supervisor~~Supervisor of their current position will complete the performance appraisal process documenting their performance in the current job from the time of their last annual review to the present and will submit the paperwork to the ~~human resources department~~Administrative Services Manager to be held until the employee's next annual review. At the time of the annual review, the new ~~supervisor~~Supervisor will complete the performance appraisal process documenting their performance for the portion of the performance review year that represents the time since the demotion. The results of the two performance reviews will be prorated to determine both the final performance definition level and the amount of appropriate pay increase. The Performance Increase Schedule in place at the time of the annual review will be utilized to determine the appropriate increase.

When an employee is demoted ~~his/her~~their anniversary date will thereafter remain the same.

Lateral Move

Generally, no salary adjustment will be made for lateral transfers to jobs within the same salary grade. When an employee changes jobs due to a lateral move, the Supervisor of their current position will complete the performance appraisal process documenting their performance in the current job from the time of their last annual review to the present and will submit the paperwork to the Administrative Services Manager to be held until the employee's next annual review. At the time of the next annual review, the new Supervisor will complete the performance appraisal process documenting their performance for the portion of the performance review year that represents the time since the lateral move. The results of the two performance reviews will be prorated to determine both the final performance definition level and the amount of appropriate pay increase. The Performance Increase Schedule in place at the time of the annual review will be utilized to determine the appropriate increase.

~~therefore~~When an employee makes a lateral move their anniversary date will thereafter remain the same.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Compensation Program Guidelines
Section: Wage and Salary Policies
Number: 04.~~04~~03

Page 4 of 4

Lateral Move

~~Generally, no salary adjustment will be made for lateral transfers to jobs within the same salary grade. When an employee changes jobs due to a lateral move, the supervisor of their current position will complete the performance appraisal process documenting their performance in the current job from the time of their last annual review to the present and will submit the paperwork to the human resources department to be held until the employee's next annual review. At the time of the annual review, the new supervisor will complete the performance appraisal process documenting their performance for the portion of the performance review year that represents the time since the lateral move. The results of the two performance reviews will be prorated to determine both the final performance definition level and the amount of appropriate pay increase. The Performance Increase Schedule in place at the time of the annual review will be utilized to determine the appropriate increase.~~

~~When an employee makes a lateral move his/her anniversary date will therefore remain the same.~~

Reclassification

A reclassification of a position's grade level may occur when a position is re-evaluated due to a job evaluation review and/or market study. At the time of reclassification, the employee's salary will be ~~brought to the same compa ratio (position within the range handled on a case-by-case basis and the salary will be placed properly in relation to the range midpoint) for the new salary range, based on the individual's qualifications, prior experience, and the relationship to salaries and qualifications of other employees in similar positions.~~ When an employee's position is reclassified, ~~his/her~~their anniversary date will remain the same ~~and the next performance rating and increase will be prorated on the basis of both grade levels held during the performance appraisal period.~~

Language Differential

An employee who is fluent in a language in addition to English and is asked to utilize that ability in the performance of requested duties that may or may not be a part of their usual job assignment, will be compensated at a rate 15% higher than their usual hourly rate for all hours worked, for as long as utilization of that language is needed.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Overtime Compensation
Section: Wage and Salary Policies
Number: 04.~~05~~04

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 3-01-02
Date Revised: 10-01-06
Date Revised: 03-27-24

Employees may be required to work in excess of the normal work week at the discretion of the Supervisor, ~~Department Director~~ or Executive Director. If a non-exempt employee works in excess of the normal full-time hours in any one work week, ~~he/she/they~~ will be paid at time and one-half (1 ½) for actual hours worked in excess of 40 hours in a given week, ~~or credited for compensatory time off at 1 1/2 times the actual hours worked within the same pay period.~~ **All anticipated overtime hours must be approved in advance of being worked.** Failure to obtain advance approval prior to working overtime hours may result in disciplinary action.

For purposes of computing overtime, hours worked do not include paid ~~time off (PTO)~~leave hours, ~~compensatory time off~~ or duty free meal or rest periods, but do include paid ~~holiday~~holidays and funeral leave hours.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Deduction From Pay Checks
Section: Wage and Salary Policies
Number: 04.~~0605~~

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 10-01-06
Date Revised: 03-27-24

Deductions from employee payroll checks are made for Federal, State, and Social Security taxes, HRA-sponsored benefit programs that employees chose to participate in, voluntary contributions for charitable contributions such as the United Way, or by court order only. Federal and State taxes, deductions for Social Security, HRA-sponsored benefit programs and court-ordered deductions will be done automatically prior to the issuance of the payroll check. The paystub will reflect the amount of each deduction. Deductions for participation in an HRA--approved/sponsored benefit or charitable contribution programs ~~can~~ only take place with written authorization from the employee.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

~~Topic: Pay Schedule~~
~~Section: Wage and Salary~~
~~Number: 04.07~~

~~Page 1 of 1~~
~~Date Issued: 7-01-99~~
~~Date Revised: 7-11-01~~
~~Date Revised: 10-01-06~~

Topic: Pay Schedule
Section: Wage and Salary Policies
Number: 04.06

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 7-11-01
Date Revised: 10-01-06

The HRA pay period is two weeks in length; there are 26 pay periods per year. Payday takes place every other Friday for the pay period ending the preceding Saturday.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Longevity and Performance Pay
Section: Wage and Salary Policies
Number: 04.~~08~~07

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 10-01-06
Date Revised: 10-24-18

It is the objective of the HRA to maintain pay ranges which are competitive in the labor -market. With this in mind, it will be the policy of the HRA that no employee's base rate of pay exceed the maximum of ~~his/her~~their pay range.

However, to encourage longevity and performance, employees whose base rate of pay has attained the maximum will be eligible for a lump sum payment at the first full payroll in January. This amount will be determined by the employee's performance appraisal and the performance pay increase schedule that is in effect on that date. This lump sum will be distributed to the employee in the first full payroll.

In the event that an employee's base pay is not at the maximum, but the employee's performance pay increase would exceed the maximum, the base rate will be brought to the maximum and lump sum payment made with the first full payroll in January, not to exceed the total percentage increase that would be applicable if not at the maximum.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Review of Pay Plan
Section: Wage and Salary Policies
Number 04.~~09~~08

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 10-01-06
Date Revised: 10-22-08
Date Revised: 10-20-10

~~POSTPONED TO 2022 DUE TO COVID-19~~

When establishing wage or salary ranges, it is the objective of the HRA to establish ranges which maintain a competitive relationship with other employers in the appropriate labor market.

~~The next market study will be conducted during 2023.~~

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Employee Benefits
Section: Benefits Policies
Number 05.00

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 10-01-06
Date Revised: 03-27-24

It is the policy of the HRA to provide a comprehensive benefit program for its employees which is designed to equitably compensate the employee for their contributions to the organization and to provide for the well-being of those employees. The benefit program will be administered in an equitable and non-discriminatory fashion without regard to an employee's race, color, creed, religion, national origin, ancestry, ethnicity, citizenship, political affiliation, disability, marital status, status with regard to public assistance, age, sex, sexual orientation, gender, genetic information, service in the uniformed services, membership on a local Human Rights Commission, or any other characteristic protected under applicable law.

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St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual

Topic:	Insurance, Retirement, Deferred Compensation, and Flex Spending	Page 1 of 2
Section:	Benefits Policies	Date Issued: 7-01-99
Number	05.01	Date Revised: 3-01-02
		Date Revised: 10-01-06
		Date Revised: 03-27-24

Health Insurance:

All regular employees who work 30 or more hours per week are eligible to enroll in the Group Health Insurance Plan. Coverage becomes effective after a mandatory waiting period governed by the Plan Documents.

For a detailed explanation of health insurance benefits, employees may refer to their Group Health Insurance Plan Booklet or contact the Administrative Services Manager.

Dental Insurance:

All regular employees who work 30 or more hours per week are eligible to enroll in the Dental Insurance Plan. Coverage becomes effective after a mandatory waiting period governed by the Plan Documents.

For a detailed explanation of dental insurance benefits, employees may refer to their Dental Insurance Plan Benefits Booklet or contact the Administrative Services Manager

Short-Term Disability:

All regular employees who work 30 or more hours per week are eligible for short-term disability coverage. This coverage begins after a mandatory waiting period governed by the Plan Documents.

Short-term disability insurance provides the covered employee with a certain level of income when the employee is unable to work due to non-work-related disabling illness or accident.

For a more detailed explanation of short-term disability plan benefits, employees may refer to their Short-term Disability Plan Benefits Booklet or contact the Administrative Services Manager.

Long-Term Disability:

All regular employees who work 30 or more hours per week are eligible for long-term disability coverage. Coverage begins after a mandatory waiting period governed by the Plan Documents.

Long-term disability insurance provides the covered employee with a certain level of income when the employee is unable to work due to non-work-related disabling illness or accident.

For a more detailed explanation of long-term disability insurance benefits, employees may refer to their Long Term Disability Insurance Plan Benefits Booklet or contact the Administrative Services Manager.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Insurance, Retirement, Deferred Compensation, and Flex Spending Page 2 of 2
Section: Benefits Policies
Number: 05.01

Life Insurance:

All regular employees who work 30 or more hours per week are eligible for life insurance benefits.

Coverage begins after a mandatory waiting period governed by the Plan Documents.

When an employee is on a Leave of Absence for personal illness or injury or parental leave, life insurance coverage will be paid for in the same manner as when an employee is not on a leave. Employees who are on other types of Leave of Absence may choose to maintain their life insurance coverage by paying the entire monthly premiums for the duration of the Leave of Absence period. Payments for insurance coverage must be received by the first of the month for the next 30 days of coverage or the coverage will be terminated.

For a more detailed explanation of life insurance benefits, employees may refer to their Life Insurance Plan Benefits Booklet or contact the Administrative Services Manager.

Retirement Plan:

The HRA provides a Retirement Plan for all employees who have satisfied all of the eligibility requirements as set by the Plan.

For a detailed explanation of Plan benefits, employees may refer to the Plan brochure or contact the Administrative Services Manager.

Deferred Compensation Plan:

The HRA offers a Deferred Compensation Plan for all employees who are interested in participating.

For a more detailed explanation of Plan benefits, employees may refer to the Plan brochure or contact the Administrative Services Manager.

Flexible Spending Account:

The HRA offers a Flex Spending Account for all employees who are interested in participating.

For a more detailed explanation of Plan benefits, employees may refer to the Plan brochure or contact the Administrative Services Manager.

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Topic: Employee Assistance Program
Section: Benefits Benefits Policies
Number: 05.0002

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 3-01-02
Date Revised: 10-01-06

~~It is the policy of the HRA to provide a comprehensive benefit program for its employees which is designed to equitably compensate the employee for his/her contributions to the organization and to provide for the well-being of those employees. The benefit program will be administered in an equitable and non-discriminatory fashion without regard to an employee's race, color, creed, religion, national origin, political affiliation, disability, marital status, status with regard to public assistance, age, sex, sexual orientation, or membership on a local Human Rights Commission.~~

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St. Cloud Housing and Redevelopment Authority ~~Personnel Policy~~
~~Manual~~

Topic: Group Health Insurance Plan
Section: Benefits
Number: 05.01

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 3-01-02
Date Revised: 10-01-06

All regular employees who work 30 or more hours per week are eligible to enroll in the Group Health Insurance Plan. Coverage becomes effective after a mandatory waiting period.

For a detailed explanation of health insurance benefits, employees may refer to their Group Health Insurance Plan Booklet or contact the Human Resources department.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Dental Insurance Plan
Section: Benefits
Number: 05.02

Page: 1 of 1
Date Issued: 7-01-99
Date Revised: 3-01-02
Date Revised: 10-01-06

~~All regular employees who work 30 or more hours per week are eligible to enroll in the Dental Insurance Plan. Coverage becomes effective after a mandatory waiting period.~~

~~For a detailed explanation of dental insurance benefits, employees may refer to their Dental Insurance Plan Benefits Booklet or contact the Human Resources department.~~

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic:	Short Term Disability Insurance Plan	Page 1 of 1
Section:	Benefits	Date Issued: 7-01-99
Number:	05-03	Date Revised: 3-01-02
		Date Revised: 10-01-06

All regular employees who work 30 or more hours per week are eligible for short term disability coverage. This coverage begins after a mandatory waiting period.

Short term disability insurance provides the covered employee with a certain level of income when the employee is unable to work due to non-work related illness or accident.

For a more detailed explanation of short term disability plan benefits, employees may refer to their Short term Disability Plan Benefits Booklet or contact the Human Resources department.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic:	Long Term Disability Insurance Plan	Page 1 of 1
Section:	Benefits	Date Issued: 7-01-99
Number	05.04	Date Revised: 3-01-02
		Date Revised: 10-01-06

~~All regular employees who work 30 or more hours per week are eligible for long term disability coverage.~~

~~Coverage begins after a mandatory waiting period.~~

~~For a more detailed explanation of long term disability insurance benefits, employees may refer to their Long Term Disability Insurance Plan Benefits Booklet or contact the Human Resources department.~~

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Life Insurance Plan
Section: Benefits
Number: 05.05

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 3-01-02
Date Revised: 10-01-06

All regular employees who work 30 or more hours per week are eligible for life insurance benefits.

Coverage begins after a mandatory waiting period.

Life insurance coverage will be paid for through a Leave of Absence for personal illness or injury and parental leaves in the same manner as when an employee is not on a leave. Employees who are on other types of Leave of Absence may maintain their life insurance coverage by paying the entire monthly premiums for the remainder of the Leave of Absence period. Payments for insurance coverage must be received by the first of the month for the next 30 days of coverage or the coverage will be terminated.

For a more detailed explanation of life insurance benefits, employees may refer to their Life Insurance Plan Benefits Booklet or contact the Human Resources department.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: ~~Employee Assistance Program~~
Section: ~~Benefits~~
Number: ~~05.06~~

~~Page 1 of 1~~
~~Date Issued: 7-01-99~~
~~Date Revised: 3-01-02~~
~~Date Revised: 10-01-06~~

The purpose of the Employee Assistance Program (EAP) is to assist HRA employees and their family members with personal, social, or human service problems that may be disruptive to their life or job performance. The EAP provides evaluation, information, short-term assistance (1-3 visits), referrals (if necessary), and follow-up services to assist employees/family members in identifying problems and resources available to deal with those problems.

The benefit to the HRA is improved health of the employees, increased productivity and attendance, higher morale, and generally a well-balanced place of employment.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Workers' Compensation
Section: Benefits Policies
Number: 05.~~07~~03

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 10-01-06

In accordance with State law, the HRA provides benefits under the Workers' Compensation Act for work-related injuries, illnesses or deaths which occur while performing duties as an employee of the HRA.

All work-related injuries and/or illnesses, no matter how minor, must be reported to the Supervisor.
All incident reports must be filed with the insurance company within 24 hours of the occurrence or detection.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Retirement Plan
Section: Benefits
Number: 05.08

Page: 1 of 1
Date Issued: 7-01-99
Date Revised: 10-01-06

The HRA provides a Retirement Plan for all employees who have satisfied all of the eligibility requirements.

For a detailed explanation of Plan benefits, employees may refer to the Plan brochure or contact the Human Resources Department.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic:	Deferred Compensation Plan	Page 1 of 1
Section:	Benefits	Date Issued: 7-01-99
Number:	05.09	Date Revised: 10-01-06

~~The HRA offers a Deferred Compensation Plan for all employees who are interested in participating.~~

~~For a more detailed explanation of Plan benefits, employees may refer to the Plan brochure or contact the Human Resources department.~~

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St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Paid Leave
Section: Benefits
Number: 05.10
05.04

Page 1 of 2

Date Issued: 7-01-99
Date Revised: 3-03-03
Date Revised: 7-21-04
Date Revised: 3-01-05
Date Revised: 10-01-06
Date Revised: 05-28-08
Date Revised: 01-01-13
Date Revised: 10-28-15
Date Revised: 8-27-20
Date Revised: 10-27-21
Date Revised: 1-1-22
Date Revised: 9-29-22

Paid Leave
Benefits Policies

Date

Revised: 03-27-24

Regular and Temporary Full-Time Employees:

<u>Years of Service</u>	<u>Annual</u>	<u>Maximum Per Pay Period (Bi-Weekly)</u>	<u>Accrual Rate</u>
0-3 years	168	6.5 hours / 21 days	
4-6 years	200	7.7 hours / 25 days	
7-10 years	232	9.0 hours / 29 days	
11-15 years	264	10.2 hours / 33 days	
16 or more years	312	12.0 hours / 39 days	

The beginning date for calculating each year's authorized Paid Leave is the employee's anniversary date. Paid Leave is accrued on a per-pay-period basis and may be used subsequent to the pay period in which it was earned. Paid Leave begins to accrue at the commencement of employment. The amount of Paid Leave accrued and used in each pay period will be identified on the employee's pay stub.

For non-exempt hourly employees Paid Leave is to be used in increments of not less than ~~30~~15 minutes. In the event that an employee using Paid Leave does not use an entire ~~30~~15-minute period, the entire ~~30~~15-minute period must still be recorded. However, with ~~Supervisory~~ pre-approval of their Supervisor, the employee may adjust their lunch time, arrival time, or quitting time or find another mutually agreeable arrangement for the remaining minutes which were not actually utilized.

Use of Paid Leave hours cannot create a negative balance; when accrued Paid Leave hours run out, the remaining number of hours taken off will be recorded as unpaid time.

For exempt salaried employees Paid Leave is to be used in an initial increment of not less than four (4) hours and then ~~30~~15-minute increments thereafter.

Non-emergency use of Paid Leave must be requested in advance and approved by the Supervisor. In the event of a scheduling conflict involving two or more employees seeking the same Paid Leave dates, the Supervisor determines which employee(s) will be granted Paid Leave. Considerations will include objective factors such as seniority, order of receipt of each request, and any recent prior

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requests by said employees. **St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

~~Regular part time employees accrue Paid Leave on a prorated basis (determined by average number of hours worked in proportion to full time positions). Employees must work at least 30 hours per week to be eligible for Paid Leave.~~

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Paid Leave
Section: Benefits Policies
Number: 05.4004

Page 2 of 2

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The maximum Paid Leave carry-over **Regular part-time employees** who work at least 30 hours per week accrue Paid Leave on a prorated basis (determined by average number of hours worked in proportion to full-time positions). Employees who are not full-time or regular part-time (working at least 30 hours per week) do not earn Paid Leave under this policy.

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Accrued but unused Paid Leave will carry-over at the first full or partial pay period ending in each January; the maximum Paid Leave carry-over amount is 320 hours. If an employee is not allowed to take paid leave due to staffing circumstances, (meaning a request for leave is denied), the Executive Director may allow up to an additional 40 hours to be carried-over, for a total of 360 hours. The Executive Director may be granted the same benefit of an additional 40 hours to be carried-over upon approval by the Finance Director.

Within ~~30~~60 days prior to each calendar year end, the employee may elect to cash out accumulated paid leave; rather than carry it over. The effective date of this transaction is January 1st. ~~All~~All accrued but unused leave hours will be paid out at the average regular hourly rate of pay from effect on December 31, the preceding calendar year day before the effective date of the transaction. Any employee making this election will choose between having the cash equivalent of hours be deposited into either the employee's Deferred Compensation Account, Health Savings Account, or Flexible Spending Account, according to the following schedule: Account, or Flexible Spending Account if the employee does not have a Health Savings Account, according to the following schedule:

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<u>Years of Service</u>	<u>Maximum Cash Out of Hours</u>
0-6 years	48 hours
7 or more years	88 hours

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When termination of employment occurs, the employee will be compensated for ~~his/her~~their accrued Paid Leave up to a maximum of 320 hours. If the employee is 65 or older, all compensation for accrued paid leave will be paid into a Retirement Health Savings Plan account for the employee, according to the plan document. Paid Leave may not be taken during the period after notice period of termination unless the time off was scheduled prior to giving notice.

Employees may use Paid Leave for the sick and safe uses identified in Minn. Stat. § 181.9447, subdivision 1, and for the needs of the family members identified in Minn. Stat. § 181.9445, subdivision 7.

An employee will not be disciplined or retaliated against for exercising or attempting to exercise rights under the Sick and Safe Time laws, including requesting or using Paid Leave for eligible sick and safe uses. Employees have the right to file a complaint or bring a civil action if they believe they are wrongly denied use of accrued time for eligible sick and safe uses or retaliated against for requesting or using earned sick and safe time.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: ~~Holidays~~-Emergency Paid Sick Leave (EPSL) Policy
Section: Benefits Policies
Number: 05.4405

Page 1 of 1
Date Issued: ~~7-01-99~~4-1-20
Date Revised: ~~10-01-06~~4-29-21
Date Revised: ~~05-25~~12-22-22
Date Revised: 03-27-24

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The HRA recognized thirteen (13) paid holidays:

<u>Date</u>	<u>Holiday Celebrated</u>
January 1 st	New Year's Day
Third Monday in January	Martin Luther King Day
Third Monday in February	President's Day
Friday before Easter	Spring Holiday
Last Monday in May	Memorial Day
June 19 th	Juneteenth
July 4 th	Independence Day
First Monday in September	Labor Day
November 11 th	Veteran's Day
Fourth Thursday in November	Thanksgiving Day
Friday after Thanksgiving	Thanksgiving Holiday
December 24 th	Christmas Eve
December 25 th	Christmas Day

Regular full-time employees who are scheduled to work 40 or more hours per week will receive eight (8) hours of holiday pay at the regular rate of pay. Regular part-time employees who are scheduled to work less than 40 hours per week will receive a prorated number of hours of holiday pay at the regular rate of pay. Temporary employees are not eligible for holiday pay.

If a holiday falls on a day of the week that a part-time employee is not usually scheduled to work, the employee will be paid the holiday hours, but their schedule for the week will be adjusted so that the employee is not paid for more than the total number of regularly scheduled hours per

When January 1st, June 19th, July 4th, November 11th, December 24th, or December 25th fall on a Sunday, the following day will be a holiday.

When January 1st, June 19th, July 4th, November 11th, December 24th or December 25th fall on a Saturday, the preceding day will be a holiday.

In addition, if a regular non-exempt employee is required by management to work on a holiday, he/she will be paid 1 ½ times his/her regular rate of pay for hours worked on the holiday.

NOTE: If overtime occurs on a paid holiday, the premium pay will not be compounded. The employee will be paid at a rate of 1 ½ times his/her regular rate of pay for the time worked.

In response to the 2020 COVID-19 pandemic, the federal government enacted the Federal Families First Coronavirus Response Act (FFCRA). The FFCRA provided employees with Emergency Paid Sick Leave (EPSL). Pursuant to the FFCRA, employees employed as of April 1, 2020 were provided 80 hours of Emergency Paid Sick Leave (EPSL). This EPSL Policy was created to extend the use of any of those EPSL hours employees had not used after the FFCRA expired.

Those employees who received EPSL during 2020 when the FFCRA was in effect may continue to use their EPSL until all of their EPSL hours are depleted. EPSL does not replenish or re-accrue. Once

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

an employee has used their 80 hours, they do not receive additional EPSL hours at any point.

All regular full-time employees hired after April 1, 2020 are provided with 80 hours of EPSL at hire.
All regular part-time employees hired after April 1, 2020 are provided with 40 hours of EPSL at hire.

An employee may use their EPSL hours for the following:

- (1) When the employee is unable to work or work remotely because of COVID-19 or
- (2) If an employee has exhausted all their Paid Leave and cannot work because they have a serious health condition or are caring for a spouse or child with a serious health condition.

Employees are not paid for unused EPSL upon termination of employment.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Earned Sick and Safe Time (ESST) Policy
Section: Benefits Policies
Number: 05.06

Page 1 of 1
Date Issued: 03-27-24

This policy only applies to part-time employees who regularly work less than 30 hours per week and to contract employees. To be eligible, employees must work 80 hours or more per year for the HRA.

Eligible employees accrue ESST for all hours worked beginning at the commencement of their employment. Employees accrue ESST at the rate of two minutes for every one hour they worked. This equals one hour of ESST for every 30 hours worked. Employees can accrue ESST up to a maximum of 48 hours annually. Once an employee has accrued the annual maximum, they will not accrue additional ESST until the following year.

Unused ESST will roll over to the next year. The total maximum ESST balance that an employee may have accrued at any one time is 80 hours, and if that total maximum is reached, accrual will stop until the balance falls below 80 hours.

Employees can use ESST in 15-minute increments.

ESST can be used for all of the sick and safe uses identified in Minn. Stat. § 181.9447, including:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

Employees may use ESST for eligible uses of family members, as identified in Minn. Stat. § 181.9445, subdivision 7.

To request ESST, notify your Supervisor by email or text and record the ESST on your timecard. Where foreseeable, employees should provide at least seven (7) days' notice to their supervisor of the need to use ESST. Where an unforeseeable or emergency ESST need arises, employees should notify their Supervisor as soon as practicable by email or text, but at least prior to the start of the employee's scheduled work time or, if needing to leave work early after commencing their scheduled work time, prior to leaving the workplace.

Employees are not paid for accrued but unused ESST at any time during employment or upon termination of employment.

An employee

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St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual

will not be disciplined or retaliated against for exercising or attempting to exercise rights under the Sick and Safe Time laws, including requesting or using ESST for eligible sick and safe uses. Employees have the right to file a complaint or bring a civil action if they believe they are wrongly denied use of accrued time for eligible sick and safe uses or retaliated against for requesting or using earned sick and safe time.

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St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual

Topic: Holidays
Section: Benefits Policies
Number: 05.07

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 10-01-06
Date Revised: 05-25-22
Date Revised: 03-27-24

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The HRA recognizes thirteen (13) paid holidays:

<u>Date</u>	<u>Holiday Celebrated</u>
<u>January 1st</u>	<u>New Year's Day</u>
<u>Third Monday in January</u>	<u>Martin Luther King Day</u>
<u>Third Monday in February</u>	<u>President's Day</u>
<u>Friday before Easter</u>	<u>Spring Holiday</u>
<u>Last Monday in May</u>	<u>Memorial Day</u>
<u>June 19th</u>	<u>Juneteenth</u>
<u>July 4th</u>	<u>Independence Day</u>
<u>First Monday in September</u>	<u>Labor Day</u>
<u>November 11th</u>	<u>Veteran's Day</u>
<u>Fourth Thursday in November</u>	<u>Thanksgiving Day</u>
<u>Friday after Thanksgiving</u>	<u>Thanksgiving Holiday</u>
<u>December 24th</u>	<u>Christmas Eve</u>
<u>December 25th</u>	<u>Christmas Day</u>

Regular full-time employees who work 40 or more hours per week will receive eight (8) hours of holiday pay at the regular rate of pay for each of these holidays. Regular part-time employees who work less than 40 hours per week will received a prorated number of hours of holiday pay at the regular rate of pay for each of these holidays. Temporary employees are not eligible for holiday pay.

If a holiday falls on a day of the week that a part time employee is not usually scheduled to work, the employee will be paid the holiday hours, but their schedule for the week will be adjusted so that the employee is not paid for more than the total number of regularly scheduled hours.

When January 1st, June 19th, July 4th, November 11th, December 24th, or December 25th fall on a Sunday, the following day will be a holiday.

When January 1st, June 19th, July 4th, November 11th, December 24th or December 25th fall on a Saturday, the preceding day will be a holiday.

In addition, if a regular non-exempt employee is required by management to work on a holiday, they will be paid 1 ½ times their regular rate of pay for hours worked on the holiday.

NOTE: If overtime occurs on a paid holiday, the premium pay will not be compounded. The employee will be paid at a rate of 1 ½ times their regular rate of pay for the time worked.

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St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual

Topic: Funeral Leave
Section: Benefits Policies
Number: 05.4208

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 10-01-06

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Full time regular employees are eligible for funeral leave as outlined below:

Death of Spouse, Life Partner, ~~Child~~ or Step Child: up to 5 days

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Death of Mother/Father, Step Mother/Father or full, half or step Sister/Brother:
up to 3 days

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Death ~~of~~ ~~Grandmother/Grandfather,~~ ~~Mother-in-Law/Father-in-Law,~~ ~~Sister-in-~~
~~days-Law,~~ ~~Brother-in-Law,~~ or Grandchild or step Grandchild: 1 day
~~1 day~~

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Funeral leave will be paid based on the hours regularly scheduled to work per day. Funeral leave should be used within one year of the death. ~~Employees may be~~

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Employees may be granted up to a day of funeral leave, without pay, for a friend or relative not listed above upon request. If additional time is needed, the employee may take ~~paid leave~~ Paid Leave or a leave of absence may be granted.

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St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual

Topic: Jury Duty
Section: Benefits Policies
Number: 05.~~4309~~

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 10-01-06

The HRA recognizes the responsibility of its employees to the community and urges all employees to fulfill their civic responsibilities. Jury duty is one of those responsibilities. The HRA will assist employees in fulfilling this responsibility by paying regular employees for their regularly scheduled hours per day missed at their regular rate of pay while serving on jury duty. The employee will receive their regular pay check during this period and will be required to turn over their jury duty pay to the HRA. Employees may keep any mileage reimbursement received.

The employee should inform ~~his/her~~their Supervisor of upcoming jury duty as soon as possible after receiving a summons. The employee ~~should~~must return to work if excused or released from jury duty during regularly scheduled work hours.

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St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual

Topic: School Conferences and Activities Leave
Section: Benefits
Number: 05.14

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 10-01-06

In an effort to foster and promote the education and development of the children of the HRA employees, all regular employees of the HRA may be granted up to 16 hours of unpaid leave during any twelve-month period. The purpose of this time is to allow parents to attend school conferences and classroom activities that cannot be scheduled during non-work hours.

Employees are strongly encouraged to provide their Supervisors with reasonable prior notice of the leave and to make a reasonable effort to schedule the leave during non-work time.

Employees may use paid leave or reschedule hours to offset school conferences and activities leave time taken if they so desire, with the approval of their Supervisor.

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St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual

Topic: Leaves of Absence
Section: Benefits Policies
Number: 05.~~4~~510

Page 1 of ~~34~~
Date Issued: 7-01-99
Date Revised: 10-01-06
Date Revised: 10-28-15
Date Revised: 03-27-24

This policy provides for an employee's temporary absence from work without severing their employment relationship. Because leaves are typically provided as a convenience to employees at some additional expense and inconvenience to the employer, employees, except where otherwise provided by law, assume any and all risks related to such leaves. These risks include the elimination, reallocation, or reassignment of the employee's duties which may result in the employee being reassigned, demoted or terminated upon completion of their leave.

All requests for leaves of absence are granted or denied on the basis of the following factors:

1. Applicable state and federal laws and regulations.
2. The length of the requested leave. No request for a leave of absence of more than 12 months will be granted; however, a leave may be extended for a reasonable period of time.
3. The current and projected workload of the affected department.
4. The expense and availability of any required replacement.
5. Any other legitimate business needs of the HRA.

If, after a consideration of the above factors, the HRA grants a leave, except where otherwise controlled by state or federal laws or regulations, the following stipulations apply:

1. Whenever possible, employees are returned to their previous positions upon completion of their leaves. If their position is no longer available, the HRA offers any other positions for which they are eligible.
2. If, during any leave of absence, permanent replacements are needed, the HRA notifies the ~~employees~~ employee on leave and gives them the opportunity to return early if they are safely able to do so.

When an employee takes a leave of absence for any reason, they will be asked to return any keys to HRA properties that they have as a part of their job responsibilities, including the key to the HRA building at 1225 West St. Germain; if necessary the key(s) will be obtained from relatives if the leave is taken on an emergency basis. In addition, any absence from work of two weeks or more will necessitate that the employee be removed from any computer systems/programs at the HRA.

Process:

All requests for leaves of absence are forwarded to the Executive Director. Employees may request a sequence of leaves, including use of accrued Paid Leave and ~~Extended Emergency Paid~~ Sick Leave ~~Bank~~ when appropriate, which would result in a combination of both paid and unpaid leave, provided that the accrued Paid Leave or ~~Extended Emergency Paid~~ Sick Leave ~~Bank~~, if applicable, is used prior to the commencement of the relevant unpaid leave.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Leaves of Absence
Section: Benefits Policies
Number: 05.~~4~~10

Page 2 of ~~34~~

Paid Leave of Absence

Employees on paid leaves of absence receive the same compensation and benefits they would otherwise receive had the leave day (s) been covered by earned Paid Leave.

Unpaid Leave of Absence

Employees on unpaid leaves of absence are not compensated for any work day or holiday which occurs during their leave of absence, nor do they earn any other benefits, privilege, or right on an unpaid leave day, except as provided for by state and/or federal law or as otherwise noted in the following section regarding benefit accrual while on Unpaid Leave of Absence. Use of paid leave must be used before accessing unpaid leave.

Benefit Accrual while on Unpaid Leave of Absence

Paid Leave does not accumulate during any unpaid leave of absence, but accrual resumes upon the return of the employee. Except where otherwise provided by law, HRA-paid insurance benefits terminate the end of the following month during which any Unpaid Personal Leave of Absence commences, except for disability leave, unless the employee continues these benefits at their own expense, which they may do ~~so~~ by filling out the proper forms. For disability leave, HRA-paid insurance benefits will terminate the end of the month following 90 calendar days of disability leave. HRA-paid insurance benefits for which employees are eligible are reinstated on the first working day of the month following their return to HRA employment. If the first working day of the month is the first day of return to HRA employment, the paid insurance benefits commence immediately.

TYPES OF LEAVE:

Administrative Leave (paid)

From time to time, as a situation warrants, at the discretion of the Executive Director, one or more employees may be permitted to utilize Administrative Leave. Administrative Leave is defined as leave initiated and granted by the Executive Director for infrequent and unusual circumstances. Situations for which Administrative Leave might be granted include, but are not limited to, the following:

1. Weather emergencies;
2. Conditions which adversely affect the working environment and/or safety of an HRA employee;
3. Events beyond the control of the Executive Director that require the HRA offices to be closed.

Employees do not have the option of requesting Administrative Leave as it will only be initiated by the Executive Director

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Leaves of Absence
Section: Benefits Policies
Number: 05.~~4~~510

Page 3 of
~~34~~

Disability Leave (unpaid)

Employees may request a leave of absence as an accommodation for a disability, leave will unpaid unless the employee initiates coverage under an applicable benefit plan such as short-term disability.

Employees returning from disability leaves may be required to submit a physician's statement establishing the duties they are safely able to perform. The HRA reserves the right to require that employees returning from disability leaves submit additional medical documentation or undergo a medical examination by a physician selected by the HRA at the HRA's expense.

For the purposes of this policy, employees receiving disability-related compensation from the HRA or any other secondary source while on disability leave will be regarded as being on an unpaid leave.

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Personal Leave (unpaid)

Employees may request personal leaves for any reasonable purpose.

Parental Leave (unpaid)

Pursuant to Minnesota law, employees are entitled to a maximum of ~~six~~twelve weeks of unpaid parental leave upon the birth or adoption of a child. The length of leave may not exceed ~~six~~twelve weeks unless agreed to by the Executive Director.

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Definitions

Family Medical Leave (unpaid)

Generally, under this leave eligible employees can receive up to twelve weeks of unpaid leave for family and medical reasons, including caring for a spouse, child, or parent with a serious health condition; for an employee's serious health condition that makes the employee unable to perform the essential functions of their job; and for a qualifying exigency arising out of a family member's military status. Certain eligible employees may be able to take additional leave to care for a covered servicemember with a serious injury or illness.

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Serious Health Condition: A serious health condition is defined as an illness, injury, or impairment or physical or mental condition that:

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1. involves in-patient care in a hospital, hospice or residential ~~medical care~~ facility;
2. results in at least a 3-day incapacity ~~involving~~and involves continuing treatment from a health care provider;
3. would result in at least a 3-day incapacity were it ~~not treated~~not treated; or
4. any period of incapacity due to pregnancy, treatment for a chronic serious health condition or a period of permanent or long-term incapacity due to a condition for which treatment may not effective but requires continuing supervision of a health care provider

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Employee Obligations: The employee must provide a 30-day notice of the need for leave if at all practicable. In the event of an emergency or workers' compensation situation, the employee or a representative of the employee must provide such notice as soon as practicable.

Parental Leave and Family Medical Leave run concurrently for purposes of the birth or adoption of a child.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Leaves of Absence
Section: Benefits Policies
Number 05.10

Page 4 of 4

School Conferences and Activities Leave (unpaid)

In an effort to foster and promote the education and development of the children of the HRA employees, all regular employees of the HRA may be granted up to 16 hours of unpaid leave during any twelve month period to attend school conferences and classroom activities that cannot be scheduled during non-work hours.

Employees are strongly encouraged to provide their Supervisors with reasonable prior notice of the leave and to make a reasonable effort to schedule the leave during non-work time.

Employees may use Paid Leave or reschedule hours to offset school conferences and activities leave time taken if they so desire, with the approval of their Supervisor.

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St. Cloud Housing and Redevelopment Authority
~~Personnel Policy Manual~~

Topic:	Flexible Spending Account	Page 1 of 1
Section:	Benefits	Date Issued: 3-01-02
Number:	05.16	Date Revised: 10-01-06

~~The HRA offers a Flex Spending Account for all employees who are interested in participating.~~

~~For a more detailed explanation of Plan benefits, employees may refer to the Plan brochure or contact the Human Resources department.~~

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Employer Provided Vehicle
Section: Benefit Policies
Number: 05.4711

Page 1 of 1
Date Issued: 5-22-13

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An HRA owned vehicle has been provided to the Property Maintenance Coordinator/Technician for use in the HRA's business. Except for commuting to and from work, the vehicle shall be used only in connection with the HRA's business. The vehicle is not to be used for any other personal purposes other than for de minimis personal use such as stopping for lunch or occasionally running personal errands before or after business duties.

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The HRA is making this vehicle available to the Property Maintenance Coordinator/Technician for commuting to allow for the Property Maintenance Coordinator/Technician to remain available for business duties at night and on weekends. Therefore, the HRA requires the Property Maintenance Coordinator/Technician to commute to and from work in this vehicle.

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Commuting is a personal use that must be valued and treated as a taxable fringe benefit for federal income and employment tax purposes. The HRA has elected to value the commuting use of the Property Maintenance Coordinator's Technician's vehicle using the vehicle commuting valuation method. For withholding and reporting purposes, \$3 will be charged to the Property Maintenance Coordinator/Technician as personal use income for each day the Property Maintenance Coordinator/Technician uses the vehicle for commuting to and from work for the period December 1 to November 30. The HRA will treat the personal use commuting value as paid for withholding and reporting purposes at December 1 of each year.

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St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual

Page 1 of 3

Topic: Families First Coronavirus Response Act Policy
Section: Benefit Policies
Number: 05.18

Date Issued: 4-1-20
Date Revised: 4-29-21
Date Revised: 12-22-22

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Statement of Policy

It is the policy of the St. Cloud Housing and Redevelopment Authority (HRA) to comply with the requirements of the Federal Families First Coronavirus Response Act (FFCRA). The FFCRA provides employees with Emergency Paid Sick Leave (EPSL) and Emergency Paid Family and Medical Leave (EFMLA) for those affected by the COVID-19 pandemic.

Two Types of Leave Covered Under FFCRA

Emergency Paid Sick Leave (EPSL)

Emergency paid sick leave will be available for an employee who is unable to work or work remotely because:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. The employee has been advised by a health care provider to self-quarantine because of COVID-19;
3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
4. The employee is caring for an individual subject (or advised) to quarantine or isolation;
5. The employee is caring for a son or daughter whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 precautions; or
6. The employee is experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury;
7. The employee is seeking a medical diagnosis or awaiting test results of a COVID-19 test after exposure to COVID-19 (or by request from employer);
8. The employee needs time to get vaccinated;
9. The employee is experiencing side effects after receiving the COVID-19 vaccination.

Eligibility for EPSL

All employees, regardless of their tenure with the HRA, with full-time or part-time status are eligible to receive this benefit.

Paid Benefits for EPSL

Eligible employees will receive up to two weeks of paid sick leave:

- Full-time employees: 80 hours at their regular rate of pay, subject to caps and reasons noted below.
- Part-time employees: the number of hours that the employee works, on average, over a two-week period, subject to caps and reasons noted below.

Payments are capped at \$511 a day (\$5,110 in total) for dealing with an employee's own illness or quarantine (reasons 1, 2, 3, 7, 8, and 9 above). Employees who are caring for an individual affected by COVID-19 and those whose children's schools have closed (reasons 4, 5 and 6 above) receive up to two-thirds of their pay, and that benefit is limited to \$200 a day (\$2,000 in total). Employees may choose to use existing paid leave to supplement the amount received, up to normal earnings.

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Section: Hours of Work
Number 05.18

Return to Work Following EPSL

Employees are required to follow guidelines established by the Centers for Disease Control and Prevention as it relates to ceasing home isolation practices.

2). Emergency Family Medical Leave Act (EFMLA) Expansion

Employees will be entitled to take up to 12 weeks of job-protected leave if an employee is unable to work or work remotely due to any of the same reasons that Emergency Paid Sick Leave may be used.

Eligibility for EFMLA

Under this policy, full-time and part-time employees who have been employed by the HRA for 30 days, prior to taking the leave, are eligible for leave.

Paid Benefits for EFMLA

The EFMLA provides for a combination of unpaid and paid leave.

- The first 10 days of EFMLA may be unpaid. An employee may choose to take the HRA's existing paid leave benefit during the 10 day unpaid period, or the 10 days may be paid under EPSL, if taken for a qualifying reason.
- After ten days of unpaid leave, employees are entitled to 10 weeks of job-protected leave at two-thirds their usual pay. Part-time employees are entitled to be paid two-thirds of their usual pay based on the average number of hours worked for the six months prior to taking the leave.

The cap of the paid leave entitlement for employees is \$200 per day (\$10,000 in the aggregate).

- Employees may choose to use existing paid leave to supplement the amount received, up to normal earnings.

Notifying the HRA of the Need for FFCRA Leave

Employees should request their need for leave under the FFCRA as soon as possible, by notifying their Supervisor and filling out the request form(s). If an employee is incapacitated, the employee's representative should give verbal notice as soon as possible. Calling in "sick" does not qualify as adequate notice. An employee must provide sufficient information regarding the reason for an absence for the HRA to know that protection and benefits may exist under this policy.

Insurance Benefit Continuation During FFCRA Leave

Coverage under group health insurance will continue while on leave, but employees must continue to pay their portion of the premium. Other employment benefits [such as dental insurance, life insurance, AD&D, etc.] will also be continued during the leave, as long as the employee continues to pay any required contribution.

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Certification for FFCRA Leave

Generally, the HRA will require certification to verify the qualifying reason for the leave. Employees should be prepared to provide documentation such as a copy of any quarantine or isolation order, or written note by a health care provider advising self quarantine, or a notice of closure of school or childcare provider (i.e. email, notification on website, or news article).

We understand that requesting healthcare provider documentation may place additional burdens on our medical community during this pandemic, therefore if an employee is unable to obtain this documentation, at a minimum, the name, address, and phone number of your treating healthcare provider must be provided. The HRA also reserves the right to request additional documentation completed by your healthcare provider or childcare provider (as applicable) in situations where there is reason to believe an employee has fraudulently obtained leave or paid benefits.

Intermittent Leave

For employees working on HRA premises, intermittent leave will only be permitted for the qualifying reason related to caring for their minor child whose school or place of care is closed, or childcare provider is unavailable.

~~For employees working remotely, intermittent leave will be permitted if the employee is unable to work his or her normal schedule of hours. The employee and employer will come to an agreement on a schedule that provides for the least amount of disruption to an employee's job. For EFLMA purposes, the total amount of leave taken in should not exceed the 12 weeks defined earlier in this policy.~~

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Rights Upon Return from FFCRA Leave

~~An employee who takes leave under this policy may be reinstated to the same job or an equivalent position upon completion of the leave. If an individual has exhausted all leave under this policy and is still unable to return to work, the situation will be reviewed on a case by case basis to determine what rights and protections might exist.~~

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The law provides that an employee has no greater rights upon a return from leave than the individual would have had if s/he had continued to work. Therefore, an employee may be affected by a layoff, reorganization, furlough, change in job duties or other change in employment if the action would have occurred had the employee remained actively at work.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Emergency Sick Leave
Policy Benefit Employee
Section: Appearance Employee
Number: Relations Policies
05-19 06.00

Page 1 of 42
Date Issued: 8-26-2017-01-99
Extended: 12-16-20 Date
Revised: 10-01-06
Date Revised: 03-27-24

Because of the HRA's position in the community, the work of each employee represents that of the individual and the HRA as an organization. Therefore, all employees of the HRA should dress in a manner reflecting good taste and professionalism. The impression made on clients and one another is, in large part, a visual one. Therefore, an employee's dress and grooming should always be neat and appropriate for the business environment.

The following information should guide employees on proper dress in the work place. Although it is difficult to develop a policy that will cover all individual variations in dress and style for each work situation or circumstance, the following guidelines have been established based on public image, job safety, and personal hygiene:

Office Environment Personnel: The following items are considered inappropriate for the office environment (including full-time, part-time, seasonal, interns, etc.): t-shirts or sweatshirts; tube tops, halter tops, tank tops, muscle shirts, or sleeveless tops (sleeveless dress tops will be acceptable as long as they are not overly revealing); beachwear, sweatpants, spandex, leggings or workout clothes; bib overalls, any clothing that is overly revealing of any body part that would be inappropriate in a business setting, or that would be offensive to others; clothing with inappropriate advertisements or logos; shorts (split skirts are acceptable); military or hunting clothing; baseball hats or similar head coverings; visible body piercings, with the exception of ear piercings; or tongue piercings that impede clear pronunciation while communicating verbally. Additionally, tattoos must be covered if considered offensive (at the sole discretion of the Supervisor). New or fresh tattoos or new piercings pose a health concern and must be securely bandaged. An employee's undergarments should not be visible through their clothing, nor should it be observable that an employee is not wearing undergarments.

Casual Day: Friday is considered a casual dress day. Although more casual than the normal business attire, guidelines specified above are still to be followed. Sweatshirts, flannel shirts, and t-shirts that are not overly worn, faded, torn, or in disrepair may be worn on Casual Day.

Non Office Environment Personnel: The following items are considered inappropriate for those individuals working in a non office working environment: tube tops, halter tops, tank tops, beachwear, or muscle/sleeveless shirts; any shorts that are more than 3" above the knee; leggings and spandex garments; sweatpants (acceptable as an undergarment for warmth for field employees only; never acceptable as an outer garment). Shorts, jeans, and athletic wind pants are acceptable provided it does not compromise safety. Clothing must always be neat, clean, and not overly worn, faded, torn or in disrepair; visible body piercings, with the exception of ear piercings, and tongue piercings that impede clear pronunciation while communicating verbally are not acceptable. Additionally, tattoos must be covered if considered offensive (at the sole discretion of the Supervisor). New or fresh tattoos and piercings pose a health concern and must be securely bandaged.

If an employee has exhausted all their Paid Leave and cannot work because they have a serious health condition or are caring for a spouse or child with a serious health condition, the employee may use any

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

~~remaining Emergency Paid Sick Leave (EPSL) balance. The employee may be required to provide a physician's statement. Payments are at the employee's regular rate of pay, capped at \$511 a day (\$5,110 in total) for dealing with an employee's own illness. Employees who are caring for a spouse or child with a serious health condition receive up to two thirds of their pay, and that benefit is limited to \$200 a day (\$2,000 in total). This policy will be in effect for as long as Policy 05.18 is in effect.~~

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Employee Appearance
Section: Employee Relations
Number: 06.00

Page 1 of 2
Date Issued: 7-01-99
Date Revised: 10-01-06

~~Because of the HRA's position in the community, the work of each employee represents that of the individual and the HRA as an organization. Therefore, all employees of the HRA should dress in a manner reflecting good taste and professionalism. The impression made on clients and one another is, in large part, a visual one. Therefore, an employee's dress and grooming should always be neat and appropriate for the business environment.~~

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~~Casual Day: Friday is considered a casual dress day. Although more casual than the normal business attire, guidelines specified above are still to be followed. Sweatshirts, flannel shirts, and jeans that are not overly worn, faded, torn, or in disrepair may be worn on Casual Day. Also, athletic shoes may be worn if the shoes are appropriately clean and in good condition.~~

~~Non Office Environment Personnel: The following items are considered inappropriate for those individuals working in a non office working environment: tube tops, halter tops, tank tops, beachwear, or muscle/sleeveless shirts; any shorts that are more than 3" above the knee; body hugging clothes including leggings and spandex garments; sweatpants (acceptable as an undergarment for warmth for field employees only; never acceptable as an outer garment).~~

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Employee Appearance
Section: Employee Relations Policies
Number: 06.00

Page 2 of 2

~~Shorts, jeans, and athletic wind pants are acceptable when applicable, without compromising safety; however, prior approval must be received from the Department Director. Clothing must always be neat, clean, and not overly worn, faded, torn or in disrepair; body piercings that are visible with the exception of ear piercings; body piercings on any part of the body that are infected and/or oozing bodily fluids; tongue piercings that impede clear pronunciation while communicating verbally. Additionally, tattoos must be covered if considered offensive (at the sole discretion of the Department Director). New or fresh tattoos pose a health concern and must be securely bandaged.~~

For safety reasons, certain positions require the employee to remove all jewelry during work hours. ~~Individuals in these positions will be notified of such designation by their Supervisor during orientation.~~ This includes body piercing, necklaces, bracelets and rings. Exceptions may be made for wedding bands, religious or medical medals. All medals worn should be taped to the body under the clothing. Exceptions must be approved by the ~~Department Director~~Supervisor.

All Personnel: Employees are asked to exercise good judgment. ~~Department Directors and dress appropriately for the tasks required of them each work day. Supervisors~~ have the responsibility of enforcing this policy. **Reasonable accommodation will be made for employees' religious beliefs, cultural practices, and disabilities whenever possible, consistent with the business necessity to present a professional appearance to the public.** In some cases such as court appearances, office visits by dignitaries, or agency special events, it may be the prerogative of a ~~Department Director~~Supervisor to establish more restrictive standards. ~~If an employee is unclear about these guidelines, they are encouraged to discussed with their Supervisor.~~

Obviously, dress varies by job function. Individuals who spend a portion of the day in the field need to dress in a manner appropriate to their jobs, as determined by their Supervisor. Many of the above guidelines will still apply. Field workers who are in the office for a full day will follow all the guidelines listed above.

Appropriate foot wear must be worn by all employees at all times, and must be in clean and good condition. Clothing should be worn and fit in such a manner that it does not expose the abdomen, chest or buttocks areas. Clothing should be free of sexually related references, foul language, or suggest or promote the use of ~~illegal~~ drugs. Pants, shorts or skirts worn below the waistline are not acceptable.

Clothing, to include jewelry and hair, should not be loose or dangle in such a way that it creates a safety hazard.

Violations of the policy will ~~cause the employee to be considered unsuitable to work and will~~ be just cause for the employee to be asked to leave the work site in order to change attire. Time away from work for this purpose will not be paid ~~as regular pay~~. The employee may use paid leave if they desire. Questions or complaints that cannot be handled to an employee's satisfaction by ~~his or her supervisor or Director~~their Supervisor should be taken to the ~~Human Resources Consultant~~Administrative Services Manager. Repeated disregard for this dress and grooming policy may result in disciplinary action up to and including termination of employment.

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St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual

Topic: Business Conduct ~~Employee~~
Section: ~~Relations 06.01~~
Number: ~~Employee Relations Policies~~
~~06.01~~

Page 1 of 2
Date Issued: 7-01-99
Date Revised: 10-01-06
~~Date Revised: 03-27-24~~

No employee, whether paid or unpaid, will engage in any business or transaction or will act in regard to financial or other personal interests, direct or indirect, in a manner which is incompatible with the proper discharge of ~~his/her/their~~ official duties or which would tend to impair ~~his/her/their~~ independence of judgment or action.

- ~~A. Incompatible employment: No employee will engage in or accept private employment, or render service for private interests when employment or service is incompatible with the proper discharge of his/her official duties or which would tend to impair their independence of judgment or their official duties, unless otherwise permitted by law.~~
- ~~B. Disclosure of confidential information: As the result of an HRA, he/she may acquire access to confidential information belonging to others, such as employee records and personnel files and confidential information: procedures and manuals; accounting and bookkeeping data; contracts; records and reports; business plans; prospect lists; client financial information; and legal matters. Private and confidential information is protected by law, from disclosure to the public and an employee must become familiar with the legal restrictions on the use of such information. No employee will, without proper authorization, disclose confidential information nor use such information to advance the actual or anticipated financial or personal interests of any person or~~
- ~~C. Gifts and kickbacks: No person may directly or indirectly offer to give to any employee, and no employee may directly or indirectly solicit or accept from any person, any gift, favor, or other item of value whether or not it could reasonably be expected to influence the employee's official actions or judgment or could reasonably be considered as a reward for any official action or inaction. No employee will directly or indirectly solicit or accept any kickbacks.~~
- ~~E. Contracts with the HRA: No HRA employee will, in his or her capacity, participate in the making of a contract in which they have a private pecuniary interest, direct or indirect, or perform in regard to any such contract any function requiring the exercise of his/her discretion, or shall enter into any contract with the HRA.~~
- ~~F. Improper Use of Position: No employee may use or attempt to~~

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~~F. use his or her~~**St. Cloud Housing and Redevelopment Authority**
~~Improper Use of Position: No employee shall use or attempt to use their~~
Personnel Policy Manual
position to influence or gain unlawful benefits, advantages or privileges for ~~himself, herself, the~~
employee or others.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Business Conduct
Section: Employee Relations Policies
Number: 06.01

Page 2 of 2

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- G. Political Activities: Employees will follow the guidelines listed below as they relate to their political activities. Employees will not:
1. use their position to influence elections or nominations for any political purposes.
 2. solicit or receive political contributions on the premises of the HRA.
 3. solicit or receive political contributions ~~on the premises of~~ while conducting any work for the HRA.
 4. solicit or receive political contributions from other employees or from clients of the HRA
 - 4-5. require, advice, or advise ~~recommend~~ other employees or project residents to make political contributions.
 - 5-6. use political influence in connection with their employment status.
- H. Data Practices Confidentiality Responsibilities: In the course of work at the HRA, employees may be working with and acquire information about clients that is private or confidential. Under both state and federal statutes, data about clients is private or confidential and may only be shared or disclosed as provided by law. Employees will refer all inquiries about clients to ~~the~~ Responsible Authority unless they have clear written authority to disclose specified information. ~~This~~ Such information may be shared only with other employees of the HRA who administer agency programs and have a need to know.
- Minnesota Statutes provide for criminal penalties for unlawful disclosure of private data. Unlawful disclosure includes using information connected with HRA work in any manner different from the scope of specified job duties. In addition to the criminal penalties, it is the policy of the HRA that any unauthorized disclosure of private or confidential data is just cause for disciplinary action, up to an including termination. Client data will not be removed from the premises of the HRA except as necessary to administer programs and only with the prior permission of the Responsible Authority assigned by the Board of Commissioners. When working with client data, employees will protect that data from access by staff who have no need to see it and other clients and members of the public.
- I. Any employee who purchases goods or services on behalf of the HRA will do so according to HRA procurement procedures.

Penalties and Sanctions:

Violations of any provision of this policy constitutes cause for suspension, removal from employment or other disciplinary action.

All employees of the HRA will annually be asked to sign a form agreeing to the contents of this policy.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Conflict of Interest
Section: Employee Relations [Policies](#)
Number: 06.02

Page 1 of 2
Date Issued: 7-01-99
Date Revised: 10-01-06

Identification of Potential Conflicts/Resolution by Disinterested Person. It is the policy of the HRA to comply with all state and federal laws regarding conflicts of interest. Every employee must assist in this effort.

Two-Step Process. Avoiding a conflict of interest is a two-step process. First, potential conflicts and appearance problems are identified. Once a potential conflict or appearance problem is identified, then the appropriate disinterested person determines what should be done.

A Simple Rule. A potential conflict or appearance issue is a situation which causes a reasonable person to say "I wonder if this might look bad to others." When an employee identifies a situation or circumstance which raises an issue as to whether there might be a conflict, the employee should seek guidance from the Executive Director. In cases where there is a potential conflict of interest involving the Executive Director, the Executive Director notifies the Board, which makes the determination. If an employee is personally involved in a conflict situation, the employee should always have someone else make the determination.

Statutory Disclosure Procedure. The HRA complies with Minnesota Statutes Section 469.009, which governs formal disclosure of conflicts of interest. The purpose of the Statutory Disclosure Procedure is to make a public record of certain potential conflicts. Subdivision 1 of Section 469.009 regarding disclosure states:

~~"before~~Before taking an action or making a decision which could substantially affect ~~a Commissioner's~~the commissioner's or an ~~employee's~~employee's financial ~~interests~~interests or those of an organization with which the ~~Commissioner~~commissioner, or an employee is associated, a ~~Commissioner~~commissioner, or employee of an ~~Authority~~authority, shall ~~(a)~~ prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict of interest and

~~(b)~~ (2) submit the statement to the ~~Commissioners~~commissioners of the ~~Authority~~authority. The disclosure shall be entered upon the minutes of the ~~Authority~~authority at its next meeting. The disclosure statement must be submitted no later than one week after the employee or ~~Commissioner~~commissioner, becomes aware of the potential conflict of interest. However, no disclosure statement is required if the effect on the ~~Commissioner~~commissioner, or employee of the decision or act will be no greater than on other members of the business, profession or occupation or if the effect on the organization with which the ~~Commissioner~~commissioner, or employee is affiliated is indirect, ~~remote~~, and insubstantial. A potential conflict of interest is present if the ~~Commissioner~~commissioner, or employee knows or has reason to know that the organization with which the ~~Commissioner~~commissioner, or employee is affiliated is or is reasonably likely to become a participant in a project or development which will be affected by the action or decision. Any individual who knowingly fails to submit a statement required

by this subdivision or submits a statement which the individual knows contains false information or omits required information is guilty of a gross misdemeanor."

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Conflict of Interest
Section: Employee Relations Policies
Number: 06.02

Page 2 of 2

Reassignment of work. Subdivision 2 of Minn. Stat. 469.009 ~~subdivision 2~~ provides:

"If an employee has a potential conflict of interest, the ~~employee's~~ employee's superior shall immediately assign ~~the matter~~ to another employee who ~~does not~~ have a potential conflict of interest. A ~~Commissioner-commissioner~~ who has a potential conflict of interest shall not attempt to influence an employee in any matter related to the action or decision in question, shall not take part in the action or decision, and shall not be counted toward a quorum during the portion of any meeting of the Authority ~~authority~~ in which the action or decision is to be considered. Any individual who knowingly violates this subdivision is guilty of a ~~gross misdemeanor~~."

Chapter 471 prohibition. "Except as authorized in Section 471.88, a public officer who is authorized to take part in any manner in making any sale, lease, or contract in official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially there from."

Other conflict requirements. Specific projects and funding sources may have particular conflict requirements and policies. The purpose of raising potential conflicts is to trigger an early examination ~~to~~ avoid conflicts and appearances of conflicts.

Other State and Local Officers and Employees. At times, other state and local employees may disclose an interest in an HRA action. While the HRA is a separate political subdivision, it is the policy of the HRA to carefully review the interest of these employees or officers to make sure that the action taken fully complies with all applicable conflict of interest statutes and policies.

All employees of the HRA will annually be asked to sign a form agreeing to the contents of this policy. It is the responsibility of each employee to notify HRA management as soon as possible if their individual situation in regards to this policy changes.

If an employee has a concern as to whether they personally may be in violation of this policy, they should discuss the situation with their ~~Department Director~~ Supervisor and/or seek legal advice.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Conflict and Concern Resolution
Section: Employee Relations Policies
Number: 06.03

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 10-01-06

The fair and prompt resolution of an employee's job-related conflicts and concerns is essential to the creation and preservation of a positive working environment and organization. The following employee conflict and concern resolution guidelines are designed to help the employees and their Supervisors work together to resolve job-related problems and conflicts.

Employees will follow these guidelines as soon as possible after the conflict or concern arises:

1. If a conflict, concern, or problem arises, the employee should first determine if the situation can be discussed directly with the person with whom there is a conflict or concern. The two individuals should discuss the problem and decide on a mutually-acceptable resolution. This applies to conflicts among employees or with a Supervisor.

2. If the employee determines that the conflict or concern cannot be addressed directly with the person with whom there is a conflict or concern, or if the employee attempted to address the conflict or concern with the other individual and it is not satisfactorily resolved, the employee should discuss the problem with their Supervisor and/or the ~~human resources consultant~~ Administrative Services Manager.

~~2.3. The employee and Supervisor and/or Administrative Services Manager will discuss the problem. They will discuss the conflict or concern and work on constructive steps to resolve the conflict or concern together.~~

~~3. If the problem is not satisfactorily resolved, the employee and Supervisor and/or human resources consultant will discuss the problem with their Department Director. They will discuss the conflict or concern and work on constructive steps to resolve the conflict or concern together.~~

4. ~~If the problem is not satisfactorily resolved, the employee, Supervisor, Department Director and/or human resources consultant~~ Administrative Services Manager will discuss the problem with the Executive Director. They will discuss the conflict or concern and work on a mutually-acceptable resolution within 5 ~~working days~~ working days.

5. The employee may submit a written statement to the Executive Director regarding the incident if the previous steps have not resolved the conflict. The Executive Director may include input from employees with knowledge of the conflict or concern. After any further discussion and review of the facts, the Executive Director will attempt to work out a mutually acceptable resolution within 5 working days after receiving the written statement.

6. In the event that the conflict or concern is not resolved, or the Executive Director does not respond, the employee may submit the written statement to the HRA Board Chair.

~~7. In the event that the conflict or concern puts any employee's safety at risk, or there is an illegal activity taking place, the Department Director~~ Supervisor or Executive Director should be contacted immediately instead of following the above steps. If the conflict or concern putting the employee's safety at risk is caused by the Executive Director, or the Executive Director is involved with an illegal activity, the employee should contact the HRA Board Chair directly.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Distribution and Solicitation
Section: Employee Relations
Number: 06.04

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 10-01-06
Date Revised: 02-25-09

~~For Employees: There will be no distribution of non work-related literature, regardless of the type or source, in the work or common areas of HRA owned or managed property during working and non-working time.~~

~~Solicitation by employees will be allowed during non-working time in the common areas.~~

~~For Non-Employees: There will be no distribution of literature or solicitation, regardless of the type or source, on HRA owned or managed property, without prior approval of the Executive Director.~~

Topic: Distribution and Solicitation
Section: Employee Relations Policies
Number: 06.04

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 10-01-06
Date Revised: 02-25-09

For Employees: There will be no distribution of non work-related literature, regardless of the type or source, in the work or common areas of HRA owned or managed property during working and non-working time.

Solicitation by employees will be allowed during non-working time in the common areas.

For Non-Employees: There will be no distribution of literature or solicitation, regardless of the type or source, on HRA owned or managed property, without prior approval of the Executive Director.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic:	Non Fraternalization	Page 1 of 1
Section:	Employee Relations <u>Policies</u>	Date Issued: 7-01-99
Number	06.05	Date Revised: 10-01-06

Employees should refrain from socializing with clients; giving rides to clients or riding with clients; and any similar activities which may subject the staff member or the HRA to criticism or liability associated with that activity. Clients, in this context, are ~~meant to be~~ those who are seeking or receiving housing services from the HRA.

There are some clients of the HRA who have *special needs* and are often regarded as vulnerable. Therefore, the relations between the HRA staff and clients requires the application of the highest professional and ethical standards.

~~For these reasons, it~~ is the policy of the HRA that staff members refrain from borrowing money from or loaning money to clients.

It is the responsibility of the employee to bring to light any personal or family relationship to a client to their ~~supervisor~~ Supervisor so that the client may be assigned to another HRA employee and so as to avoid any appearance of impropriety.

Employees of the HRA are not to enter into personal relationships with any client of the agency that would be considered to be a dating relationship or that would include co-habitation, marriage or ~~-any-~~ type of sexual relationship.

Failure to comply with the provisions of this policy will result in disciplinary action.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Telephone Usage
Section: Employee Relations Policies
Number: 06.06

Page 1 of 3
Date Issued: 7-01-99
Date Revised: 7-11-01
Date Revised: 10-01-06
Date Revised: 04-23-08
Date Revised: 10-26-11
Date Revised: 03-27-13
Date Revised: 03-27-24

The HRA's phone system and cellular phones are for business use.

Desktop phones are assigned to defined workspaces and phone numbers are assigned to defined employees.

Cellular telephones and services may be provided to certain HRA employees based on demonstrated need and job function. The HRA will use, but is not limited to, the following criteria when determining whether or not a cellular telephone will be issued to an employee:

1. Job duties require the employee to work away from the assigned work space or the employee is assigned work space outside the HRA's main office;
2. The employee's job duties require them to respond to emergencies;
3. The employee is integral to the HRA decision making process;
4. To ensure the personal safety of an employee when working outside of the HRA's main office.

The Executive Director is responsible for making the final determination of an employee's eligibility for an HRA cellular telephone.

Employees may not use HRA owned telephone equipment for illegal, disruptive, unethical or unprofessional activities.

Use of the phone system to make or receive personal calls limits and restricts its use for business purposes. The HRA recognizes that circumstances sometimes dictate that a personal call be placed or received on the phone system. Employees should use discretion when placing or receiving personal phone calls, should limit them to non-work time, should limit the length of the call, and should place calls only when necessary.

All personal long distance calls should be charged to an employee's own long distance calling card or other personal source. Charging personal phone calls to the Authority's phone system is not allowed, unless for an emergency situation. In the unusual circumstance where a personal long distance call must be charged to the HRA, the employee is responsible for obtaining prior approval from their ~~supervisor~~ Supervisor and remitting payment to the Finance Department.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Telephone Usage
Section: Employee Relations Policies
Number: 06.06

Page 2 of 3

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Employees must make every effort to ensure the safe usage of cellular telephones. Use of the cellular telephone in any capacity while operating a motor vehicle is strongly discouraged. Employees should ~~use~~ extra caution while driving and using a cellular telephone and are encouraged to plan calls during non-driving time. At no time may an employee operate an HRA provided cellular telephone while operating a motor vehicle in a manner that violates the Minnesota hands-free driving statute or other laws. Employees using HRA provided cellular telephones are responsible for taking appropriate precautions to prevent theft and damage to the equipment.

Employees using HRA provided cellular telephones shall reimburse the HRA for any personal charges or purchases at the cost charged by the carrier. Employees shall not download data for personal use.

Business use of personal cellular telephones is strictly voluntary on the part of the employee. The HRA is under no obligation to pay an individual's service fees, equipment charges, or other costs for personal cellular telephones. If an employee who the Executive Director has authorized to have an HRA provided cellular telephone declines the HRA provided cellular telephone in lieu of using their personal telephone, the HRA will reimburse the employee \$40 per month. To receive reimbursement, the employee must submit a reimbursement request using the HRA's expense report form.

Employees who bring a personal cellular phone into their HRA work space should use discretion when placing or receiving personal phone calls, should limit their calls to non-work time, should limit the length of the call, and should place calls only when necessary. Personal cellular phones are to be turned off when not in use. Employees should discourage individuals from contacting them on their personal cellular phone during work hours.

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Phones may only be recorded for monitoring HRA related business and only with the approval of the Executive Director. If this practice is applied, a disclaimer must be clearly stated.

Employees should be aware that with the use of cellular telephones absolute privacy ~~can not~~ cannot be guaranteed. Employees should not discuss sensitive or confidential information when using cellular telephones. Additionally, all cellular telephone records of HRA phones are the property of the HRA and are considered public record.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Telephone Usage
Section: Employee Relations Policies
Number 06.06

Page 3 of 3

~~Department Directors and~~ Supervisors are responsible for educating employees about appropriate telephone use and for monitoring usage by an employee. Upon being assigned a telephone, employees will receive instruction on proper use.

Monthly audits of employees' telephone usage will be conducted. Based on these audits, employees may be asked to justify charges on the monthly bill.

The HRA reserves the right to rescind employees' telephone privileges at any time without prior consultation with the employee. Abuses of this policy including excessive non-work related use of either the desktop phone, the HRA issued cellular phone, or the employee's personal cellular phone, including text messaging during work hours, may result in disciplinary action.

Employees are required to return HRA issued cellular telephones immediately upon request or immediately following a voluntary or involuntary termination.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Internet/Intranet Access and Usage
Section: Employee Relations Policies
Number: 06.07

Page 1 of 3
Date Issued: 7-01-99
Date Revised: 7-11-01
Date Revised: 10-01-06
Date Revised: 03-27-24

This policy establishes guidelines for the proper use of HRA Internet and intranet resources. All employees have the responsibility to use these resources in a professional, ethical and lawful manner.

Access:

Employees are given access to the Internet and intranet to assist them in the performance of their jobs. The computer and telecommunications system belong to the HRA and, except as provided in this policy, may only be used for authorized business purposes.

Usage:

1. Accessing the Internet/Intranet – Internet and Intranet access is provided to all staff. Employees have been given these tools because they can help make them more productive in their work. However, abuse of Internet/Intranet privileges will result in a re-evaluation of the policy and may result in substantial restriction of Internet/Intranet privileges. All employees- are responsible to understand and follow these policies.

2. Prohibited Uses- Sending, receiving, displaying, printing, or otherwise disseminating material that is fraudulent, harassing, illegal, embarrassing, sexually explicit, obscene, intimidating, or defamatory is prohibited. Solicitation of funds, political messages, harassing messages and other such messages are specifically prohibited. All e-mail messages are subject to the Ethics, Business Conduct and Conflict of Interest policies and all state and federal rules, such as, open meeting laws, data practices act, and human rights act. Employees encountering such material should report it to their ~~supervisor~~Supervisor immediately.

Employees may not use the HRA Internet or Intranet resources for commercial or personal advertisements, solicitations, promotions, destructive programs (i.e., viruses and/or self-replicating code), political material, or any other unauthorized personal use. Limited personal use on non-business hours are permitted as described in this policy.

~~3.~~ Communicating Information – Email represents the organization. The e-mail system is HRA property and intended for HRA business. All data and other electronic messages within this system are the property of the HRA. Employees should exercise the same care in drafting email, communicating in chat groups, and posting items to newsgroups as they would for any other written communication. Anything created on the computer or Internet may, and likely will, be reviewed by others. It must be carefully drafted, reviewed and spellchecked. The e-mail system is not intended to transmit sensitive materials, such as personnel decisions and other similar information which may be more appropriately communicated by written memorandum or personal conversation. E-mail messages may be HRA records depending on

~~3.~~ their content and therefore need to adhere to department data retention schedules. Employees may not intentionally

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Internet/Intranet Access and Usage
Section: Employee Relations Policies
Number: 06.07

Page 2 of 3

intercept, eavesdrop, record, read, alter, or receive another person's e-mail messages without proper authorization. The misuse of e-mail privileges will be disciplined in accordance with the HRA's disciplinary policy and/or other applicable rules and laws.

4. Disclaimer of Liability – The HRA will not be responsible for any personal damages, direct or indirect, arising out of the use its Internet or Intranet resources.
5. Permitted Uses - The primary purpose of HRA Internet/Intranet access is HRA business. Use of the Internet/Intranet for personal purposes will be permitted only under the following conditions:
 - (a) Use is during an employee's lunch or break period or before or after the employee's workday.
 - (b) Use does not interfere with another employee's business use of the Internet.
 - (c) Use complies with all parts of the HRA Internet Policy.
6. Waiver of Privacy – HRA owned email and Internet/Intranet systems and all software, data, or other information stored on an HRA owned computer located at an employee's workstation is the property of the HRA and may be monitored, read, examined, seized, or confiscated as necessary for business purposes. Therefore, employees should not expect that any email message either sent or received, or any Internet/Intranet activities will remain private. The HRA reserves the right to monitor any use of these systems, to access any and all information on these systems, and to take any action it determines to be appropriate with respect to that information.

There is no absolute guarantee of privacy or security for email messages sent over the Internet/Intranet. As a result, employees must exercise professional judgment when communicating any private, confidential, or sensitive data. Employees must understand that all Internet, Intranet and email use must be able to withstand public scrutiny without embarrassment to the HRA and it must not subject the HRA to any potential legal liability.

7. Compliance with Applicable Laws and Licenses – Employees must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property and online activity. Employees must not install any software onto the HRA computer systems unless with the consent of the ~~Computer Systems~~ Administrative Services Manager.
8. General Information on Passwords - While you have a confidential password, users should be aware that this does not suggest that the system is for personal, confidential communication, nor does it suggest that e-mail is the property right of the employee. The use of the e-mail system is for HRA business. Passwords should be periodically changed to ensure security of the e-mail system. Users should not share their password with anyone else.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Internet/Intranet Access and Usage
Section: Employee Relations Policies
Number: 06.07

Page 3 of 3

~~communication, nor does it suggest that e-mail is the property right of the employee. The use of the e-mail system is for HRA business. Passwords should be periodically changed to ensure security of the e-mail system. Users should not share their password with anyone else.~~

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9. Investigation of Improper Usage. The Executive Director has the authority to initiate an investigation into any suspicious activity concerning the internet, intranet, or computer usage in general at the HRA. When a concern regarding computer usage is brought to the attention of supervisory/management personnel, the Executive Director should be informed of the concern immediately. The Executive Director will commit to writing the express intent of any investigation and will send that written documentation to the ~~Computer Systems Manager, the Department Director, managed IT provider, the Supervisor~~ of the individual in question and the ~~Human Resources Consultant, Administrative Services Manager~~ (unless the ~~Human Resources Consultant, Administrative Services Manager~~ is the individual in question). The Executive Director in conjunction with the ~~Computer Systems~~ Administrative Services Manager, and the ~~Department Director, Supervisor~~ of the individual in question, will review the computer records and content outlined in the written documentation to determine if any inappropriate activity has taken place.

If the individual in question is a ~~Department Director, Supervisor~~, the Executive Director in conjunction with the ~~Computer Systems~~ Administrative Services Manager and the ~~Human Resources Consultant~~ will review the computer records and content outlined in the written documentation to determine if any inappropriate activity has taken place.

If the individual in question is the Executive Director, the ~~Human Resources Consultant, Administrative Services Manager~~ should be notified of the concern immediately. The ~~Human Resources Consultant, Administrative Services Manager~~ will commit to writing the express intent of any investigation and will send the written documentation to the ~~Computer Systems Manager and the~~ Chair of the HRA Board of Commissioners. The ~~Human Resources Consultant, Administrative Services Manager~~, in conjunction with the ~~Computer Systems Manager, managed IT provider~~ and the Chair of the Board of Commissioners of the HRA will review the computer records and content outlined in the written documentation to determine if any inappropriate activity has taken place.

VIOLATIONS OF POLICY:

~~Department Directors~~ Supervisors are responsible for the implementation and adherence of this policy within their departments.

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Violation of these policies may result in the cancellation of the violator's access to HRA computer equipment and/or Internet browsing and Internet e-mail accounts and may be grounds for disciplinary action up to and including termination of employment with the HRA.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Tobacco ~~Restrictions and Smoke Free Policy~~
Section: Employee Relations Policies
Number 06.08

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 10-01-06
Date Revised: 03-27-24

The HRA prohibits smoking and/or the use of tobacco products by employees in all HRA office and maintenance spaces, in all HRA vehicles, on all HRA grounds and in the common areas of all HRA owned and managed properties. The HRA prohibits the smoking of any substance within such spaces. Smoking includes lighting, smoking, or carrying a lighted cigarette, cigar, pipe, e-cigarette, and other electronic smoke devices. This list is illustrative only and not exhaustive

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Office Closing
Section: Employee Relations
Number: Policies
06.09

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 10-01-06
Date Revised: 03-27-24

From time to time, it may be necessary to close the HRA offices due to inclement weather, power outages, or other hazardous conditions. Similarly, employees may be prevented from reporting to -work due to these conditions.

Every effort will be made to keep the offices open as scheduled. Operations will close when the Executive Director determines that conditions exist which make travel in the area dangerous or the physical status of the office facility is unable to support continued operations. If there is an office closing, it will be announced within one hour prior to the HRA's regular starting time via email and/or text. In addition, the Executive Director will notify all ~~Department Directors~~Supervisors, who will, in turn, attempt to notify the affected employees in their department.

When- HRA offices are closed by the Executive Director, employees -will be paid for the hours they- are regularly scheduled to work.

In the event that HRA offices are closed, HRA maintenance personnel will be required to report to -their assigned sites and will be paid for hours worked.

In the event that employees are unable to report to work due to weather or emergency conditions when the office is open, employees must call and notify their Supervisor as soon as possible. If the employee reaches the Supervisor's voice mail and is not able to speak to the Supervisor directly, the employee should leave the Supervisor a voice message and then transfer to the receptionist desk to speak to the individual who answers the phone in person to inform them of their absence or late arrival. This time will be charged against the employee's accrued paid leave or taken without pay.

The safety of HRA employees is the most important concern; therefore, employees are urged to use their best judgment in determining if it is appropriate to come to work or leave work without concern that management will question that judgment.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Employee Records
Section: Employee Relations Policies
Number: 06.10

Page 1 of 2
Date Issued: 7-01-99
Date Revised: 3-01-02
Date Revised: 10-01-06
Date Revised: 03-27-24

The HRA believes in respecting the rights and dignity of each individual in the organization and in the protection of the individual's right to privacy. At the same time, a balance must be struck between the employee's right to privacy and the organization's legitimate need for employee information. Therefore, the HRA's policies in regards to the collection, use, access, dissemination, and confidentiality of employee or applicant information will be as follows:

1. The HRA will request and retain only that information required for business and legal purposes.
2. Information from employee files will not be released to outside sources without written approval of the employee. Exceptions are limited to simple employment verification and compliance with legal requirements.
3. ~~Written~~Writing letters of recommendation for an employee or former employee ~~are~~is not allowed ~~and may not be issued using company time, materials or letterhead, or utilizing personal time, materials or letterhead.~~ Written or oral communications are to include only the position held and the dates of employment.
4. Access to employee files is prohibited to other employees except to those authorized by the Executive Director on a need-to-know basis. If an employee posts for another HRA position, the ~~Director of the department with the opening or the supervisor~~Supervisor of the open position may review the portion of the employee file of the posting employee that includes information related to educational background, experience, licenses, certifications, and performance but not the portions of the employee's file that contains information related to benefits, health or any other non-performance related information. The acceptable portion of the file must be reviewed in the presence of ~~a representative of the human resources department~~the Administrative Services Manager.
5. Employees may review their own files upon making a written request. Such a request must be submitted to the Executive Director or Administrative Services Manager. The file will then be made available to the employee as soon as possible but no longer than seven ~~working~~ days. Files must be reviewed in the presence of ~~a designated representative of the Human Resources department~~the Administrative Services Manager and may not be removed from the HRA premises. Employees may not ~~alter, delete, remove, or add to~~ personnel ~~records record~~ in any way. However, ~~if~~ an employee disagrees with parts of the personnel record, the HRA and employee may agree to remove or revise the information from the file. If there is no such agreement, the employee may provide a written statement explaining the employee's position and such a statement must then be included in the personnel records. The employee's statement may not exceed five 5 pages.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Employee Records
Section: Employee Relations **Policies**
Number: 06.10

Page 2 of 2

6. The review or copying of an employee's personnel file upon request will comply with Minn. Stat. § 181.960. Employees are not necessarily entitled to access the full contents of their personnel file. The HRA will provide access to those documents required by statute.

6-7. Employees may also **make a written** request **for** copies of their personnel records ~~which the HRA will provide.~~ The HRA will not charge the employee for one copy; any duplicate copies will ~~be~~ charged a reasonable fee for copying, compiling, and mailing such records.

7. The HRA will also provide copies of personnel records to former employees **once per year for as long as record are maintained,** upon written

8. request ~~from the former employee.~~ The HRA ~~will~~ not charge the former employee for one copy; any duplicate copies will be charged a reasonable fee for copying, compiling, and mailing such records.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Substance Abuse/Drug-Free Workplace
Section: Employee Relations Policies
Number: 06.11

Page 4 of 2
Date Issued: 7-01-99
Date Revised: 7-11-01
Date Revised: 8-23-23

The HRA recognizes that substance abuse and drugs in the workplace can create health and safety problems for all employees and clients and must be addressed. Therefore, it is the policy of the HRA that:

1. The unlawful manufacture, distribution, dispensing, possession, use of a controlled substance or being under the influence of a controlled substance is prohibited in all HRA office and maintenance spaces, in all HRA vehicles, while operating HRA machinery or equipment, while on all HRA grounds and in the common areas of all HRA owned and managed properties, or during scheduled work hours- or at any time when an employee is conducting the work of the HRA.

1. The HRA is a federal grant recipient, and, therefore, is required to abide by the requirements of federal law under the Drug-Free Workplace Act, codified at 41 U.S.C. § 8101 et seq. Marijuana is a controlled substance under federal law and so is included within the term "drug" for purposes of HRA policy and is a prohibited substance under this policy.

Further, possession, use of or being under the influence of alcohol in all HRA office and maintenance spaces, in all HRA vehicles, while operating HRA machinery or equipment, while on all HRA grounds and in the common areas of all HRA owned and managed properties, or during scheduled work hours, or any time when an employee is conducting the work of the HRA, is prohibited.

2. Each HRA employee will be notified that as a condition of employment, the employee is required to:

- a. Abide by the HRA's Substance Abuse/Drug-free Workplace policy; and
- b. Immediately notify the HRA of any criminal drug statute conviction (including a plea of no contest) for a violation that occurred in the workplace or loss of driver's license where a license is required to perform the duties of the individual's position.

3. The HRA will take one of the following actions within 30 calendar days of receiving notice of the such a conviction:

- a. Take appropriate disciplinary action against the employee; and/or
- b. Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved by a federal, state or local health or law enforcement agency. Upon successful completion of this program, the employee may be entitled to return to HRA employment; and/or

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St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual

Topic: Substance Abuse/Drug-Free Workplace
Section: Employee Relations Policies
Number: 06.11

Page 2 of 2

c. ~~Determine any required~~ job restrictions that may be required because of loss of license if termination of the employee is not appropriate.

4. The HRA employees, through the employee orientation and personnel manual, are made aware of the HRA's policy of maintaining a drug-free workplace and the disciplinary actions that may be taken for violations.

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St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual

Topic: Substance Abuse/Drug-Free Workplace
Section: Employee Relations
Number: 06.14

Page 3 of 2

5. The health plan offered to employees through the HRA provides substance abuse treatment programs.
6. For programs established under state or federal grants, the HRA agrees to abide by the requirements of the grants and/or federal grants that fund its programs and expects all employees to understand their obligation to do the same.

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St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual

Topic: Fitness for Duty/Investigative Medical Examinations
Section: Employee Relations Policies
Number: 06.12

Page: 1 of 2
Date Issued: 7-01-99
Date Revised: 8-23-23

Determining a Need for Medical Examination:

- A. Occasionally a situation occurs where a Supervisor ~~or Department Director~~ believes it is necessary to direct an employee to undergo a medical examination at departmental expense to either:

1. determine whether an employee with a known medical problem can safely perform ~~his/her/their~~ essential job-related duties without endangering ~~his/her/their~~ safety or the safety of others; or
2. determine whether or not an employee with a documented performance problem has a physical problem which is interfering with the performance of ~~his/her/their~~ essential job-related duties.

Should the situation arise where it appears that an employee cannot safely perform ~~his/her/their~~ essential job-related duties, the employee should be removed from those duties immediately. The ~~Department Director~~Supervisor may wish to temporarily assign the employee other duties which appear to entail less risk. However, if the ~~Department Director~~Supervisor does not have other duties for the employee to perform, or is not sure that the employee can perform the other duties safely, the employee can be and should be sent home. The ~~Department Director~~Supervisor should notify the Executive Director immediately upon sending the employee home.

- B. When a Supervisor ~~or Department Director~~ believes a situation exists where referral of an employee for a medical examination might be appropriate, they should contact the Executive Director. The Executive Director will work with the ~~Department Director~~Supervisor to determine whether the situation would warrant such a referral, what type of specialist and which specialist to use, and work with the ~~Department Director~~Supervisor to identify affected job functions of the employee when necessary.

- C. If a ~~Department Director~~Supervisor believes an employee has a medical condition which may be interfering with ~~his/her/their~~ work performance or preventing the employee from returning to work, the ~~Department Director~~Supervisor should first encourage the employee to seek medical advice.

- D. Payment for employee medical examinations can only be made for management-directed examinations which have the PRIOR, written approval of the Executive Director.

- E. ~~Department Directors~~Supervisors may be authorized under this policy to direct an employee to have a medical examination. This directive never applies to treatment. If the medical examination indicates the employee has a condition which requires treatment, it is the responsibility of the employee to obtain and pay for such treatment (which may be reimbursable under employee insurance).

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St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual

Topic: Fitness for Duty/Investigative Medical Examinations Page 2 of 2
Section: Employee Relations 06.12 Policies
Number: 06.12

F. Such medical examinations are not for work related illnesses or injuries, as these are covered by Workers' Compensation. However, there may be instances when a Workers' Compensation claim has been rejected, and an examination is needed to protect the Department (i.e., to obtain a medical report which indicates the employee can perform his/her/their duties safely).

G. When referral of an employee for a medical examination is approved, the Department Director/Supervisor will:

1. notify the employee of the required referral in writing, including the time, date, and location of the office of the specialist;
2. inform (and confirm in writing) the medical specialist of the problem(s), how to bill the HRA, and to whom the report is to be sent.
3. obtain written consent of the employee for the medical examination to be conducted.

H. If an employee indicates he/she has/they have a medical problem, it is incumbent upon the employee to obtain a medical examination and any medical treatment that is necessary. Department Directors/Supervisors will not be authorized to pay for such examinations.

Any required examination or documentation, for this purpose, will be limited to determining whether the employee is capable of performing his/her/their essential job-related duties in a manner that is safe for themselves and others.

Any medical information obtained because of this policy will be maintained in separate from the employee's personnel file, and will be treated as confidential information that is not shared with anyone other than the employee, upon request, and on a "need to know basis" as permitted or required by law.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Employee Discipline
Section: Employee Relations Policies
Number: 06.13

Page 1 of 4
Date Issued: 7-01-99
Date Revised: 10-01-06
Date Revised: 03-27-24

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In order to facilitate orderly and efficient operations, the HRA feels it is necessary to establish ~~and adhere to~~ certain policies, procedures, rules and regulations. The HRA reserves maximum discretion in interpreting and administering these disciplinary provisions.

Listed at the end of this policy, on the "Outline of Disciplinary Action", are some of the inappropriate behaviors which are seen to be contradictory to the best interests of the HRA and its employees. Also included in that outline is the disciplinary action which ~~should be taken~~ is generally considered to be the appropriate discipline for the offense indicated. This list is not all-inclusive, but is included to provide assurance that all employees will be treated fairly and given reasonable consideration. ~~Each~~ However, each case will be considered on its own merit in relation to these standards and the individual circumstances. The HRA reserves full discretion to take disciplinary action it deems appropriate for any offense or violation of the Policies and is not obligated to adhere to the Outline of Disciplinary Action where the HRA determines other disciplinary action is appropriate for the given offense based on the circumstances.

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Documentation of all disciplinary action is mandatory. ~~When any of the disciplinary steps outlined below are initiated, the proper forms~~ Documentation must be ~~completed in their entirety and~~ promptly filed in the employee's personnel file.

~~The employee's signature on the form indicates acknowledgment that he/she has been made aware of the disciplinary action and that the situation has been discussed with them.~~

Disciplinary Procedure:

1. When the Supervisor ~~and/or Department Director~~ becomes aware of an infraction of policies, procedures, rules or regulations, ~~he/she/they~~ should discuss the concern with the employee in question.
2. After discussion with the employee in question, the Supervisor ~~and/or Department Director~~ should make a determination as to whether there has in fact been an infraction of policies, procedures, rules or regulations. The Supervisor ~~and/or Department Director~~ should then consult the Outline of Disciplinary Action at the end of this policy for assistance in determination of the proper disciplinary action. Determination of the length of ~~a~~ any suspension should be made in cooperation with the ~~Department Director~~ Supervisor and Executive Director.
3. Once the proper disciplinary action has been determined, the Supervisor ~~and/or Department Director~~ should initiate that action as soon as possible after the infraction. When initiating the proper disciplinary action, the Supervisor ~~and/or Department Director~~ should complete the ~~appropriate Disciplinary Documentation~~ Performance Form. The original ~~Disciplinary Documentation~~ Performance Form must be completed and filed in the employee's file.
4. ~~If the same disciplinary action has taken place relative to a similar offense within the last two months or if the same disciplinary action has been administered twice previously for the same offense, the Supervisor and/or Department Director will administer the next step in the disciplinary action sequence. No~~ A previous infraction which is more than two years old will ~~will~~ shall be given limited weight but may be considered ~~and will not remain in the personnel file for more than two years.~~

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Employee Discipline
Section: Employee Relations Policies
Number: 06.13

Page 2 of 4

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Sequence of Disciplinary Actions:

1. First Warning: When an infraction occurs that requires a first warning, it will result in an oral warning and ~~an Employee Disciplinary Performance~~ Form being placed in the ~~offending employee's~~ personnel file. If another offense or infraction occurs, or if the employee does not improve in the deficient area within two months of the infraction, the second step of the Disciplinary Procedure will be initiated.
2. Written Warning: When an infraction occurs that requires a written warning, it will result in the written warning being placed in the offending employee's personnel file, as well as completion of the Performance Form. If another offense or infraction occurs, or if the employee does not improve in the deficient area within two months of the infraction, the third step of the Disciplinary Procedure will be initiated (one-~~to~~-ten day suspension).

No employee will receive a pay increase of any type for a two-month period following the issuance of ~~this written~~ warning without the approval of the Supervisor ~~or Department Director~~. Pay increases that ordinarily would have occurred during the two-month period will begin ~~at the beginning of the first payroll period following the two-month period assuming no other offense or infraction occurs and the employee improves in the deficient area.~~

3. Suspension: When an infraction occurs that requires a suspension without pay, the employee's Supervisor ~~and/or Department Director~~ will notify the employee of the beginning and ending date of the suspension. ~~An Employee Disciplinary A Performance Form, Suspension Without Pay~~ will be completed and placed in the offending employee's personnel file. If another offense ~~or~~ infraction occurs, or if the employee does not improve in the deficient area within two months of the infraction, dismissal will result. No employee will receive a pay increase of any type for a two-month period following ~~the issuance of this warning a suspension~~. Pay increases that ordinarily would have occurred during the two-month period will begin at the beginning of the first payroll period following the two-month period ~~assuming no other offense or infraction occurs and the employee improves in the deficient area~~. Benefits will continue.

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For drug & alcohol related offenses: Within 24 hours an employee being suspended, a conference will be held between the employee, Supervisor, Administrative Services Manager, and Executive Director. If the employee is willing to accept assistance with their problem (i.e. alcohol or drug assessment), a Leave of Absence may be arranged otherwise dismissal will be enforced.

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4. Dismissal: In the event an infraction occurs that requires a dismissal, the employee's Supervisor ~~and/or Department Director and~~ the Executive Director will review the incident. Following the review, ~~if it was determined that the employee is to be dismissed~~, the Supervisor ~~and/or Department Director~~ will notify the employee ~~if of~~ the dismissal ~~is justified~~. The Supervisor ~~and/or Department Director~~ will notify the employee of their dismissal date. ~~An Employee Disciplinary A Performance Form, Dismissal~~ will be
4. placed in the offending employee's personnel file, and a Change of Status form must also be completed.

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St. Cloud Housing and Redevelopment Authority Personnel Policy Manual

Topic: Employee Discipline
Section: Employee Relations Policies
Number 06.13

Page 3 of 4

OUTLINE OF DISCIPLINARY ACTION

TYPE OF OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
ATTENDANCE PROBLEMS:				
Unexcused absence	First Warning	Written Warning	Suspension	Dismissal
Chronic absenteeism	First Warning	Written Warning	Suspension	Dismissal
Unexcused/excessive lateness	First Warning	Written Warning	Suspension	Dismissal
ON-THE JOB BEHAVIOR PROBLEMS-:				
Drinking on the job or on HRA premises	Suspension/Dismissal	Dismissal		
Under the influence of drugs, chemicals or alcohol	Suspension/Dismissal	Dismissal		
Insubordination	Written Warning	Suspension	Dismissal	
Disruptive behavior	First Warning	Written Warning	Suspension	Dismissal
Unsafe behavior	Suspension/Dismissal			
Distracting other employees while they are working	First Warning	Written Warning	Suspension	Dismissal
Failure to report injuries or accidents	First Warning	Written Warning	Suspension	Dismissal
Carelessness	Written Warning	Suspension	Dismissal	
Failure to maintain a clean work area	First Warning	Written Warning	Suspension	Dismissal
Abusive or threatening language to fellow employees or clients	Suspension	Dismissal		
Physical abuse of fellow employees or clients	Dismissal			
Inappropriate behavior toward fellow employees or clients, etc.	First Warning	Written Warning	Suspension	Dismissal
Smoking in non-smoking areas	Written Warning	Suspension	Dismissal	Dismissal
Sexual harassment of another employee	Suspension	Dismissal		

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Employee Discipline
Section: Employee Relations [Policies](#)
Number: 06.13

Page 4 of 4

TYPE OF OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
Possession of illegal drugs	Suspension/Dismissal	Dismissal		
Negative or derogatory comments about HRA, programs, management, or clients	First Warning	Written Warning	Suspension	Dismissal
Failure to use seat belts while in HRA vehicles	First Warning	Written Warning	Suspension	Dismissal

DISHONESTY AND RELATED PROBLEMS

Theft	Dismissal			
Falsifying employment application	Dismissal			
Willful damage to HRA property	Dismissal			
Deliberately falsifying work records	Dismissal			
Divulging confidential information	Dismissal			
Violation of Ethics Policy	Written Warning	Dismissal		
Use of HRA mail for personal purposes	Written Warning	Suspension	Dismissal	

OTHER PROBLEMS-OUTSIDE ACTIVITIES

Unauthorized solicitation or distribution of literature	Written Warning	Suspension	Dismissal	
Unauthorized strike activity	Dismissal			
Loss of drivers license in positions which require driving	Dismissal			
Incompatible activities	Written Warning	Suspension	Dismissal	
Unauthorized use or abuse of HRA telephone, cellular phone or Internet	First Warning	Written Warning	Suspension	Dismissal
Conviction of drug-related offense	Suspension	Dismissal		
Conducting personal business while at work	Written Warning	Suspension	Dismissal	

NOTE: IT SHOULD BE UNDERSTOOD THAT THIS LIST IS NOT INTENDED TO BE ALL-INCLUSIVE AND THE HRA RETAINS FULL DISCRETION TO IMPLEMENT ANY DISCIPLINE FOR ANY OFFENSE AS IT DEEMS APPROPRIATE UNDER THE FACTS AND CIRCUMSTANCES.

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St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual

~~Note: It should be noted that this list is not intended to be all inclusive.~~

~~Within 24 hours an employee being suspended, a conference will be held between the employee, Department Director, Human Resources Consultant and Executive Director. If the employee is willing to accept assistance with his/her problem (i.e. alcohol or drug assessment), a Leave of Absence can be arranged; if the employee refuses assistance, dismissal will be enforced.~~

EMPLOYEE PERFORMANCE FORM

Employee Name: _____ Job Title: _____
Hire Date: _____ Manager/Supervisor: _____

Key: A=Accomplishment D=Development C=Coaching

Category of Performance Report (based on above key): _____

Description of Event/Action: (Include date of event, names of witnesses, location, specific observations, facts, etc.)

Discussed with Employee: Yes / No (circle one) Date of discussion: _____

If Yes, Employee's Comments:

Status /Follow-up/Comments:

Date by which improvement must take place (two months from date of infraction): _____

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

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St. Cloud Housing and Redevelopment Authority

If another offense or infraction occurs, or if the employee does not improve in the deficient area within two months of the infraction, the second step of the Disciplinary Procedure will be initiated or further disciplinary action as appropriate.

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St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual

Topic: Health Issues
Section: Employee Relations
Number: Policies 06.14

Page 1 of 2
Date Issued: 7-01-99
Date Revised: 7-11-01
Date Revised: 10-01-06

It is the nature of the day-to-day operations of the HRA that employees will deal with the general public as well as co-workers. It is possible that a situation could present itself that might require a staff member to make decisions regarding certain health risks.

It is the intent of the HRA to protect its workers from the risk of exposure to potentially infectious materials (OPIM). These OPIM's also relate to bloodborne pathogens (BBP's), human immunodeficiency virus (HIV), hepatitis B virus and any other human body fluids.

If you are exposed to a potentially infectious material take safety precautions to eliminate or minimize the exposure. These safety precautions include isolating or blocking off the area, use of personal protective gloves and/or protective eyewear, utilization of the HRA provided spill kits, completely washing hands and other potentially contaminated skin liberally with soap and water and carefully disposing of any materials used in the clean-up. Spill kits and gloves are located in the reception area -of the HRA office. They are also available offsite in the large apartment complexes and in HRA vehicles.

Your ~~Department Director~~Supervisor must be notified immediately if you have had an exposure incident. Any injuries must be reported within 24 hours on a first report of injury form.

If you feel that you are have been exposed to other health issues such as lice, fleas, or vomit, discuss the situation and your concerns with your ~~supervisor~~Supervisor as soon as possible.

Bloodborne Pathogens Standard

It is the intent of the HRA to be in compliance with all requirements of the Bloodborne Pathogens Standard as administered by OSHA and to implement the procedures necessary to ensure that HRA employees are aware of possibilities of bloodborne exposure and methods to protect themselves.

Copies of "The Standard", OSHA Regulations, training materials, HIV/HPV information, and exposure report forms are available in the HRA office.

A copy of the Bloodborne Pathogens Exposure Control Plan will be kept at all times along with the First Aid Kit in the Receptionist' area as well as on the shared drive of the computer system.

Hepatitis B Vaccine

Employees of the HRA are at minimal risk to exposure to the Hepatitis B virus. Employees are offered the vaccine at no cost to them if they so wish to have it. If an employee does not receive a preventive hepatitis B vaccination and is exposed to hepatitis B, vaccination after exposure should be received.

Employees of the HRA should contact their immediate Supervisor, before the end of their work shift, if they should experience an exposure incident.

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~~St. Cloud Housing and Redevelopment Authority~~

**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Health Issues Page 2 of 2
Section: Employee Relations
Number 06.14

~~Vaccination services will be made available at a reasonable time and place during work time and will be performed by or under the supervision of a licensed health care provider. Transportation will be paid for by the HRA. The HRA will pay co-pay for employee out-of-pocket expense.~~

~~Employees who decline the HPV vaccine must sign a waiver.~~

Topic: Health Issues Page 2 of 2
Section: Employee Relations Policies
Number 06.14

~~Vaccination services will be made available at a reasonable time and place during work time and will be performed by or under the supervision of a licensed health care provider. Transportation will be paid for by the HRA. The HRA will pay co-pay for employee out-of-pocket expense.~~

~~Employees who decline the HBV vaccine must sign a waiver.~~

St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual

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Topic: Affirmative Action Plan
Section: Employee Relations
Number: 06.15

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 10-01-06

~~It is the policy and intent of the HRA to implement effective affirmative action employment programs and to assure all persons full and equal opportunity in employment. This policy also prohibits discrimination, except when based on a bona fide occupational qualification, because of race, color, creed, religion, national origin, political affiliation, disability, marital status, status with regard to public assistance, age, sex, sexual orientation, or membership on local Human Rights Commission, in all of the HRA's personnel practices and operations.~~

~~The HRA will take Affirmative Action to ensure that all employment practices are free of discrimination. Such employment practices include, but are not limited to the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training.~~

Topic: Affirmative Action Plan
Section: Employee Relations Policies
Number: 06.15

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 10-01-06
Date Revised: 03-27-24

It is the policy and intent of the HRA to implement effective affirmative action employment programs and to assure all persons full and equal opportunity in employment. This policy also prohibits discrimination on the basis of any characteristic protected under federal, state, or local law, except when based on a bona fide occupational qualification, including race, color, creed, religion, national origin, ancestry, ethnicity, citizenship, political affiliation, disability, marital status, status with regard to public assistance, service in the uniformed services, age, sex, gender, sexual orientation, genetic information, or membership on local Human Rights Commission, in all of the HRA's personnel practices and operations.

The HRA will take Affirmative Action to ensure that all employment practices are free of discrimination. Such employment practices include, but are not limited to, the following: hiring, promoting, demoting, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Sexual Harassment
Section: Employee Relations
Number: 06.16

Page 1 of 2
Date Issued: 7-01-99
Date Revised: 10-01-06

~~The HRA is committed to maintaining a work environment free from all forms of sexual harassment. Sexual harassment of HRA employees and its clients is strictly prohibited and WILL NOT BE TOLERATED. An act of reprisal for making a complaint of sexual harassment is equally prohibitive and will not be tolerated.~~

~~It is the policy of the HRA that any unwelcome sexual advance, request for sexual favor, and other verbal or physical conduct of a sexual nature, or communication whether written, verbal or by gestures of a sexual nature constitutes sexual harassment when:~~

- ~~1. Submission to such conduct or communication is made, either explicitly or implicitly, as a term or condition of employment;~~
- ~~2. Submission to, or rejection of, such conduct or communication is used as a factor in any employment decision affecting any individual; or~~
- ~~3. Such conduct or communication has the purpose or effect of unreasonably interfering with any employee's work performance or creating an intimidating, hostile or offensive working environment.~~

~~Sexual harassment is a serious offense and will not be tolerated. Likewise, retaliation against an employee who makes a charge of sexual harassment will not be tolerated.~~

~~It is a separate violation of this policy and the Minnesota Human Rights Act to engage in any act of reprisal against a person who has made or supported a claim of sexual harassment.~~

~~Anyone found guilty of sexual harassment or retaliation will meet with appropriate sanctions, which may include suspension without pay and/or dismissal.~~

~~All employees are equally responsible and accountable for maintaining a workplace that respects the dignity and rights of their co-workers and the clients they serve. Employees are encouraged to be supportive of one another and sensitive to remarks and actions that can be personally harmful and/or disruptive to others in the workplace.~~

~~It is the obligation of the Executive Director, Department Directors and other supervisory personnel to ensure that unlawful sexual harassment does not occur in the workplace. The investigation of all such complaints filed under this policy will be performed by the Human Resources Consultant and/or Executive Director. All HRA staff involved in any such investigation must cooperate fully with the investigation.~~

Topic: Sexual Harassment
Section: Employee Relations Policies
Number: 06.16

Page 1 of 2
Date Issued: 7-01-99
Date Revised: 10-01-06
Dated Revised: 03-27-24

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

The HRA is committed to maintaining a work environment free from all forms of sexual harassment. Sexual harassment of HRA employees and its clients is strictly prohibited and WILL NOT BE TOLERATED. An act of reprisal for making a complaint of sexual harassment is equally prohibited and will not be tolerated.

It is the policy of the HRA that any unwelcome sexual advance, request for sexual favor, and other verbal or physical conduct of a sexual nature or pertaining to an individual's sex or gender, or communication whether written, verbal or by gestures of a sexual nature constitutes sexual harassment when:

1. Submission to such advance, request, conduct or communication is made, either explicitly or implicitly, as a term or condition of employment;
2. Submission to, or rejection of, such advance, request, conduct or communication is used as a factor in any employment decision affecting any individual; or
3. Such advance, request, conduct or communication has the purpose or effect of substantially or unreasonably interfering with any employee's work performance by creating an intimidating, hostile or offensive working environment.

Sexual harassment is a serious offense and will not be tolerated. Likewise, retaliation against an employee who makes a charge of sexual harassment will not be tolerated. The HRA strictly prohibits any form of discipline, reprisal, intimidation, or retaliation for good faith reporting of incidents of harassment, pursuing a harassment claim, or cooperating in a related investigation.

It is a separate violation of this policy and the Minnesota Human Rights Act to engage in any act of reprisal against a person who has made or supported a claim of sexual harassment.

Anyone found guilty of sexual harassment or retaliation will be met with appropriate sanctions, which may include suspension without pay and/or dismissal.

All employees are equally responsible and accountable for maintaining a workplace that respects the dignity and rights of their co-workers and the clients they serve. Employees are encouraged to be supportive of one another and sensitive to remarks and actions that can be personally harmful and/or disruptive to others in the workplace.

It is the obligation of the Executive Director, Supervisors and other supervisory personnel to ensure that unlawful sexual harassment does not occur in the workplace. The investigation of all such complaints filed under this policy will be performed by the Administrative Services Manager and/or Executive Director. All HRA staff involved in any such investigation must cooperate fully with the investigation.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

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Topic: Sexual Harassment
Section: Employee Relations
Number: 06.16

Page 2 of 2

~~If you believe that you have been the victim of sexual harassment, take the following steps immediately:~~

- ~~1. Discuss the matter with your supervisor.~~
- ~~2. If you believe your supervisor to be the source of, or a party to, the sexual harassment, talk to the Human Resources Consultant or the Executive Director.~~
- ~~3. If you believe the Executive Director to be the source of, or a party to, the sexual harassment, talk to the Human Resources Consultant or the Chair of the HRA Board of Commissioners.~~

~~The St. Cloud HRA will investigate and attempt to resolve your complaint promptly. If, for any reason, you believe this has not occurred within a reasonable period of time, refer the problem to the Chair of the HRA Board of Commissioners.~~

~~The victim should state with specificity in writing, the contents of the remarks, or other action which constitutes the alleged sexual harassment. The supervisor will then inform the Human Resources Consultant, or Executive Director to initiate an investigation. Any complaints concerning sexual harassment will be handled in strict confidence with those involved, which may include the charging party, accused party and supervisors. Violation of this confidentiality requirement may result in personal liability and/or disciplinary action, including dismissal.~~

Topic: Sexual Harassment
Section: Employee Relations Policies
Number: 06.16

Page 2 of 2

If you believe that you have been the victim of sexual harassment or conduct that violates this policy or you witness any such conduct, take the following steps immediately:

1. Discuss the matter with your Supervisor. The Supervisor will inform the Administrative Services Manager or Executive Director to initiate an investigation.
2. If you believe your Supervisor to be the source of, or a party to, the sexual harassment, talk to the Administrative Services Manager or the Executive Director.
3. If you believe the Executive Director to be the source of, or a party to, the sexual harassment, talk to the Administrative Services Manager or the Chair of the HRA Board of Commissioners.

You should be as detailed as possible in discussion and make a written report, including names of individuals involved, witnesses, dates, places, the remarks or actions which constitute the alleged violation. Any complaints concerning sexual harassment will be handled in strict confidence with those involved, which may include the charging party, accused party and Supervisors. Violation of this confidentiality requirement may result in personal liability and/or disciplinary action, including dismissal.

The HRA will investigate and attempt to resolve your complaint promptly. If, for any reason, you believe this has not occurred within a reasonable period of time, refer the problem to the Chair of the HRA Board of Commissioners.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Offensive Behavior/Harassment/Discrimination
Section: Employee Relations Policies
Number: 06.17

Page 1 of 2
Date Issued: 7-01-99
Date Revised: 7-11-01
Date Revised: 10-01-06
Date Revised: 03-27-24

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The HRA is committed to providing a work environment that is free of offensive behavior including harassment, and discrimination. Employees, at all times, should treat other employees respectfully and with dignity. Harassment ~~of any kind~~ towards any other employee or client will not be tolerated. Harassment that is based upon a person's race, color, religion, gender, national origin, ancestry, citizenship, age, disability, creed, marital status, family status, genetic information, service in the uniformed services, status with regard to public assistance, membership on a local human rights commission, sex, gender, or sexual orientation, is unlawful under federal and/or state law, and ~~will not be tolerated~~ is strictly prohibited.

Harassment is verbal or physical conduct that ~~annoys~~, denigrates or shows hostility or aversion toward an individual. ~~Harassment becomes discriminatory if it is because of an individual's race, color, religion, gender, national origin, age, disability, creed, marital status, status with regard to public assistance, characteristic protected under federal, state, or sexual orientation local law, including those specifically referenced above, or that of an individual's relatives, friends, or associates, and that harassment or discrimination:~~

1. has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
2. has the purpose or effect of significantly or unreasonably interfering with an individual's work performance; or
3. otherwise adversely affects an individual's employment opportunities

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Harassment, offensive behavior or discrimination towards other employees or clients will not be tolerated and will be dealt with immediately.

~~Harassment~~ Conduct prohibited by this policy includes, **but is not limited to**, the following:

1. ~~1. continued~~ taunting, ~~joking,~~ negative comments, and/or annoying behavior directed at another, ~~that generally serves no purpose other than to annoy, intimidate, humiliate, threaten, or cause distress;~~
2. ~~Harassment becomes discriminatory when such behavior listed above is directed at an individual because of their race, color, religion, gender, national origin, age, disability, creed, marital status, status with regard to public assistance, membership on a local human rights commission or sexual orientation.~~ epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to a protected characteristic;
3. written or graphic material that denigrates or shows hostility or aversion toward an individual or a group because of a protected characteristic, that is placed on walls, bulletin boards, or elsewhere on the HRA premises, or circulated in the workplace.

The HRA is unable to respond to an employee's concern about harassment, offensive behavior or discrimination if employees do not inform the HRA that such behavior has occurred or is occurring.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Therefore, any employee who believes that they are the victim of offensive behavior or that an employee is engaging in behavior that violates this policy, they should bring the matter to the attention of the HRA immediately.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Offensive
Section: Behavior/Harassment/Discrim
Number: ination/Disability
Accommodations Employee
Relations Policies
06.4718

Page 21 of 21
Date Issued: 7-01-99
Date Revised: 10-01-06
Date Revised: 03-27-24

Discrimination includes, but is not limited to, the following:

1. epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, national origin, age, disability, creed, marital status, status with regard to public assistance, membership on a local human rights commission, or sexual orientation;
2. written or graphic material that denigrates or shows hostility or aversion toward an individual or a group because of race, color, religion, gender, national origin, age, disability, creed, marital status, status with regard to public assistance, membership on a local human rights commission, or sexual orientation, that is placed on walls, bulletin boards, or elsewhere on the HRA premises, or circulated in the workplace.

The HRA is unable to respond to an employee's concern about harassment, offensive behavior or discrimination if the employees do not inform the HRA that such behavior has occurred or is occurring. Therefore, any employee who believes that he/she is the victim of offensive behavior should bring the matter to the attention of the HRA immediately.

If you believe you have been harassed and/or discriminated against, or have observed another employee being harassed or discriminated against by a co-worker, supervisor, customer, or agent of the HRA, you should promptly report the facts and names of the individuals involved in writing to your supervisor. If you believe your supervisor to be the source of, or a party to, the harassment or discrimination, talk to the Human Resources Consultant or the Executive Director. If you believe the Executive Director to be the source of, or a party to, the offensive behavior, harassment or discrimination, talk to the Human Resources Consultant or the Chair of the HRA Board of Commissioners.

The HRA Human Resource Consultant or the Executive Director, will promptly investigate and attempt to resolve all such complaints. If, for any reason, you believe that this has not occurred within a reasonable period of time, refer the problem to the Chair of the HRA Board of Commissioners.

In compliance with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, the HRA promotes a workplace environment for employees and applicants free from unlawful discrimination, either directly or indirectly, on the basis of an individual's disability. Every reasonable effort will be made to provide an accessible work environment and additional accommodations, including auxiliary aids and services, to allow a qualified applicant or employee to perform the essential functions of a job. Employment practices (e.g. hiring, training, testing, transfer, promotion, compensation, benefits, termination, etc.) will be administered in such a manner as to not promote discrimination of disabled employees. Reasonable accommodation will be provided upon request during the application/interview process. An accommodation is not reasonable if it would create an undue hardship on the HRA.

It is the responsibility of each employee of the HRA to uphold this policy and to acknowledge and protect the rights that it guarantees.

This policy will be implemented in the following manner:

- a) An employee who believes that they are entitled to reasonable accommodation as the result of disability should notify the Administrative Services Manager at once. The process for

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

providing accommodation includes providing information and documentation that establishes the existence of a disability and a collaborative process to determine whether an accommodation can and should be provided. Any medical information obtained in connection with this process will be kept confidential. In addition to determining whether there is a covered disability the process involves exploring the kind of accommodation the employee needs and what work the employee is capable of doing with that accommodation. The HRA will provide reasonable accommodation provided it will allow the individual to perform the essential functions of the job and the accommodation does not create an undue hardship on the HRA. This process is sometimes called the “interactive process,” because it involves communication and collaboration between employer and employee.

- b) In the event that an employee believes that the agency is denying a request for reasonable accommodation, or otherwise failing to uphold his or her rights, the employee may pursue resolution of their complaints of alleged discrimination with their Supervisor pursuant to the Conflict and Concern Resolution procedure.

The HRA will not condone retaliation against any employee who reports possible harassment or Executive Director will be responsible to assure that the HRA fully complies with all of its responsibilities under the ADA and Minnesota Law.

In exercising their right to request an accommodation or to express an allegation of discrimination or assists with complaint against unlawful practices, individuals will be free from retaliation, reprisals, or threats of reprisals because they made a request, charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under this policy if they did so in good faith.

In applying this policy, the rights of free speech and association will be accommodated consistently with the intent of this policy.

Nothing in these regulations may be construed as limiting the HRA’s right to take reasonable disciplinary measures which do not discriminate on a basis enumerated in this policy.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Disability Discrimination
Section: Employee Relations
Number: 06.18

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 10-01-06

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In compliance with the Americans with Disabilities Act (ADA) 1990, the HRA promotes a workplace environment for employees and applicants free from unlawful discrimination, either directly or indirectly, on the basis of an individual's disability.

The HRA takes steps to prevent such discrimination from occurring within the HRA including the following areas of opportunity for employment and accessibility to accommodation and facilities. It is the responsibility of each employee of the HRA to uphold this policy and to acknowledge and protect the rights that it guarantees.

This policy will be implemented in the following manner:

- a) An employee who believes that he or she is entitled to reasonable accommodation as the result of disability should notify the human resources consultant at once. The process for providing accommodation includes providing information and documentation that establishes the existence of a disability and a collaborative process to determine whether an accommodation can and should be provided. In addition to determining whether there is a covered disability the process involves exploring the kind of accommodation the employee needs and what work the employee is capable of doing with that accommodation. This process is sometimes called the "interactive process," because it involves communication and collaboration between employer and employee.
- b) In the event that an employee believes that the agency is denying a request for accommodation, or otherwise failing to uphold his or her rights, may pursue resolution of their complaints of alleged discrimination with their Supervisor pursuant to the Conflict and Concern Resolution procedure.

The Executive Director will be responsible to assure that the HRA fully complies with all of its responsibilities under the ADA and Minnesota Law.

In exercising their right to express an allegation of discrimination or complaint against unlawful practices, an employee will be free from retaliation, reprisals, or threats of reprisals because they made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under this policy.

In applying this policy, the rights of free speech and association will be accommodated consistently with the intent of this policy.

Nothing in these regulations may be construed as limiting the HRA's right to take reasonable disciplinary measures which do not discriminate on a basis enumerated in this policy.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Americans With Disabilities Act
Section: Employee Relations
Number: 06.19

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 10-01-06

The St. Cloud HRA does not discriminate in employment on the basis of disability. It is the intent of the St. Cloud HRA to allow disabled employees a bias-free work environment. The St. Cloud HRA, upon request will provide reasonable accommodation in compliance with the Americans With Disabilities Act (ADA).

The St. Cloud HRA has a commitment to ensure equal opportunities for disabled employees. Every reasonable effort will be made to provide an accessible work environment and additional accommodations, including auxiliary aids and services. Employment practices (e.g. hiring, training, testing, transfer, promotion, compensation, benefits, terminations, etc.) will be administered in such a manner as to not promote discrimination of disabled employees.

Recruitment and selection processes will grant equal opportunity to qualified applicants and will not discriminate on the basis of disability. Reasonable accommodation will be provided upon request during the application/interview process.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Expense Reimbursement
Section: Employee Relations **Policies**
Number: 06.~~20~~19

Page 1 of 24
Date Issued: 7-01-99
Date Revised: 3-01-02
Date Revised: 10-01-06
Date Revised: 10-28-15

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During the normal course of business, employees may incur expenses on behalf of the HRA. It is the policy of the HRA to reimburse employees for such expenses if they are reasonable and authorized by the ~~Department Director~~**Supervisor** and the Executive Director and documented with receipts and explanation. An Expense Reimbursement Form must be properly filed in accordance with HRA procedures in order for the employee to receive reimbursement.

Detailed, itemized receipts must be provided for all requests for reimbursement. Receipts must state the establishment or provider and the items received. If possible, the amounts are to be itemized and printed ~~on~~ the receipt. The expense reimbursement request must be signed by the employee. Reimbursements will be for expenses incurred by the employee of the HRA only.

For purposes of determining when a trip 'starts' and when a trip 'ends' for mileage purposes, a trip "starts" when the employee leaves their home, if the employee is not going into the HRA but is starting out from home; OR it starts when the employee leaves the HRA if the trip is beginning from the HRA. The trip "ends" when the employee arrives back home if the trip is ending at their home (that is, the work day is over and the employee is not going back into the HRA) ~~or~~. OR it ends when they arrive back at the HRA (if there are work hours left and they return to the HRA versus home).

Items allowed for Reimbursement:

Personal Auto Usage: Reimbursement for the use of the employee's own vehicle will be made only if ~~prior~~ approval for the vehicle's use has been given by the appropriate ~~Department Director~~**Supervisor**, and documentation that the employee has a valid driver's license and adequate auto insurance is on file. Mileage in excess of the employee's usual commute from home to work will be reimbursed at the prevailing Internal Revenue Service mileage allowance rate.

Parking: Employees using private automobiles for authorized travel will be reimbursed on an actual expense basis for parking. Receipts for such payments must be submitted with the ~~expense~~-reimbursement request.

Lodging: Payment for lodging for employees on HRA business will ~~be made at~~ the prevailing single rates in the community. The ~~Department Director~~**Supervisor** must pre-approve any expense related to an overnight stay on the ~~night~~day prior to the start of a trip.

Meals: It is recognized that under certain circumstances HRA related business will need to be conducted during a normal meal period. However, the employee should attempt to schedule HRA related business during times other than meal times if at all possible. The overall objective is to make prudent use of public funds. ~~Receipts~~Where such scheduling cannot be accomplished, receipts are required for all meal ~~reimbursements~~reimbursement requests, and the nature of the meeting is to be documented on the reimbursement form. Alcoholic beverages are not reimbursable expenses.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Expense Reimbursement
Section: Employee Relations Policies
Number: 06.2019

Page 2 of 24

~~Gratuities: Tips at the standard of 15% on meals are reimbursable. Tips on meals should be noted on the receipt and included as part of the cost of the meal on the expense reimbursement form. Reasonable tips to bellhops, taxi service, etc. are also reimbursable. Tips on taxi service must be noted on the receipt and included as part of the taxi service on the expense reimbursement form. When there is no receipt for the service, such as a bellhop, tips should be listed separately on the expense reimbursement form.~~

The HRA will reimburse qualifying meal expenses to HRA employees under the following circumstances:

1. Conducting HRA business with at least one other non-HRA person during the course of a normal meal period, either in town or out-of-town.
2. Participating in an all-day seminar that does not provide a noon ~~lunch~~meal meal.
3. When attending a seminar or conference, the meals necessary during travel time or upon arrival and up to departure or until return, that are not provided as a part of the ~~registration fee~~registration fee.
4. When HRA staff attendance is required over a meal-period for the exclusive purpose of conducting HRA business.

If meals ARE included in the registration fee for any seminar or conference, and the employee chooses to eat elsewhere, the cost of the same meal obtained elsewhere will not be reimbursed.

The reimbursement per meal while traveling on HRA business will not exceed the amount specified in the "Meals and Incidental Expense (M&IE) Breakdown", which is the federal per diem rate as established by the General Services Administration. This amount can be found at www.gsa.gov. -www.gsa.gov. Click on Per Diem Rates. First, look up the total daily per diem allowed for the geographic location of your trip, and then look up the breakdown per meal based upon that total amount. Employees should determine the maximum per meal allowed prior to the start of a trip.

~~Gratuities: Tips at the standard of 15% on meals are reimbursable. Tips on meals should be noted on the receipt and included as part of the cost of the meal on the expense reimbursement form. Reasonable tips to bellhops, taxi service, etc. are also reimbursable. Tips on taxi service must be noted on the receipt and included as part of the taxi service on the expense reimbursement form. When there is no receipt for the service, such as a bellhop, tips should be listed separately on the expense reimbursement form.~~

Taxi/Bus/Limousine/Airplane: Payment for taxi, bus, or limousine service while on -HRA business- will be made at prevailing rates in the community. It is expected that the employee will utilize the least expensive alternative. Airfare will be authorized for coach class rates, not first class.

Phone Calls: Calls made for HRA business purposes will be allowed. One personal call per day to meet

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: family needs will also be reimbursed while the employee is on HRA business.

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Out-of State Travel for Commissioners

The St. Cloud HRA recognizes that its officials on the Board of Commissioners may at times receive value from traveling out of the state for workshops, conferences, events and other assignments. This policy sets forth the conditions under which such out-of-state travel will be reimbursed by the HRA.

General Guidelines

1. The event, workshop, conference or assignment must be approved in advance by the Board of Commissioners at an open meeting and must include an estimate of the cost of the travel. This approval may include a detailed motion or a resolution.

In evaluating the out-of-state travel request, ~~The~~the Board will consider the following:

- Whether the commissioner will be receiving training on issues relevant to the HRA or to the role as commissioner;
 - Whether the commissioner will be meeting and networking with other elected officials from around the country to exchange ideas on topics of relevance to the HRA;
 - Whether the commissioner will be viewing a facility or function that is similar in nature to the one currently in operation or the purpose is to study the facility and bring back ideas for consideration by the full board;
 - Whether the commissioner has been specifically assigned by the Board to testify on behalf of the HRA at the United States Congress or to otherwise meet with federal officials on behalf of the HRA;
 - Whether the HRA has sufficient funding available in the budget to pay the cost of ~~the trip~~the trip.
2. No reimbursements will be made for attendance at events sponsored or affiliated with political parties.
 3. The HRA may make payments in advance for airfare, lodging and registration if specifically approved by the Board. Otherwise all payments will be made as reimbursements to the commissioner.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Expense Reimbursement Page 2 of 2
Section: Employee Relations
Number: 6.20a

~~Out of State Travel for Commissioners~~

4. The HRA will reimburse commissioners for transportation, lodging, meals, registration and incidental costs using the same procedures, limitations and guidelines outlined in the policy for other employees.

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St. Cloud Housing and Redevelopment Authority

Personnel Policy Manual

Topic: Expense Reimbursement
Section: Employee Relations
Topic: Expense Reimbursement
Section: Employee Relations Policies
Number: 6.19

Page 1 of 2

Date Issued: 1/23/08
Page 4 of 4

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Other Provisions:

1. The HRA will consider on a case-by-case basis the number of commissioners who seek reimbursement to the same event.
2. The HRA will consider on a case-by-case basis paying for commissioners who have announced their intention to resign or have not been reappointed.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Seminar/Conference Reimbursement
Section: Employee Relations Policies
Number: 06.2420

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 3-01-02
Date Revised: 10-01-06

To encourage employees to participate in continuing education, the HRA will reimburse employees for reasonable costs relative to attendance at seminars or conferences that are pertinent to the employee's job. It is suggested that employees attending seminars or conferences will make a report to the ~~Department~~ Director/Supervisor on new information and insights provided by the seminar ~~-or conference-~~ after attending. The ~~time~~ while attending seminars or conferences will be considered hours worked for ~~the employee~~ the employee.

The ~~Department Director/Supervisor~~ and Executive Director must approve all seminars/conferences and related expenses in advance. A Seminar Reimbursement Form must be completed. Travel ~~arrangements~~ should be made by the Administrative Services Manager.

Reimbursable Costs:

- Seminar/conference and registration fees paid for the seminar/conference that the employee satisfactorily completes.
- Mileage or coach class airfare to and from the seminar/conference. (See policy on Expense Reimbursement regarding mileage).
- Meals (See policy on Expense Reimbursement regarding meals).
- Lodging if overnight stay is required (see policy on Expense Reimbursement regarding lodging).

~~A personal phone call per day when the seminar/conference is held out of town.~~

Costs that will not be Reimbursed:

- Entertainment costs while traveling to or from the seminar, while attending the seminar or if offered as part of the seminar/conference fee.
- Any costs for seminars/conferences that employees enroll in and/or travel to, and elect not to attend.
- Any costs that are subject to be paid by an outside agency or source, such as the Veterans Administration "G.I. Bill" or any type of a scholarship.

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St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual

Topic: Tuition Reimbursement
Section: Employee Relations Policies
Number: 06.~~22~~21

Page 1 of ~~3~~1
Date Issued: 7-01-99
Date Revised: 10-01-06

To encourage employees toward continued self-development, the HRA will reimburse employees for undergraduate or graduate courses or enrollment in a degree program which have a direct beneficial relationship to the employee's job duties or the HRA-. An employee desiring to take advantage of this program must have the course work approved by ~~his/her Department Director~~their Supervisor prior to submission of the request to the Executive Director, and prior to enrollment. Factors upon which an employee's eligibility depends include the past work record of the employee, ~~his/her~~their performance ratings, length of service, the relevancy of the course work to the position or HRA, the status of the educational institution and the availability of funds. To qualify for tuition reimbursement, the following conditions must exist.

1. The person must be a regular full-time employee and have ~~completed the~~completed the probationary period.
2. The employee must complete and submit the Tuition Reimbursement Request Form.
3. The course or program being considered must have been approved by the ~~Department Director~~Supervisor and the Executive Director who will ensure agency-wide consistency of reimbursement amounts.
4. The employee must have completed the course with an A, B, C, satisfactory, or passing grade.
5. Course must directly relate to the employee's work or the work of the HRA and be offered by an accredited post-secondary college vocational or specialized school.
6. The maximum amount of tuition reimbursement dollars per employee is \$ 1,500 per HRA fiscal year.
7. Requests must be pre-approved and received by the following deadlines for courses beginning in these months:
 - by December 1 for courses beginning January-May
 - by May 1 for courses beginning June-August
 - by August 1 for courses beginning September-December

~~8.~~ Submitted requests will be *compared to the per-credit cost of a major public university* (e.g. St. Cloud State University) when determining reimbursement amounts and will be reimbursed at an amount up to ~~75%-~~% of the cost. If the employee will be attending a private college and would like special reimbursement

8. consideration, they should include an attachment explaining why that particular educational institution was chosen over a public college or university.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Memberships and Dues
Section: Employee Relations Policies
Number: 06.~~23~~22

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 10-01-06

The HRA encourages the professional development of all employees. In order to facilitate professional development, the HRA will pay memberships and dues for organizations that employees wish to belong to when approved by the Executive Director. The purpose of memberships to various professional organizations must be directly related to the improvement of the functions of the HRA

When memberships can be obtained through an individual membership versus an agency membership at a lesser cost per capita, the former will be used. Upon separation of employment, the individual membership remains with the HRA and will be transferred to another employee as determined by the Executive Director.

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**~~St. Cloud Housing and Redevelopment Authority~~
Personnel Policy Manual**

Topic: Safety and Security
Section: Employee Relations Policies
Number: 06.~~24~~23

Page 1 of 1
Date Issued: 7-11-01
Date Revised: 10-01-06

Management reserves the right to utilize cameras or other electronic devices as allowed by State Statute to ensure the safety and protection of employees, clients, equipment and/or facilities owned, rented or managed by the HRA.

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Topic: Drug and Alcohol Testing
Section: Employee Relations Policies
Number: 06.24

Page 1 of 4
Date Issued: 3-12-03
Date Revised: 10-01-06
Date Revised: 8-23-23

**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Drug and Alcohol Testing

Page 1 of 4

Section: Employee Relations
Number: 06.25

Date Issued: 3-12-03
Date revised: 10-01-06
Date Revised: 8-16-23

I. Introduction and Purpose

The use, possession, sale, or transfer of drugs or alcohol by any employee while on the HRA premises (including all HRA office and maintenance spaces, in all HRA vehicles, on all HRA grounds and in the common areas of all HRA owned and managed properties), while performing HRA work, or while operating an HRA vehicle, machinery, or equipment is strictly prohibited. Being under the influence of drugs or alcohol while on HRA premises (including all HRA office and maintenance spaces, in all HRA vehicles, on all HRA grounds and in the common areas of all HRA owned and managed properties), while performing HRA work, or while operating an HRA vehicle, machinery, or equipment is strictly prohibited.

The HRA is a federal grant recipient, and, therefore, is required to abide by the requirements of federal law under the Drug-Free Workplace Act, codified at 41 U.S.C. § 8101 et seq. Marijuana is a controlled substance under federal law and so is included within the term “drug” for purposes of HRA policy and is a prohibited substance under this policy. Consequences of ~~violation of~~ violating this policy may subject the employee to immediate disciplinary action, up to and including termination.

II. Types of Testing

Employees covered by this policy will be subject to testing for the prohibited use of drugs or alcohol under the following circumstances:

1. Pre-Employment. All applicants for employment who have received a conditional offer of employment must pass a drug and alcohol test. The applicant will not be hired or used if ~~he or she fails~~ they fail the test.
2. Reasonable cause or suspicion testing. The HRA may require any employee to undergo drug and alcohol testing if the HRA has reasonable cause or suspicion to believe:
 - a) The employee is under the influence of drugs or alcohol;
 - b) The employee has violated provisions of the HRA's policy regarding prohibiting the use, possession, sale or transfer of drugs or alcohol while the employee is working, on HRA premises as defined above, or operating HRA vehicles, machinery, or equipment;
 - c) The employee has sustained a personal injury, as that term is defined in Section 176.011, Subd. 16, of Minnesota law, or has caused another employee to sustain a personal injury; or
 - d) The employee has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

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Topic: Drug and Alcohol Testing
Section: Employee Relations Policies
Number: 06.24

Page 2 of 4

3. Treatment program testing. Any employee who has been referred by the HRA for chemical dependency evaluation or treatment or who is participating in such treatment under an employee benefit plan, and has returned to work, may be required to undergo drug and alcohol testing during the evaluation or treatment period and for up to two (2) years after completion of any prescribed chemical dependency treatment program.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Drug and Alcohol Testing
Section: Employee Relations
Number: 06.25

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4. Refusing employees. Any covered applicant or employee may refuse to undergo testing pursuant to this policy. However, applicants who refuse or fail to cooperate in the testing procedures will be considered to have withdrawn their application and will not be hired onboarded by the HRA. Any covered employee who refuses to comply with testing pursuant to this policy will be subject to discipline, including dismissal, as determined solely by the HRA.

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A refusal to submit includes failing to appear for a test within a reasonable time and failing to provide a specimen in the manner required by the appropriate testing procedure or tampering with a specimen.

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III. Testing Procedures

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Drug and alcohol testing are to be conducted in accordance with state and federal guidelines regarding the procedures to be used. These laws will include procedures for collecting urine samples, testing laboratories, testing procedures, procedures for laboratories, record-keeping and reporting requirements, and standards and procedures for state and federal certification of drug testing laboratories. The intent of the state and federal guidelines is to safeguard the accuracy of the test results and the privacy of individuals who are tested.

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Any testing laboratory used will do a confirmatory test on all samples that produced a positive test result on the initial screening test. The HRA will require any laboratory used to disclose the test results to the HRA within three (3) working days after the test is conducted. The HRA receives results of either a negative initial screening test or a confirmatory test result.

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Within three (3) working days after the HRA receives the test results are received from any testing laboratory, the individual tested will be informed by the HRA in writing of the results of that test. In the event an individual's test results are positive, information will be sent to the individual regarding their rights, which includes the opportunity to submit additional information for the purpose of explaining the test requests and requesting a confirmatory retest and the employee's own expense.

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All tests will be done by licensed testing laboratories unaffiliated in any way with the HRA, and testing procedures will be identical for all employees. All initial screening tests and confirmatory tests will be done at the sole expense of the HRA and in accordance with procedures set forth in this policy. Confirmatory retesting requested by the employee or applicant will be at the employee's or applicant's own expense.

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Topic: Drug and Alcohol Testing
Section: Employee Relations Policies
Number: 06.24

Page 3 of 4

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IV. Test Results and HRA Action

The HRA will not dismiss, discipline, discriminate against, or require an applicant or employee to participate in a counseling or rehabilitation program on the basis of a positive initial screening

St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual

Topic: Drug and Alcohol Testing
Section: Employee Relations
Number: 06.25

Page 3 of

result. Before any such action will be taken, the initial positive screening test must be verified by a confirmatory test.

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St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual

Topic: Drug and Alcohol Testing
Section: Employee Relations
Number: 06-25

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If an employee tests positive on an initial screening test, the HRA reserves the right to temporarily suspend the employee without pay or to transfer the employee to another position at the same rate of pay until confirmatory test results are received by the HRA.

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An applicant for employment who fails the confirmatory test, or retest if one is requested pursuant to this policy, will not be hired by the HRA. Any employee who tests positive based on the results of a confirmatory test, or retest if one is requested pursuant to this policy, will also be subject to discipline, up to and including dismissal, as determined by the HRA; provided, however, that if the positive test is the first such result for a current employee on a drug or alcohol test required by the employer, the employee will not be dismissed unless:

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I. The HRA has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to an applicable employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the HRA after consultation with a certified chemical use counselor or a physician trained in the diagnosis and treatment of chemical dependency; and

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2. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a test after completion of the program.

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Nothing in this statement of policy is to be interpreted as constituting a waiver of the HRA's right to maintain discipline and take disciplinary measures as it sees fit.

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V. Other Rights Of Employees and Job Applicants

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Before the HRA requests that an employee undergo drug and alcohol testing, the HRA will provide the employee with a form on which the employee will acknowledge that ~~he/she has~~ they have seen the drug and alcohol testing policy.

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The testing laboratory used will conduct a confirmatory test on any samples that produce a positive test result on an initial screening test. If a sample produces a negative test result on the initial screening test no further testing will occur. The results of a test will be provided to the HRA ~~within~~ within three (3) working days of the negative initial screening test or confirmatory test. Within three (3) working days of the HRA's receipt of the results of the initial test and/or the confirmatory test, the HRA will provide written notification to the employee of the test results. The applicant or employee has the right to then request a copy of the actual test result report from the HRA and to provide an explanation to the HRA for the positive test results.

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St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual

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Topic: Drug and Alcohol Testing
Section: Employee Relations
Number: 06.25 Policies
: 06.24

If the test results were positive, the employee may request that the original sample be retested at the employee's expense. In order to do this, the employee should notify the HRA in writing within five (5) working days after the notice of the test results has been received that ~~he/she/they~~ would like a confirmatory retest done. Within three (3) ~~working~~ days after the HRA's receipt of that notice from the employee, the HRA will notify the original testing lab that the employee has requested that they perform a confirmatory retest or that the sample be transferred to another laboratory to conduct the confirmatory retest. Any confirmatory retest done must use the same drug threshold detection level as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test results, there will be no adverse personnel action taken based on that original positive confirmatory test.

V. Privacy and Confidentiality

Testing laboratories may not disclose the results of a drug and alcohol test except to the HRA.

All test result reports and other information acquired in the testing process are private and confidential information. As such, this information may not be disclosed by the HRA to any other employer or third party individual without the employee's written consent.

There are certain exceptions to the privacy and confidentiality disclosure limitations. Evidence of a positive test result may be used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing or a judicial proceeding if the information is relevant; it may be disclosed to any federal agency or other unit of the United States Government as required under federal law, regulation, or order; and it may be disclosed to a substance abuse treatment facility for the purpose of evaluating or treating the employee.

No positive test results obtained pursuant to this policy may be used as evidence in a criminal action against an employee.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Drug and Alcohol Testing Acknowledgement Form
Section: Employee Relations Policies
Number: 06.2524A

Page 3 of 4

If an employee tests positive on an initial screening test, the HRA reserves the right to temporarily suspend the employee or to transfer the employee to another position at the same rate of pay until confirmatory test results are received by the HRA.

An applicant for employment who fails the confirmatory test will not be hired by the HRA. Any employee who tests positive will also be subject to discipline, including dismissal, as determined by the HRA; provided, however, that if the positive test is the first such result for a current employee on a drug test required by the employer, the employee will not be dismissed unless:

1. The HRA has first given the employee an opportunity to participate in, at the employee's own expense, either a drug counseling or rehabilitation program, whichever is more appropriate, as determined by the HRA after consultation with a certified chemical use counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
2. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a test after completion of the program.

Nothing in this statement of policy is to be interpreted as constituting a waiver of the HRA's right to maintain discipline and take disciplinary measures as it sees fit.

V. Other Rights Of Employees and Job Applicants

Before the HRA requests that an employee undergo drug and alcohol testing, the HRA will provide the employee with a form on which the employee will acknowledge that he/she has seen the drug and alcohol testing policy.

The testing laboratory used will conduct a confirmatory test on any samples that produce a positive test result on an initial screening test. This will be provided to the HRA within three (3) working days of the confirmatory test. Within three (3) working days of the HRA's receipt of the results of the initial test and/or the confirmatory test, the HRA will provide written notification to the employee of the test results. The employee has the right to then request a copy of the actual test result report from the HRA and provide an explanation to the HRA for the positive test results.

I, _____ (name), hereby acknowledge that on _____ (date), I received a copy of the HRA's Drug and Alcohol Testing Policy ("Policy"), and that I read it, understood it, and agree to comply with it. I understand that it is my responsibility to be familiar with the terms of the Policy.

I understand that the HRA adopted the Drug and Alcohol Testing Policy to protect employees, residents, and the public from the risks imposed by the presence or use of alcohol and drugs in the workplace and in furtherance of the HRA's commitment to providing its employees a safe and drug-free workplace, as well as to ensure the HRA's compliance with federal requirements as a federal grant recipient.

I also understand that the HRA has the maximum discretion permitted by law to interpret, administer,

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

change, modify, or delete any provision of the Policy at any time without notice. No statement or representation by a supervisor or manager or any other employee, whether oral or written, can supplement or modify the Policy. Changes to the Policy can only be made if approved in writing by the Board.

I further understand that any delay or failure by the HRA to enforce any provision of the Policy will not constitute a waiver of the HRA's right to do so in the future, and that the Policy does not require the HRA to engage in testing under any circumstances. I understand that neither this Policy nor any other communication by a supervisor, manager or any other employee, whether oral or written, is intended in any way to create a contract of employment.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Employees: I understand that, unless I have a written employment agreement signed by the Executive Director the provides otherwise, **I am employed at will and this Policy does not modify my at-will employment status.**

Applicant's/Employee's Signature

Applicant's/Employee's Printed Name

Date

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Drug and Alcohol Testing
Section: Employee Relations
Number: 06.25 Termination of
Employment Termination
Policies
07.00

Page 41 of 41
Date Issued: 7-01-99
Date Revised: 7-11-01
Date Revised: 10-01-06
Date Revised: 03-27-24

If the test results were positive, the employee may request that the original sample be retested at the employee's expense. In order to do this, the employee should notify the HRA in writing within five (5) working days after the notice of the test results has been received, that he/she would like a confirmatory retest done. Within three (3) working days after the HRA's receipt of that notice from the employee, the HRA will notify the original testing lab that the employee has requested that they perform a confirmatory retest or that the sample be transferred to another laboratory to conduct the confirmatory retest. Any confirmatory retest done must use the same drug threshold detection level as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test results, there will be no adverse personnel action taken based on that original positive confirmatory test.

V. Privacy and Confidentiality

Testing laboratories may not disclose the results of a drug and alcohol test except to the HRA.

All test result reports and other information acquired in the testing process are private and confidential information. As such, this information may not be disclosed by the HRA to any other employer or third party individual without the employee's written consent.

There are certain exceptions to the privacy and confidentiality disclosure limitations. Evidence of a positive test result may be used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing or a judicial proceeding if the information is relevant; it may be disclosed to any federal agency or other unit of the United States Government as required under federal law, regulation, or order; and it may be disclosed to a substance abuse treatment facility for the purpose of evaluating or treating the employee.

No positive test results obtained pursuant to this policy may be used as evidence in a criminal action against an employee. It is important that all employees understand the terms and conditions of their employment status. The HRA is not in a position to guarantee or promise employment for any specified length of time. Employees have the right to terminate employment at any time and the HRA retains the same right to terminate any employee's employment at any time, for any reason whether or not the disciplinary procedure has taken place.

The HRA reserves the right to dismiss any employee for inability to conduct their job duties or for misconduct as outlined in the Disciplinary Policy. An employee in their probationary period may be dismissed at any time without going through the formal steps in the disciplinary procedure. All dismissals will be administered consistently and in a non-discriminatory manner.

To allow for the HRA to find a suitable replacement for a resigning employee, the HRA requests a written notice to the Supervisor of the intended termination, last working day, and a forwarding address. The resignation will be deemed to be accepted upon submittal of the notification by the employee.

All employees are requested to give at least a two-week notice.

When the termination of employment occurs, the employee will be compensated for their accrued Paid

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Leave. Any unused Emergency Paid Sick Leave (EPSL) hours the employee has will be forfeited. Paid Leave may not be taken during the notice period without prior approval.

If an employee gives proper notice of their termination, but it is determined that it is in the best interest of the HRA that the employee does not complete the notice period, the Supervisor may recommend to the Executive Director that the effective date of termination be changed from the date of the employee's notice. Whether or not pay will continue until the date of the original notice, or will cease on the last day actually worked, will be made on a case by case basis. The determination of the last day of pay will be made by the Executive Director.

The following defines termination dates in the specified circumstances:

Resignation: the last day worked.

Layoff: the day an employee refuses an offer of recall.

Leave of Absence: the day an employee notifies the HRA that they will not be returning. Dismissal: the day the Executive Director approves the termination.

Amounts owed to the HRA by the employee at the time of termination must be paid by the employee. Amounts owed may be deducted from any reimbursement check owed to the employee. An exit interview will be conducted if the terminating employee desires.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Termination of Employment
Section: Termination
Number: 07.00

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 7-11-01
Date Revised: 10-01-06

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It is important that all employees understand the terms and conditions of their employment status. The HRA is not in a position to guarantee or promise employment for any specified length of time. Employees have the right to terminate employment at any time and the HRA retains the same right.

The HRA reserves the right to dismiss any employee for inability to conduct his/her job duties or for misconduct as outlined in the Disciplinary Policy. An employee in his/her probationary period may be dismissed at any time without going through the formal steps in the disciplinary procedure. All dismissals will be administered consistently and in a non-discriminatory manner.

To allow for the HRA to find a suitable replacement for a resigning employee, the HRA requests a written notice to the Department Director of the intended termination, including the reason(s) for leaving, last working day, and a forwarding address. The resignation will be deemed to be accepted upon submittal of the notification by the employee.

All employees are requested to give at least a two-week notice.

When the termination of employment occurs, the employee will be compensated for his/her accrued Paid Leave. Any hours the employee may have in the Extended Sick Leave Bank will be forfeited. Paid Leave may not be taken during the notice period without prior approval.

If an employee gives proper notice of his/her termination, but it is determined that it is in the best interest of the HRA that the employee does not complete the notice period, the Department Director may recommend to the Executive Director that the effective date of termination be changed from the date of the employee's notice. Whether or not pay will continue until the date of the original notice, or will cease on the last day actually worked, will be made on a case-by-case basis. The determination of the last day of pay will be made by the Executive Director.

The following defines termination dates:

Resignation: the last day worked.

Layoff: the day an employee refuses an offer of recall.

Leave of Absence: the day an employee notifies the HRA that he/she will not be returning.

Dismissal: the day the Executive Director approves the termination.

Amounts owed to the HRA by terminating employees will be deducted from the employee's final mileage reimbursement check, or the employee's final paycheck. Amounts owed to the HRA in excess of amounts due to the employee must be paid by the employee. An exit interview will be conducted if the terminating employee desires.

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**St. Cloud Housing and Redevelopment Authority
Personnel Policy Manual**

Topic: Termination for Providing False Statements
Section: Termination [Policies](#)
Number: 07.01

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 10-01-06

A person may be terminated from employment with the HRA if false statements are contained in their employment application, regardless of when the false statement is discovered.

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~~St. Cloud Housing and Redevelopment Authority~~
~~Personnel Policy Manual~~

Topic: Termination of Benefits
Section: Termination Policies
Number: 07.02

Page 1 of 1
Date Issued: 7-01-99
Date Revised: 10-01-06

An employee who resigns or is terminated should check with the ~~human resources~~
~~department~~Administrative Services Manager as soon as possible to determine any benefits ~~that they~~
~~may have coming due~~ to them.

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**REGULAR MEETING OF THE
ST. CLOUD HRA BOARD OF COMMISSIONERS**

**St. Cloud HRA, 1225 West St. Germain Street, Board Room
Wednesday, March 27, 2024
*Immediately following 5:00 p.m. Study Session***

STUDY SESSION -- 5:00 P.M., St. Cloud HRA, Board Room AGENDA: Review of Personnel Manual

**Mission Statement: To enhance the communities we serve by providing
housing opportunities, fostering stability, and promoting neighborhood revitalization.**

Regular Meeting Agenda:

1. Roll Call and Pledge of Allegiance.

Consent Agenda:

2. Approval of Agenda. REQUESTED ACTION: Approve.
3. Approval of Study Session Meeting Minutes, February 28, 2024. REQUESTED ACTION: Approve.
4. Approval of Regular Meeting Minutes, February 28, 2024. REQUESTED ACTION: Approve.
5. Approval of Contracts for Lawn Services. REQUESTED ACTION: Approve.
6. Approval of Personnel Manual. REQUESTED ACTION: Approve.
7. Approval of Interfund Transfers. REQUESTED ACTION: Approve.

Open Forum: At this time members of the public may address the Board with questions, concerns, or comments (regarding an item NOT on the agenda). Citizens are asked to sign up to speak prior to the Open Forum portion of the meeting. Speakers will be limited to the first five citizens who sign up. The Board members will not ask questions of the speakers, but rather refer the matter to the Administration with a request for a follow-up report. A citizen may speak at the Open Forum only twice during the year. Open Forum is limited to a total of 10 minutes. TIME LIMIT IS 2 MINUTES PER PERSON.

Old Business: none.

New Business:

8. Approval of Resolution 2024-05 – Authorization of Housing Tax Credit Suballocator Joint Powers Agreement.
9. Report on Activities.

Open Discussion:

Adjourn.

**ST. CLOUD HOUSING & REDEVELOPMENT AUTHORITY
STUDY SESSION**

Wednesday, February 28, 2024

A Study Session for the St. Cloud HRA Board of Commissioners was held on Wednesday, February 28, 2024. Chair Nancy Gohman called the meeting to order at 5:00 p.m. Commissioners present: Mike Conway, John Dvorak, Seal Dwyer, Nancy Gohman, George Hontos, Hani Jacobson, and Carol Lewis.

Executive Director, Louise Reis, introduced Paul Soenneker, Project Manager for the St. Cloud HRA, to present to the Board the Presentation of Community Development Block Grant (CDBG) Requests. Mr. Soenneker directed the Board to printed copies of the presentations as well as before and after photos in the board packet.

Commissioner Hontos asked what amount the HRA requested. Mr. Soenneker responded the HRA requested \$250,000 for the CDBG Single Family Rehab Program and \$100,000 for the Brownstones project. City Staff recommended \$210,000 for the rehab program and had no recommendation for the Brownstones project. At the time of the meeting, the Planning Commission had not yet made their recommendation. Commissioner Conway asked what the HRA staff and other board members deemed more important: funding for the rehab program or the Brownstones project. Commissioner Gohman recommended requesting two separate amounts so the Brownstones would still be funded and a smaller amount would be contributed to the rehab program. Commissioner Dwyer agreed, noting the concern of not requesting funds for the rehab program would set a bad precedent for future requests.

Commissioner Lewis asked if it would be more advantageous for HRA staff to receive a higher amount of funds for the Brownstones project. Ms. Reis responded the HRA will have to seek additional funding regardless, and HRA staff feels the amount originally requested is appropriate. Commissioner Hontos agreed that splitting the proposed amount with \$100,000 for the Brownstones project and \$110,000 for CDBG made sense for the agency. Commissioner Conway asked if the facades of the Brownstones are being reconstructed to avoid the current architectural issues. Mr. Soenneker responded pitches are being included in the roof redesign so water is able to runoff instead of pooling on the currently flat roofs.

There being no further discussion, the Study Session adjourned at 5:24 p.m.

ATTEST:

Chair, Nancy Gohman

Secretary, Hani Jacobson

**ST. CLOUD HOUSING & REDEVELOPMENT AUTHORITY
REGULAR MEETING**

Wednesday, February 28, 2024

A Regular Meeting for the St. Cloud HRA Board of Commissioners was held on Wednesday, February 28, 2024 at 1225 West St. Germain Street. Chair Nancy Gohman called the meeting to order at 5:24 p.m. Commissioners present: Mike Conway, John Dvorak, Seal Dwyer, Nancy Gohman, George Hontos, Hani Jacobson, and Carol Lewis.

Consent Agenda:

1. Roll call was taken and the pledge of allegiance spoken.
2. Approval of Agenda – Commissioner Conway moved for approval; Commissioner Dwyer seconded the motion. All Commissioners voted in favor; the agenda and consent agenda moved as presented.
3. Approval of Annual Meeting Minutes, January 24, 2024 – approved as presented.
4. Approval of Regular Meeting Minutes, January 24, 2024 – approved as presented.
5. Approval of Contract for Exterior Stucco Repair and Painting at Germain Towers – contract approved with Kostreba Tuckpointing and Roofing in the amount of \$39,875.00.

Open Forum: Chair Gohman asked Louise Reis, Executive Director, if any member of the public had requested to speak; Ms. Reis responded there were none.

Old Business: none.

New Business:

6. Approval of Resolution 2024-04 – Acceptance of Department of Housing and Development (HUD) Continuum of Care (CoC) Rental Assistance Grants. Executive Director, Louise Reis, discussed these grants are regularly applied for, but this year HUD increased the awarded amount dollars to account for rising rents. Commissioner Dwyer moved for approval; Commissioner Jacobson seconded the motion. All commissioners voted in favor; the motion carried.
7. Report on Activities – Ms. Reis requested to move the previously scheduled Board meeting from May 22 to May 27 because HRA staff will be attending a conference for Minnesota Housing. Ms. Reis also shared the HRA owns two single-family properties that have been used by Catholic Charities for transitional housing. Catholic Charities notified the HRA they are experiencing difficulties with staffing and they have turned the two homes back over to the HRA. HRA staff is having conversations with organizations in the St. Cloud area that also utilize transitional housing. Commissioner Lewis asked if HRA staff had reached out to CentraCare or the prison, and Ms. Reis said she would follow-up to see if they could utilize the homes, because the goal is to keep them as transitional housing to avoid having to pay back original grant funds to Minnesota Housing. Commissioner Dwyer recommended reaching out to the Dream Center. Commissioner Gohman asked if the residents were relocated and Ms. Reis said all residents were relocated and the keys will be turned in to the HRA for a scheduled walkthrough of the properties. Commissioner Dvorak asked if there is a deadline and Ms. Reis said the agency is moving on the transition of the properties as quickly as possible.

There being no further business, the meeting adjourned at 5:47 p.m.

ATTEST:

Chair, Nancy Gohman

Secretary, Hani Jacobson

TO: St. Cloud HRA Board of Commissioners

FROM: Paul Soenneker, Project Manager

DATE: March 18, 2024

SUBJECT: Contracts for Lawn Services

Requested Action: Approval of the contracts for lawn service for the St. Cloud HRA owned properties to Gapinski Property Services, Ideal Lawn and LB's Luxury Lawns.

Background: On February 1, 2024 the HRA advertised on our web site and sent out Request for Proposals to 13 lawn service companies for the mowing and spring/fall clean-up of the vacant lots and properties that the HRA owns and maintains. Three companies submitted proposals for these services.

The contract will include the clean-up of the properties in the spring, all summer mowing (usually weekly); monthly herbicide application and the fall clean up. The contractors gave prices for each property and were selected by the lowest lump sum price for each property and the amount of experience they had doing lawn maintenance on similar sized projects.

Gapinski Property Services will be awarded the following:

Quarry Ridge, Westwood 1, Westwood 2, 152 19th Ave. N., 814 Savanna Ave,
310 Laudenbach Ct, 1618 Pine Cone Rd and Meadows Edge Parcels

Ideal Lawn will be awarded the following:

Al Loehr, Creeks, Flintwood, Grace McDowall, Northway B and Swisshelm 1

LB's Luxury Lawns will be awarded the following:

Brownstones, Cedar Ridge, Eastwood, Empire, HRA Office, Riverside, Swisshelm 2 and
Wilson

Total cost for all work will be approximately \$42,000. The companies have been checked on the federal System for Award Management (SAM) website.

Frequency of Requests: Every two to four years.

Related Action: None.

Future Action: None.

Relationship to Goals: Goal #2 - St. Cloud HRA will promote fair housing and strive for high performance in HRA properties and housing subsidy programs.

Budget Impact: This item will be funded through each building's budget.

TO: St. Cloud HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: March 19, 2024

SUBJECT: Approval of Personnel Manual

Requested Action: Approval of Personnel Manual

Background: The current Personnel Manual for the St. Cloud HRA employees was created and approved in 1999. Over the past several months, staff and our legal counsel have been working to review and update the manual. Legal counsel also reviewed for compliance with employment laws and required policies. The Personnel Committee of the St. Cloud HRA Board of Commissioners recommended the manual be sent to the full board for approval.

Frequency of Request: N/A

Related Actions: None.

Future Action: None.

Relationship to Goals: Goal #4 – The St. Cloud will make efficient use of funding, technology and personnel resources.

Budget Impact: None.

TO: HRA Board of Commissioners

FROM: Karen Rizer, CPA
Finance Director

DATE: March 18, 2024

SUBJECT: Interfund Transfers

Requested Action: Approve the following transfers from the Community Housing Fund as of December 31, 2023:

- To Public Housing AMP 1 (Empire Apartments) \$50,000
- To Public Housing AMP 3 (Wilson Apartments) \$60,624

Background: For the 2012 Public Housing Operating Subsidy, HUD offset the amount that the HRA was entitled to based on what they termed excess reserves. This meant that the HRA received \$110,624 less than it would have otherwise been entitled to.

In 2017, a lawsuit was filed by many of the affected housing authorities because the operating reserve offset was a breach of the Annual Contributions Contract between HUD and Public Housing Agencies.

These funds were paid to the HRA in 2022. Since these funds were from a judicial settlement fund and not from HUD, they were not required to be put directly back in to Public Housing. We made the determination to hold them in the Community Housing Fund until they were needed by Public Housing, so as not to potentially create excess reserves again. With the high maintenance costs that have continued, these funds have been transferred in to Empire and Wilson, which will improve their REAC score slightly.

Options: Approve, deny, or table.

Frequency of Request: One time.

Related Actions: None.

Future Action: None at this time.

Relationship to Goals: N/A

Budget Impact: No net impact to the HRA as a whole.

TO: St. Cloud HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: March 19, 2024

SUBJECT: Resolution 2024-05 Authorization of Housing Tax Credit Suballocator Joint Powers Agreement

Requested Action: Resolution 2024-05 Authorization for Executive Director to sign the Housing Tax Credit Suballocator Joint Powers Agreement between the St. Cloud Housing and Redevelopment Authority and Minnesota Housing Finance Agency

Background: The St. Cloud Housing and Redevelopment Authority of St. Cloud, Minnesota (HRA) is authorized to allocate low-income housing tax credits pursuant to Section 42 of the Internal Revenue Code of 1986, as amended and Minnesota Statutes Sections 462A.221 through 462A.225. The St. Cloud HRA is under Minnesota Housing as a suballocator of these housing tax credits. There are seven suballocators in Minnesota. St. Cloud has a tax credit estimate of \$161,155.

In 2002, Minnesota Housing and the St. Cloud HRA entered into a Joint Powers Agreement whereby Minnesota Housing will perform all of the housing tax credit allocation and compliance monitoring functions on behalf of the St. Cloud HRA. There are no significant changes to the agreement with Minnesota Housing.

If the Board chooses not to authorize the Joint Powers Agreement, the St. Cloud HRA would then become responsible to develop a Qualified Allocation Plan, Procedural Plan, and selection process.

Frequency of Request: This is done on an annual basis.

Related Actions: None

Future Action: None

Options: The Board could choose not to authorize the amendment.

Relationship to Goals: Goal #3 – The St. Cloud HRA will encourage collaboration with other community organizations and continue to seek funding sources for all programs.

Budget Impact: There is no impact on our budgets if the amendment is authorized.

**MINNESOTA HOUSING FINANCE AGENCY
HOUSING TAX CREDIT ADMINISTRATION
JOINT POWERS AGREEMENT**

WHEREAS, Section 42 of the Internal Revenue Code of 1986, as amended, (Section 42) provides for low-income housing tax credits (HTCs) to be allocated by Housing Credit Agencies as that term is defined in Section 42(h)(8)(A), pursuant to a Qualified Allocation Plan (QAP) as that term is defined in Section 42(m)(1); and

WHEREAS, under Minnesota law, the Minnesota Housing Finance Agency (Minnesota Housing) and certain counties and cities are authorized to allocate HTCs and the State Housing Credit Ceiling, as that term is defined in 26 CFR § 1.42-14, is divided by statutory formula and reserved for allocation by the respective entities; and

WHEREAS, the City of Saint Cloud is a city which is eligible to receive a reservation of HTCs under Minn. Stat. § 462A.222, subd. 1; and

WHEREAS, Minnesota Housing and the City of Saint Cloud wish to enter into a joint powers agreement (the “Agreement”) under Minn. Stat. § 471.59, pursuant to which, except for certain functions expressly set forth in this Agreement, Minnesota Housing will perform all of the HTC allocation, award and compliance monitoring functions on behalf of the City of Saint Cloud with respect to HTCs allocated for the calendar year 2024 State Housing Credit Ceiling or awarded in calendar year 2024 to developments financed with volume limited tax exempt bonds; and

WHEREAS, pursuant to Section 42, Minnesota Housing adopts QAPs which include both procedures for the allocation and award of HTCs and compliance monitoring procedures and also contemplate a joint powers agreement as set forth herein; and

WHEREAS, the Minnesota Housing 2024-2025 Housing Tax Credit Qualified Allocation Plan (2024-2025 QAP), and any revisions and amendments thereto, are hereby incorporated in its entirety into this Agreement by reference.

NOW, THEREFORE, IT IS AGREED:

1. Allocation and Award.

- a. City of Saint Cloud agrees to transfer its entire 2024 HTC annual tax credit distribution to Minnesota Housing using the form attached hereto. Said credits become part of the portion of the 2024 State Housing Credit Ceiling to be allocated by Minnesota Housing pursuant to Minnesota Statutes Section 462A.223.
- b. With respect to the City of Saint Cloud HTCs, the parties agree that the 2024-2025 QAP will apply to all projects and that Minnesota Housing

shall perform all of the allocation duties on behalf of the City of Saint Cloud using the 2024-2025 QAP. All applicants shall use the application forms included in the 2024-2025 QAP.

- c. With respect to projects financed with tax-exempt bonds located in City of Saint Cloud that apply for an award of HTC's, the project must comply with the Minnesota Housing QAP in effect for the year that sufficient bonds are issued. The parties agree that Minnesota Housing shall conduct all applicable reviews under Section 42(m) and the issuer must provide documentation of its review pursuant to Section 42(m)(2)(d).
 - d. Under Rounds 1 and 2 of the 2024-2025 QAP, Minnesota Housing shall make selections according to the selection processes established by the 2024-2025 QAP and shall allocate HTC's in Round 1 and, if applicable, Round 2, pursuant to the requirements and limitations contained in the 2024-2025 QAP.
2. **Compliance Monitoring.** For all projects receiving their initial allocation of HTC's from Minnesota Housing, all compliance monitoring functions throughout the Compliance Period and Extended Use Period for each project, as those terms are defined in Section 42(i)(1)(i) and Section 42(h)(6)(D), shall be performed by Minnesota Housing. Minnesota Housing shall perform the compliance monitoring responsibilities for the projects pursuant to the compliance monitoring provisions of the 2024-2025 QAP, the Minnesota Housing Tax Credit Program Compliance Guide (Compliance Guide) and 26 CFR §1.42-5, all as may be amended from time to time.
3. **Compensation.** Only Minnesota Housing shall charge and receive compensation for the allocation and compliance duties and shall do so in accordance with the 2024-2025 QAP and the Compliance Guide. The compensation shall be paid to Minnesota Housing directly by the HTC applicant/owner at the times and in the amounts set forth therein.
4. **Term of Contract.** Subject to execution by all of the parties' herein below, this Agreement shall be effective on June 1, 2024. With respect to the allocation responsibilities herein, this Agreement shall not terminate until all allocation responsibilities under this Agreement have been completed. With respect to awards of HTC's to developments financed with tax exempt bonds, this Agreement shall not terminate until all award responsibilities have been completed. With respect to the compliance monitoring responsibilities herein, said responsibilities shall continue from the beginning of the Compliance Period through the end of the Extended Use Period, as those terms are defined under IRC Section 42.

5. **Addresses for Notices.** All notices to be given by either party to the other hereunder shall be in writing addressed as follows:

(a) To the City of Saint Cloud at:

Saint Cloud HRA
1225 West Saint Germain
Saint Cloud, MN 56301

(b) To Minnesota Housing at:

Minnesota Housing Finance Agency
400 Wabasha Street North, Suite 400
St. Paul, Minnesota 55102

or addressed to any such party at such other address as such party shall hereafter furnish by notice to the other party.

6. **Records.** Both Minnesota Housing and the City of Saint Cloud agree that it will make available all pertinent information, data and records under their respective control for each other's use in the performance of this Agreement, and will assist the other, whenever possible, to obtain such records, data and information.
7. **Liability.** Each party shall be responsible for its own acts and omissions, the acts and omissions of its employees, and results thereof to the extent authorized by law. The parties shall not be responsible for the acts of any others and the results thereof.
8. **Assignment.** Neither party shall assign any interest in this Agreement without prior written consent of the parties and subject to such conditions and provisions as are deemed necessary.
9. **Independent Contractors.** The parties agree that the employees of Minnesota Housing shall always be considered employees of Minnesota Housing for all purposes including workers' compensation and the employees of the City of Saint Cloud shall always be considered employees of the City of Saint Cloud for all purposes including workers' compensation. No employee of either party shall be entitled to any claim or benefit from the other party from any event or occurrence arising out of the performance of this Agreement. This Agreement is not intended and should not be construed in any manner as creating or establishing a relationship of co-partners between the parties hereto. Neither party under any circumstances shall be liable for any employee benefits of the other party's employees. This Agreement shall be construed in such a manner as

to not interfere with the contractual obligations of either party with its employees under any valid collective bargaining agreement.

10. **Amendments.** This Agreement may be amended only in writing signed by the parties.
11. **Authority to Enter into Agreement.** Each Party represents that the individual executing this Agreement has been authorized to do so by its governing body.

City of Saint Cloud of Saint Cloud HRA

By: _____

Its: _____

Date: _____

MINNESOTA HOUSING FINANCE AGENCY

By: _____

Its: _____

Date: _____

City Clerk

By: _____

Its: _____

Date: _____

Resolution 2024-05

**TRANSFER OF HOUSING TAX CREDITS
TO MINNESOTA HOUSING FINANCE
AGENCY**

Pursuant to Minn. Stat. § 462A.222, the City of Saint Cloud is expected to receive approximately \$161,155 in 2024 Low Income Housing Tax Credits (HTCs).

The City of Saint Cloud has entered into a Joint Powers Agreement with the Minnesota Housing Finance Agency (Minnesota Housing) dated March 27, 2024.

Pursuant to the above-described Joint Powers Agreement, the City of Saint Cloud agrees to voluntarily and irrevocably transfer its entire 2024 HTC annual tax credit distribution to Minnesota Housing.

The City of Saint Cloud understands that by transferring the HTCs to Minnesota Housing, the HTCs become part of the Minnesota Housing 2024 Housing Credit Ceiling under Minn. Stat. § 462A.222 and *the* City of Saint Cloud relinquishes all of its rights and entitlements with respect to those HTCs.

The transfer of the HTCs is effective immediately.

City of Saint Cloud HRA

By: _____

Its: Board Chair

Date: March 27, 2024

TO: HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: March 20, 2024

SUBJECT: Report on Activities

Annual Audit: The annual audit started this week (tenant and participant file testing was completed in January) and is anticipated to be wrapped up by the end of next week.

Software Update: The preparation for converting to Yardi is underway. Staff started working on set-up about three weeks ago. Several training weeks have been scheduled for June and July. The planned go-live date is August 1.

Waiting List Updates: In getting ready for the new housing software, we are processing a waiting list update to the apartment waiting lists with numbers of over 900 households.

Housing Choice Voucher Program: During the month of February 2024, there were eight housing choice vouchers released. Two were program violations, two were deaths, three vouchers expired, and one was a voluntary release. One was over the age of 62.

As of February 29, 2024 – 71 Port In vouchers and 47 Port Out vouchers.

CDBG Update:

For the homeowner rehab program:

- 6 in construction
- 3 in bidding
- 2 in application stage
- 19 on waiting list

Housing Department Vacancy Report – For the Month Ending February 29, 2024

Fund: Public Housing – 291 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>2/29/24</u>
Empire	89	1.36%	0
Wilson	126	3.33%	1
Scattered Sites	76	0.00%	0

Fund: Section 8 New Construction – 162 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>2/29/24</u>
Germain	60	3.50%	2*
Grace/NWB	102	1.91%	2*

Fund: Tax Credit – 249 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>2/29/24</u>
Creeks	24	0.00%	0
Brownstones	12	0.00%	0
Swisshelm One	32	2.97%	1
Westwood One	32	0.00%	0
Swisshelm Two	32	6.42%	3*
Westwood Two	32	2.78%	1
Riverside	85	0.00%	0

Fund: Affordable Housing – 79 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>2/29/24</u>
Eastwood	18	11.3%	2*
Loehr	61	1.84%	1
418 House	1	0.00%	0

- Each property had a unit rented 3/1/24