

**MIAMI VALLEY HOUSING OPPORTUNITIES, INC.**  
**PERSONNEL POLICIES AND PROCEDURES MANUAL**

**Revised November 2007**

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**Miami Valley Housing Opportunities, Inc.**

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**I. INTRODUCTION**

**A. Purpose**

The Miami Valley Housing Opportunities (MVHO) Personnel Policies and Procedures Manual is written for use by MVHO personnel. It is presented as a matter of general information only. It is not intended to create and does not create a contract of employment between MVHO and its employees, nor is it meant to cover every facet of the employer/employee relationship. The policies, benefits, rules, regulations and guidelines of MVHO do not create express or implied contractual terms of employment, and they are subject to change without notice at any time. The information contained in this booklet supersedes any existing policies or past practice. Employment at MVHO is on an “at-will” basis, subject to termination by the employee or by MVHO for any reason with or without cause at any time. Nothing set forth in this booklet, nor any oral or written promise, statement, action or event by any MVHO representative to the contrary, is binding on MVHO or should be interpreted or relied upon to mean anything to the contrary unless there is an express written contract of employment executed by the employee and MVHO. Each new employee shall sign documentation that they have received and read the policies upon hiring.

**B. Equal Opportunity**

It is the policy of MVHO to provide equal employment opportunities and conditions to all individuals without regard to race, color, religion, sex, national origin, age, disability, political affiliation or belief.

Employees have the right to file a grievance with the Equal Employment Opportunity Council (Cincinnati telephone number (513) 684-2851) and the Ohio Civil Rights Commission (Dayton telephone number (937) 285-6500). MVHO’s EEO Officer is the Chief Finance Officer.

### **C. Review of Personnel Practices**

A review of the policies and procedures herein shall be performed periodically by the MVHO Chief Executive Officer and Board of Trustees. Revision can be recommended by the Chief Executive Officer. Final approval of any amendment, alteration, addition or deletion of any policy will be made by the Board of Trustees. Following their final approval, a copy of the updated code with revisions will be distributed to each staff member.

### **D. Anti-Nepotism Policy**

MVHO will not hire, promote, demote, transfer, or effectuate any other personnel action which would result in the employment of immediate family members in any capacity.

For this purpose, immediate family members are defined as: parent, sibling, child, grandparent, grandchild, spouse, parent-in-law, sibling-in-law, child-in-law, step-parent, step-sibling, step-child, legal guardian or other person who stands in a place of a parent.

Exceptions may be made to this policy only in special and meritorious cases in the interest of MVHO. Such exceptions must be approved by the Board of Trustees.

### **E. Drug-Free Workplace Policy**

It is the policy of MVHO that unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance is prohibited in the workplace or during work-related activities. Violations of this standard may result in disciplinary action which may include discharge, suspension, demotion, and/or additional action.

Each employee of MVHO must agree in writing, in compliance with the Drug-Free Workplace Act of 1988, to notify their supervisor if they are convicted for violation of a criminal drug statute occurring in the workplace or during work-related time, and to do so no later than five calendar days after such conviction. MVHO will notify agency grantors of the employee's conviction.

Drug-Free Workplace Employee Awareness Training is provided to MVHO employees annually. Employees are made aware of the dangers involved in drug and alcohol use in the workplace; such use impairs normal functioning and endangers their own safety and the safety of their co-workers. Employees are informed that they can obtain information regarding substance abuse confidentially from their local

public library. Employees are informed that, if they ever need substance abuse treatment services, they should talk confidentially to their personal physician for referral. MVHO will make reasonable adjustments in the employee's work schedule to accommodate such treatment if appropriate.

## **II. EMPLOYMENT PROCEDURES**

### **A. New Hires**

#### **1. Verification of Credentials**

Prior to making a job offer the Agency will:

- a. Verify the job applicant's previous employment with their former employers to the extent feasible.
- b. Require proof of qualifications for professional staff:
  - (1) Verification of the applicant's degree.
  - (2) Copy of employee's license or certification, if applicable.
- c. Conduct a background check and require a negative finding from an MVHO paid drug test.

#### **2. Letter of Employment**

Each new employee will be given a letter of employment which will include job title, classification, salary to be paid, and date employment is to commence. Said letter is to be signed and returned to the Chief Executive Officer for inclusion in the employee's personnel file.

#### **3. Job Description**

Upon being employed, a new employee will receive a copy of his/her job description which may be amended as needed by his/her supervisor and/or the Chief Executive Officer.

#### **4. Classification**

Each employee will be classified as Professional ("exempt" according to Wage & Hour Regulations) or Support (non-exempt).

## **5. Training Period**

The Training Period for initial performance evaluation for all staff will be six (6) months.

- a. Each staff members' performance will be formally reviewed between the employee and the supervisor after the six (6) month Training period. The evaluation must be signed by both the employee and the supervisor. The staff member will be expected to respond to the evaluation in writing. The supervisor's written evaluation and the staff member's written response will become a permanent part of the employee's personnel file.
- b. During the Training period, an employee may be dismissed with or without cause. If dismissed, a written evaluation shall be made by the supervisor and discussed with the employee outlining the reasons why he/she is not being retained.
- c. The Training period may be extended or reinstated for a specified period of time if the employee's job performance is found to be unsatisfactory as documented by a formal written performance evaluation. A written evaluation will be completed at the end of the extended or reinstated Training period.
- d. If the initial or extended Training period is not satisfactorily completed, no accumulated vacation leave will be granted. After the successful completion of the initial or extended Training period, accumulated vacation days may be taken at the discretion of the employee's immediate supervisor.

## **B. Hours of Work**

MVHO business hours are Monday through Friday 8:30 a.m. to 4:30 p.m. Any employee who works an average of 32 hours per week or greater is considered a Full-time employee and will receive Full-time benefits. Full-time salaried employees are expected to work 40 hours per week. Part-time and hourly employees will be hired for a given number of hours as outlined in their hire letter. All full- and part-time employees are required to set regular work hours to be approved by their supervisor. Any variation of this time must be approved by the supervisor. Hourly on-call employees may be asked to work evenings or weekends to provide coverage of properties, but this time should be scheduled with the supervisor. All employees are required to submit signed Time Sheet forms documenting their actual hours worked to be approved by their supervisor.

Support staff work hours will be specifically arranged with their supervisor. Wage payment to Support staff may be part-time salaried or on-call hourly. Should Support staff be asked to work more than 40 hours in a work week, the employee will be paid time and one-half for each hour worked over 40 in the week. Over-time must, however, be approved ahead by the employee's supervisor or the Chief Executive Officer. Any variation of this will be in compliance with wage and hour regulations.

MVHO employees may be asked to serve on-call for maintenance or other housing emergencies. If the employee is called to address an emergency during that time, they may choose to take an equal amount of time off in the preceding week with approval of their supervisor or will be paid time and one-half for each hour worked over 40 in the week.

Salary payment to Professional staff will be per calendar period worked as a portion of designated annual salary. It is expected that the work hours of Professional employees will require flexibility and at times will be greater than or less than 40 hours per week. If a Professional staff's documented work hours regularly fall significantly short of an average of 40 hours per week, this will constitute grounds for an unsatisfactory Performance Evaluation. Compensatory time off for Professional staff, normally only if additional hours worked exceed 10% of regular hours, may be granted at the discretion of the Chief Executive Officer and must have prior approval.

**C. Pay Period**

All personnel will be paid by the first of every month for the previous month. Additional pay periods may be added at the discretion of the Chief Finance Officer.

**D. Length of Service (Anniversary Date)**

1. Length of service is defined as time worked since the employee's most recent continuous date of hire (anniversary date). A Leave of Absence or part-time status does not interrupt the employee's last continuous date of hire.
2. MVHO at its discretion may use length of service as a determining factor in decisions related to work assignments, vacation schedules, promotions, and other issues involving employees with equal status.

## **E. Performance Evaluations**

- 1. All employees shall receive a formal written evaluation of their performance by December 31 and May 31 of each year. The evaluation should provide feedback on their performance of each job duty listed in their job description. This is also the opportunity for staff to change job descriptions to meet any changes in job duties during the year.**
- 2. The evaluation must be signed by both the employee and the supervisor. The staff member will be expected to respond to the evaluation in writing if they have any comments. The supervisor's written evaluation and the staff member's written response will become a permanent part of the employee's personnel file.**
- 3. New employees and all who have received a promotion, a lateral change in position or a demotion will have their performance reviewed after such action. The review will take place within six (6) months. This evaluation can also serve as the mid-year or annual evaluation if conducted within 2 months of those dates.**

## **F. Change in Employment Status**

### **1. Job Opportunities**

**All job opportunities within the agency must be made known to employees through written notice. Email is an appropriate form of written notice if copies are forwarded to employees without email.**

### **2. Promotions**

**a. Promotions will be based upon previous performance and the potential ability to meet the requirements of the new position, as well as seniority. Staff members within the agency shall have first consideration in filling vacancies.**

**b. A promotion, lateral move or demotion will not affect the employee's ability to be granted accrued vacation or sick leave by their immediate supervisor subject to the guidelines elsewhere in this document.**

### **3. Lay-Offs**

- a. An employee who has been laid off due to lack of work may pick up the cost of the health insurance in compliance with COBRA regulations.
- b. A short-term lay-off (up to 6 months) will not affect the calculation of years of service.

### **4. Termination of Employment (Dismissal or Resignation)**

#### **a. Dismissal**

An employee can be discharged following the initial Training period at any time with or without cause at the Agency's discretion. If such action takes place for other than misconduct, the agency shall:

(1) Give to professional staff two (2) weeks written notice, or in lieu of notice, give severance pay for an equal period including any accrued leave pay as specified below.

(2) Give to support staff one (1) week written notice, or in lieu of notice, give severance pay for an equal period including any accrued leave pay as specified below.

(3) Training period – See Section II.A.5. of the Employment Procedures above.

(4) An employee who is discharged (other than during a Training Period and other than for misconduct) will receive compensatory severance pay for all their accrued vacation time as outlined below.

(5) Employees dismissed for misconduct will lose all rights to prior notice and to any severance pay.

#### **b. Resignation**

Staff members leaving the organization are required to give to the agency notice as follows:

(1) Professional staff must give four (4) weeks written notice. Failure to give proper notice will result in forfeiture of any severance pay.

**(2) Support staff must give two (2) weeks written notice. Failure to give proper notice will result in forfeiture of any severance pay.**

**(3) Use of vacation days in the period of written notice of resignation is not permitted by either professional or support staff, except as approved by the Chief Executive Officer.**

**(4) An employee who resigns (other than during a Training Period) will receive compensatory pay for their accrued vacation time as outlined below. Unused sick time will not be paid out at resignation.**

## **G. Grievances and Disciplinary Action**

### **1. Grievances**

**a. Any employee having a grievance is encouraged to first discuss it with his/her immediate supervisor.**

**b. If the verbal grievance is not resolved within seven (7) working days, the employee has seven (7) further working days to submit a written statement of grievance with their immediate supervisor. A copy of said statement shall be simultaneously submitted to the Chief Executive Officer.**

**c. If the grievance is not satisfactorily adjusted by the supervisor within seven (7) working days after submitting the written statement, the employee has seven (7) further working days to submit a written Appeal to the Chief Executive Officer.**

**In the event of such action, the supervisor shall provide written information of their findings and conclusions to the Chief Executive Officer.**

**A meeting shall be held within ten (10) working days with the grievant, supervisor, and Chief Executive Officer to discuss the supervisor's findings and conclusions. The decision of the Chief Executive Officer will be final.**

**The availability or use of the grievance procedure does not affect the employee's at-will employment status.**

Employees have the right to file a grievance with the Equal Employment Opportunity Council (Cincinnati telephone number (513) 684-28510 and the Ohio Civil Rights Commission (Dayton telephone number (937) 285-6500). MVHO's EEO Officer is the Chief Finance Office.

## **2. Disciplinary Action**

If an employee engages in misconduct, the employee is subject to appropriate disciplinary action which may include: 1) Coaching and Counseling, 2) Retraining, 3) Verbal Warning, 4) Written Warning, 5) Suspension, or 6) Termination. Although an employee will usually be progressively disciplined before being terminated, MVHO reserves the right to decide whether or not to do so in any given situation at its discretion. Nothing in this section alters or should be construed to alter an employee's employment relationship with MVHO as defined in this document.

### **III. VACATIONS AND OTHER ABSENCES**

#### **A. Holidays**

MVHO offices will be closed and all full-time employees will receive Holiday pay on the following days:

New Year's Day  
Martin Luther King Day  
Presidents' Day  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Thanksgiving Day  
The day after Thanksgiving Day  
Christmas Day

If any of the above holidays fall on a weekend, the Agency will be closed on the preceding Friday or the following Monday.

Full-time employees who are require to work a holiday will be paid double time.

Part-time employees are not paid for holidays, unless it is a scheduled work day. If a part-time employee works a holiday they will be paid at double time.

**B. Vacations**

**Vacation Leave may be taken up to the total number of accumulated days with supervisory consent. Vacation Leave days are accumulated per pay period in proportion to the specified rate per year.**

**1. All full-time staff members will accumulate ten (10) days Vacation Leave per year during their first year of employment. Full-time staff will accumulate fifteen (15) days per year from the second year through the fourth year of employment. Full-time staff will accumulate twenty (20) vacation days per year during their fifth year of employment and thereafter. No more than fifteen (15) days of accumulated vacation leave can be carried into the next year.**

**2. Part-time employees will accumulate Vacation Leave per pay period in proportion to their percentage of full-time employment at the annual rate specified for their length of employment (e.g., a half-time staff would accumulate ten (10) half-days of Vacation Leave during their first year of employment.**

**C. Sick Leave**

**Sick Leave may be taken up to the total number of accumulated days with supervisory consent. Sick Leave days are accumulated per pay period in proportion to the specified rate per year.**

**1. Sick leave is only to be used for the employee's illness, pregnancy, childbirth or related medical condition which prevent the employee from performing their employment duties or for the illness, pregnancy, childbirth, related medical condition, or death of immediate family members which require the presence of the employee. Immediate family members are defined as parent, sibling, child, grand-parent, grandchild, spouse, parent-in-law, sibling-in-law, child-in-law, step-parent, step-sibling, step-child, legal guardian or other person who stands in place of a parent or for whom the employee has custody. Any other conditions requiring an employee's absence shall be taken as vacation leave.**

**2. All full-time staff members will accumulate one (1) day Sick Leave per month. No more than one year of accumulated sick leave can be carried into the next year.**

**3. Part-time employees do not accumulate Sick Leave during their employment.**

4. Absence for illness, pregnancy, childbirth or related medical conditions beyond the total of accrued sick leave will be charged against accrued Vacation Leave.

5. If an employee is absent from work due to illness, pregnancy, childbirth or related medical conditions, they will continue to receive their salary for the period covered by accumulated sick days and/or vacation days. The employee will be expected to return to work on the first working day following the last day of accumulated benefit unless other arrangements are approved by the supervisor prior to such date.

6. A medical statement documenting the reason for the use of Sick Leave may be requested by the employee's supervisor. A medical statement may also be required to show that it is safe for an employee to return to work.

7. Paid absence for medical reasons cannot exceed accumulated Vacation and Sick Leave. If an employee is medically unable to work and has used all Vacation and Sick Leave accrued, they may request Unpaid Leave. An employee shall be responsible to notify their supervisor in writing of their request for Unpaid Leave. Notice of the expected duration of the disability should be given as soon as possible. Unpaid Leave may be granted at the discretion of the Chief Executive Officer.

**D. Unpaid Leave**

1. Employees may take Unpaid Leave subject to the approval of the Chief Executive Officer.

2. Granting of Unpaid Leave may affect payments for health insurance, retirement, life, and disability insurance (unless leave is covered by disability insurance). The Agency may not be required to make payments for these benefits while the employee is on Unpaid Leave. In such event, the employee does have the option to take over these payments.

3. Unpaid Leave beyond accrued leave shall not be deemed time of employment for purposes of calculating or accruing leave.

**E. Military Leave**

For temporary military duty, such as Reserve or National Guard summer camp, the employee will be granted leave in accordance with applicable law.

**F. Jury Duty**

MVHO employees should notify their supervisor immediately if they are chosen to appear for jury selection or jury duty.

Employees required to appear for jury selection or jury duty may make request in writing to their supervisor to be released with pay from their regular duties for that purpose.

Employees released with pay to appear for jury selection or jury duty will be required to sign over to MVHO any jury pay checks issued to them by the court.

Alternatively, employees chosen for jury selection or jury duty may make request in writing to their supervisor to use accumulated vacation leave for any time they would have been scheduled to work. Employees using accumulated vacation leave for jury selection or jury duty are not required to sign over to MVHO any jury paychecks issued to them by the court.

**IV. FRINGE BENEFITS**

**A. Social Security (F.I.C.A.)**

Deductions for Social Security are made from the employee's paycheck, according to the current annual amount required by law. The agency pays the same amount in Social Security to the federal government as is deducted from the employee's paycheck.

The employee must have a Social Security Number or apply for one, so that earnings can be reported to the federal government. It is important that the employee check the Social Security Number on their payroll check stub from time to time to insure that it is correct. If at any time the Social Security Number appears to be incorrect, the Chief Executive Officer must be notified immediately.

**B. Worker's Compensation**

All staff members are covered by Employee's Compensation Insurance against accidents while in actual performance of the job. Any accident must be promptly reported to the immediate supervisor and/or the Chief Financial Officer. An accident report must be completed and submitted as soon as possible and temporary card issued.

**C. Retirement Plan**

All employees who work at least 1000 hours in a given year are eligible for participation in the MVHO retirement program for that year. Six (6) percentage of the employee's regular salary is contributed in the employee's name to a 401(k) investment plan at the discretion of the MVHO Board of Trustees. New employees will receive retirement benefits after reaching 1000 hours of service in their first year.

**D. Health, Life, and Disability Insurance**

For full-time employees only, MVHO will pay an amount determined by the Board toward the cost of individual health, life and disability insurance which is available from the Agency's insurance carrier and specified by the employer. Coverage becomes effective in accordance with the terms of the then existing policy. Part-time and on-call employees are currently not eligible. Options for additional coverage may be purchased by the employee through the Agency's insurance carrier(s) at their own expense. These can be purchased through employee pay in pre-tax dollars.

**E. Waiver of Health Insurance**

If a full-time employee does not want to participate in the Agency Health/Life/Disability insurance plan, the employee shall submit a written Waiver Form and prove that they are covered by health insurance through another source.

**F. TDA (Tax Deferred Annuity 403B)**

An optional tax deferred annuity is currently available to allow the employee to set aside pre-tax dollars from their regular salary toward retirement.

## **V. MISCELLANEOUS BENEFITS**

### **A. Transportation**

- 1. Members of the staff authorized by the Chief Executive Officer to use their personal cars for Agency work will be reimbursed on a mileage basis at a rate to be determined by the MVHO Board of Trustees. Parking costs are reimbursable. Reimbursement for attendance at out-of-town meetings will be arranged on an individual basis with each supervisor and approved by the Chief Executive Officer. To receive reimbursement, proper receipts and a mileage chart approved by the employee's supervisor must be submitted to the Office Manager by the fifth day of the following month.**
- 2. The MVHO Board will set an annual mileage rate for reimbursement at the beginning of each year.**
- 3. Employees using their own vehicles on Agency business are not covered under agency insurance provisions for collision or other damage to their vehicles, including theft of a vehicle or articles from the vehicle and comprehensive coverage. Therefore, proof of a valid driver's license and current adequate liability insurance must be furnished to the agency on a regular basis and will be kept in the employee's personnel file. Any change in status of the above must be reported to the employee's supervisor immediately.**

### **B. Cellular Phones**

**Those employees expected to perform work duties outside the office will be provided with an MVHO cellular phone. This phone belongs to MVHO, and should, therefore, not be used for any improper or illegal activity. It is also the responsibility of the employee to cover any additional phone plans or expenses they incur on the cellular phone. An employee can elect to use a phone that they purchase for MVHO purposes. However, this must be approved by the CEO and only the equivalent monthly payment paid for MVHO phones will be reimbursed to the employee regardless of the charges to their phone.**

**MVHO will also provide for the purchase of cellular phone headphones, however, MVHO cellular phones should not be used while driving. An employee should pull over or wait until they arrive at their destination before taking calls.**

**C. Training**

The MVHO Board of Directors approves a pool of funding each year to be made available to MVHO employees for training or continuing education which will advance their employment or job capabilities. In order to access these funds, an employee should make a written request to their supervisor. If the supervisor agrees, they sign and forward to the Chief Executive Officer for approval. The Chief Executive Officer may approve the expense; approve the training, but only pay at a rate where this training is offered for a lower cost elsewhere; deny the expense due to cost constraints; or approve the training but have it offered at MVHO so other staff may attend as well.

**VI. EMPLOYEE RESPONSIBILITIES/STANDARDS OF CONDUCT**

The following standards of conduct apply to all MVHO personnel (staff and volunteers). MVHO personnel are expected to comply with these standards in order to maintain a professional environment and to represent themselves as a positive role model to MVHO associates and tenants. Violations of the Standards of Conduct may result in disciplinary action, which may include discharge, suspension, demotion and/or additional action. Infractions to these standards or other MVHO Policies and Procedures may be documented and a copy placed in the employee's personnel file. Written documentation may be preceded by counseling with the employee's supervisor.

**A. Professional Appearance**

Staff should present a professional appearance and demeanor appropriate to their position within the agency and/or specific working circumstances.

**B. Meeting Attendance**

All staff may be expected to attend meetings outside of regular work hours as directed by their supervisor and/or Chief Executive Officer. Professional staff who attend such meetings may be required to work in excess of their regularly scheduled hours in order to fulfill the requirements of their position.

**C. Conflict of Interest**

Employees shall not engage in activities that compete with the agency or that interfere with the performance of their job with the agency.

**D. Inclement Weather**

Agency employees are expected to make every effort to get to work during inclement weather. The agency will be open at all time unless employees are otherwise notified. If a staff person is unable to report to work due to the weather, it must be taken as a leave day.

**E. Weapons and Firearms**

Possession of any weapons and/or firearms on any work site of MVHO is prohibited.

**F. Alcohol and Drug Use**

Unauthorized possession of alcoholic beverages and/or any possession and/or use of illegal drugs during individual working hours and work-related functions is prohibited.

**G. Theft and Misuse of Property and/or Funds**

Theft or misuse of agency, staff or tenant property and/or funds is prohibited. MVHO tools or other MVHO property should not be used by staff for personal benefit without prior approval by the CEO.

**H. Fraternization**

Staff/volunteers are expected to maintain a professional relationship with tenants at all times. Fraternalization, both during and after working hours, between staff/volunteers and MVHO tenants during their involvement in MVHO programming is forbidden. Additionally, staff/volunteers should never loan money to any MVHO tenant.

**I. Client Confidentiality**

All agency personnel have a professional obligation to maintain the confidentiality of client information. Only authorized personnel may have access to or divulge client information. Agency personnel should not divulge or discuss any client information or any aspect of their care beyond that appropriate in the performance of his/her duty.

Information may be released to other individuals upon receipt of a written request accompanied by a Release of Information Form signed by the client and/or guardian. All requests for information must be approved by the program director. Requests are placed in the client case file. Release of information to a former client may be

obtained in the same manner. Release of information to the client must be accompanied with notification to the Chief Executive Officer.

**J. Respect for Others**

The opinion that tenants and visitors have of the agency depends largely upon the courtesy extended to them by MVHO personnel. No matter how difficult the situation, personnel are required to be respectful to tenants, visitors and fellow staff at all times. Tenants must be treated with kindness and dignity. Rude or abusive language will not be tolerated.

**K. Personnel Confidentiality**

All information contained in personnel files and other work-related records is confidential. Information shared in confidence should not be disclosed.

**L. Respect for Personnel and Associates**

In order to establish a cooperative and effective working environment, staff must relate to and treat other MVHO staff members, representatives of associated agencies, and members of the Board of Trustees with respect, dignity and courtesy. Personnel conflicts should be dealt with privately and in the least disruptive manner possible.

**M. Record Keeping**

Accurate and honest documentation of work-related tenant and MVHO personnel records is required of all staff in a timely manner. Falsification of such records is prohibited. No tenant or MVHO personnel files are to be removed from any MVHO facility without permission of the Chief Executive Officer.

**N. Incident Reports**

From time to time incidents occur resulting in damage to property or personal injury. Such incidents must be reported to the employee's supervisor immediately and an incident report must be completed and signed.

**O. Communicating with Other Organizations**

The positive reputation and standing of MVHO within the general community and among funding and referral agencies is critical to the agency's successful operation. Staff must promote the positive

attributes of the agency at all times and not criticize nor demean the agency, its programs or staff.

**P. Safety**

No MVHO employee should perform any task that makes them feel that their health or safety are at risk. An employee, however, does have a responsibility to inform their supervisor in this situation to reach a resolution. Because outreach staff take particular risk when working in the community, it is important that they always work in groups of two or more (partners can be MVHO employees or staff from other agencies). When providing outreach in abandoned buildings or homeless camps, MVHO staff should notify someone off site of their whereabouts and expected return time.

**VII. SEXUAL HARASSMENT AND/OR ABUSE POLICY**

Sexual, racial, religious or national origin harassment or discrimination in the workplace are specifically prohibited. Such misconduct in the workplace is a violation of law and of the philosophy of MVHO. It is a form of exploitation, intimidation and discriminatory behavior. It is the responsibility of our agency to maintain a professional environment that supports the highest level of personal conduct free of harassment and/or discrimination based on sex, race, religion or national origin, sexual orientation or gender. The agency has adopted this policy, which applies to volunteers working on behalf of the agency as well as employees. Misconduct prohibited by this policy, regardless of who originates it or participates in it and regardless of whether it is verbal, written, or physical conduct, should be reported promptly and will be investigated. If found to have occurred, such misconduct will result in corrective action by MVHO that is determined to be appropriate for a proper resolution of the matter. The corrective action could range up to and include disciplinary action, including discharge of the offender.

Employees have the right to file a grievance with the Equal Employment Opportunity Council (Cincinnati telephone number (513) 684-2851) and the Ohio Civil Rights Commission (Dayton telephone number 937) 285-6500). MVHO's EEO Officer is the Chief Finance Officer.

## **VIII. ANTI-DISCRIMINATION AND AFFIRMATIVE ACTION POLICIES**

- A. It is the policy of MVHO that no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of MVHO on the grounds of race, color, creed, religion, sex, age, national origin, handicap or familial status.**
- B. It is the policy of MVHO that no person shall be subjected to discrimination on the grounds of race, color, creed, religion, sex, age, national origin, handicap or familial status in the use, occupancy, sale, leasing, rental, or other disposition of residential property controlled by MVHO.**
- C. It is the policy of MVHO that no person shall be subjected to discrimination in employment or contracting opportunities on the grounds of race, color, creed, religion, sex, age, national origin, handicap or familial status.**
- D. It is the policy of MVHO to seek and encourage qualified minorities, women, and disabled persons to apply for employment and contracting opportunities with MVHO. Employment and contracting opportunities will be submitted to agencies that serve minorities, women, and disabled persons, including the ADAMHS Board. All newspaper advertisements for employment or contracting will indicate that MVHO is an Equal Opportunity Employer.**
- E. It is the policy of MVHO to provide reasonable accommodation to assure equality of opportunity, full participation, and access to independent living options for persons with disabilities. MVHO will maintain handicap accessibility to corporate offices and an appropriate number of residential units and facilities.**
- F. It is the policy of MVHO to require that all contractors and subcontractors agree not to discriminate against any employee or applicant for employment on the grounds of race, color, creed, religion, sex, age, national origin, handicap or familial status.**
- G. Fair Housing Training is provided to MVHO employees annually. Employees are made aware of all applicable federal fair housing law and practices for compliance. Any questions or complaints regarding Fair Housing should be forwarded to Miami Valley Fair Housing, 211 S. Main St., Ste. 720, Dayton, OH 45402, 937-223-6035.**

**IX. MVHO SUCCESSION PLAN**

- A. Back Up for Key Positions - MVHO has identified the management staff as the priority for succession planning. These positions include: Chief Executive Officer (CEO), Chief Financial Officer (Bookkeeper), Office Manager (Bookkeeper), Maintenance and Rehabilitation Director (Inspection Specialist), Tenant Services Director (Tenant Services Specialist), Rental Assistance Director (Rental Assistance Specialist), SRO Director (Lead Resident Aide) and PATH Director (PATH Worker). A backup person (named after each position above) has been identified for each position and is being continuously trained on the key position's job duties. The backup also meets regularly with the key staff person to be made aware of any issues or projects that would need to be continued or addressed in their absence. This back up would serve as interim for the position until a replacement is named. However, other staff in the department would assist to make sure all duties are covered.**
- B. On-Going Communication The management staff meet each month on the first Thursday to prepare for the Board meeting and communicate any issues from their respective areas. This insures that all key staff are aware of and can address problems as they arise. Additionally, each department (rental assistance, tenant services, SRO, PATH, maintenance, office management and accounting) holds regular meetings with their staff to insure on-going coverage and knowledge of each others duties, problems and concerns.**
- C. Continuing Education MVHO has created a continuing education line item to insure that staff are trained for their existing position as well as future employment needs and opportunities. Each year, the board approves a line item for training. These funds are made available to all staff who can then identify their priority training needs and present to their supervisor for consideration. If the supervisor feels this request is job related and appropriate for the staff's training, it is forwarded to the CEO for consideration. The training may be approved or denied based on funding and priorities, but the CEO may also approve the cost for a cheaper training allowing the staff person to choose whether they are willing to pay the difference for the more costly training. Finally, the CEO may decide that the training need is bigger than the individual request and create an in-house training for multiple persons.**

- D. **Other Internal Leadership Development** Back up staff are invited to attend annual budget meetings for the department and to represent MVHO in public settings and committees. The MVHO CEO meets annually with all staff to discuss goals, likes, dislikes and career paths.
- E. **Job Descriptions and Evaluation** Each MVHO position is supported by a job description listing all duties and minimum qualifications. These descriptions are updated annually by the employee and supervisor. The job performance of the employee is evaluated twice each year and the employee's pay increase and any bonuses are based on job performance as outlined in the second annual performance evaluation.
- F. **Filling Vacancies** MVHO requests a minimum two week notice when staff vacate a position and increases this to four weeks for key professional positions. Priority is given to promotion from within, but MVHO does advertise for all positions where there are not at least two qualified internal persons interested in the position. Advertisement is done through the local newspaper as well as through notification through the Emergency Housing Coalition to their membership. For key management positions, notices are also sent to COHHIO, the Corporation for Supportive Housing and the Dayton Business Journal along with the complete job description and qualifications.
- G. **Volunteer Opportunities** MVHO solicits opportunities for volunteerism through local universities and community leaders. These volunteers and students have an opportunity to learn about MVHO's culture, practices and staffing which can lead to qualified pools for future open positions.

**APPROVED BY THE MVHO BOARD OF TRUSTEES  
FOR IMPLEMENTATION ON \_\_\_\_\_  
Date**

\_\_\_\_\_  
**Kenn Daily, Chair  
MVHO Board of Trustees**

\_\_\_\_\_  
**Date**