

Resolution # \_\_\_\_\_-2016

**A RESOLUTION ADOPTING CHANGES TO THE MILLVILLE HOUSING AUTHORITY'S PERSONNEL POLICY AND PROCEDURES MANUAL AND EMPLOYEE HANDBOOK**

WHEREAS, the Millville Housing Authority (MHA) of the City of Millville, a Public body created and organized pursuant to and in accordance with the provisions of the Laws of the State of New Jersey desires to update and add personnel policies that were not required by the Joint Insurance Fund to the Personnel Policies and Procedures Manual and Handbook;

AND WHEREAS, the following policies have been updated from the January 2011 manual to include:

- A. Resignation Policy/Termination Policy – *“All accrued, vested benefits that are due and payable at termination will be paid as long as the employee has completed one full year of employment.”*
- B. Absence from Duty Policy – *“For a full-time employee, more than Four (4) unscheduled or unauthorized occurrences in a twelve-month period is considered excessive.”*
- C. No Smoking Policy – Changed to reflect there is no smoking in any of MHA buildings, on the grounds, in offices or in company vehicles.
- D. Vacation Leave Policy – We have deleted the following: *“After 25 years of eligible service the Employee is entitled to 30 vacation days.”* Additionally, carry- over of vacation time will be changed from two times the annual vacation amount to six (6) days. Employees will be paid for any days they have not taken in excess of the six (6) day carry- over beginning in December 2017. The six (6) day carry- over will begin this Dec. 31, 2016, where any accumulated time in excess of six days will be frozen and paid in full at the time of the employee’s resignation, termination or retirement from the MHA.
- E. Sick Leave Policy – *“Sick leave may be used in one-day increments in the event an employee must care for a sick child or family member.”* *If more than one day is necessary, vacation or personal time must be utilized.”* (Original policy stated sick leave can only be used for employee personal illness)
- F. Conference and Seminar Policy – add: *“MHA employees attending training will receive \$75.00 per day in advance to spend on the cost of traveling expenses and meals. Receipts for all expenses incurred must be turned in to the MHA Accounting Department within three (3) business days of returning from a trip.”* Management level employees and Board Commissioners will continue to be reimbursed for expenses incurred up to \$75.00 per day.

AND WHEREAS, the following policy has been added to the manual: *Head & Ear Phone Policy.*

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MILLVILLE that the changes and additions to the MHA Personnel Policy and Procedure Manual and Handbook have been adopted.

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Brian Tomlin

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Kim Ayres

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Larry Miller

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Dale Finch

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Paula Ring

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James Parent

Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Paul Dice, Executive Director