

PERSONNEL POLICIES AND PROCEDURES

**HOUSING AUTHORITY OF BARDSTOWN
BARDSTOWN, KENTUCKY**

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SECTION I. STATEMENT OF PURPOSE*

The Housing Authority of Bardstown recognizes that a personnel system which is designed to ensure the recruitment and retention of a competent, productive work force is essential to both effective and efficient local government. These personnel policies and procedures have been developed in order to achieve optimum efficiency, economy and equity in the pursuit of the Housing Authority of Bardstown's goals.

A. Scope of Coverage

1. The following officers and employees are explicitly exempted from coverage, unless specified otherwise:
 - a. All elected officials;
 - b. All members of Boards or Commissioners;
 - c. Consultants, advisors and counsel rendering temporary services;
 - d. Independent contractors;
 - e. Temporary seasonal or on-call employees occupying non-established positions**; and
2. All employees*** not explicitly exempted from coverage of these personnel policies and procedures shall be subject to its personnel policies and procedures.
3. Individual sections of these personnel policies and procedures may apply to personnel defined in Section I above, provided the provision is specifically stated in the applicable section.

B. Statement of Affirmative Action

The Housing Authority of Bardstown seeks to provide equal opportunity to all of its employees and applications for employment and to prohibit discrimination based on race, color, sex, religion, national origin, political affiliation, physical or mental handicap, age or marital status. The Housing Authority of Bardstown promotes equal opportunity in matters of hiring, promotion, transfer, compensation, benefits and all other terms, privileges and conditions of employment, and actively pursues an affirmative action program.

C. Administrative Responsibilities

1. These personnel policies and procedures shall be administered by the Executive Director or the Assistant Executive Director.
2. In addition to the duties set forth in these policies and procedures, the Housing Authority of Bardstown shall:
 - a. Administer the provision of these policies and procedures and all rules and regulations; and

- b. Maintain a current personnel file for each employee:
 - (1) The file shall include name and permanent address, position title, departmental assignment, salary, past changes in Housing Authority of Bardstown employment status, complete record of leave of all types accrued and used showing a current balance of leave due, and such additional information as may be required.
 - (2) All changes in the status of employment shall be recorded in the personnel file.

SECTION II: EMPLOYMENT PROCESS

A. Procedures for Filling Vacancies:

1. The procedures for filling vacancies in established positions, including newly-established positions, shall be as follows:

- a. The Housing Authority of Bardstown will advertise the vacant positions, all announcements shall be made in a newspaper of general circulation in the City, or in an appropriate trade magazine, **or other media**. All announcements shall include such information as where to apply, deadlines for application, pay **ranges** for the position, summary of duties of the position, and position qualifications. All written announcements of vacant position(s) shall contain the following statement: "An Equal Opportunity Employer."
- b. All statements of interest from current employees along with all applicants from outside the Housing Authority of Bardstown services shall be forwarded to the Executive Director or Assistant Director for appointment decision(s).

B Certification of Eligibility for Position

- a. In order to be considered eligible for the vacant position, candidates must meet the necessary and desirable requirements of the position, including, but not limited to, knowledge, skills, abilities, education, training and other documentation as deemed necessary.
- b. The qualifications of an applicant for a position shall be ascertained on the basis of one or more of the following:
 - (1) Information the applicant supplies;
 - (2) Written, performance or physical tests or examinations, substance abuse or communicable disease tests, or any additional test which may be required;
 - (3) Personal interview;
 - (4) Information and evaluations supplied by references given by the applicant;
 - (5) Other appropriate information as determined.
- c. When it is determined to be necessary in the discretion of the Executive Director or the Assistant Director on the basis of the information obtained concerning the applicant, a more extensive background investigation may be conducted prior to actual appointment of the applicant.

C. Appointing Authority:

1. The Executive Director shall recommend the appointment of the Assistant Executive Director to the Board of Commissioners for approval by the Board.

2. The Executive Director or Assistant Executive Director is the appointing Authority for all other employees. **In the event the Executive Director is incapacitated, the Assistant Executive Director shall make recommendations to the Board of Commissioners for appointment by the Board.**

C. Application for Position:

1. Employment Application forms supplied by the Housing Authority of Bardstown and completed by applicants shall include information about the applicant's training and experience and such additional information as required to effectively evaluate the applicant's ability to perform the duties required by the position.

2. No person may be appointed to a position unless verified information on an official application form indicates that the person meets the qualifications for the position.

3. All employment application forms must be signed and dated by the applicant.

- a. Written, performance or physical tests or examinations, substance abuse or communicable disease tests, or any additional test which may be required;
- b. Personal interview;
- c. Information and evaluations supplied by references given by the applicant;
- d. Other appropriate information as desired.

4. When it is determined to be necessary in the discretion of the Executive Director on the basis of the information obtained concerning the applicant, a more extensive background investigation may be conducted prior to actual appointment of the applicant.

5. Applicants may be required to pass a job-related physical and/or psychological examination as a part of the employment process.

E. Orientation of Newly Employed Personnel:

1. An orientation will be made available to all new employees as soon as possible after employment.

2. The Executive Director or Assistant Executive Director's responsibility includes an explanation of the Housing Authority of Bardstown's management policies and administrative procedures, the Housing Authority of Bardstown's compensation plan and schedule, employee benefits, and, generally, what the employee can expect from the Housing Authority of Bardstown and what the Housing Authority of Bardstown expects from the employee.

F. Nepotism:

1. The Housing Authority of Bardstown does not prohibit the employment of relatives to established positions within the government so long as neither of the related parties are employed in a supervisory role in which the progress, performance or welfare of the other might be directly or indirectly affected.
2. An employee may not be promoted into a position which would allow direct or indirect influence of the progress, performance or welfare of a relative.

G. Fraternalization:

1. The Housing Authority's managerial and supervisory employees are not permitted to date, or become romantically involved with, and/or engage in any similar fraternization or conduct, attempted or otherwise, with any Housing Authority employee with whom they have a supervisor/superior-subordinate relationship. Prohibited fraternization may result in disciplinary action, up to and including termination of employment. The Executive Director may permit exceptions for relationships which developed and were known to the Housing Authority prior to the issuance of this policy.
2. Any similar relationship between co-workers which adversely affects the work environment or an employee's job performance may result in a transfer or some form of disciplinary action.

SECTION III: CONDITIONS OF EMPLOYMENT

A. Probation:

1. All personnel initially hired to an established position shall serve a six month probation period; however, the probation period may be extended by the recommendation of the Supervisor.
2. An employee who has served an initial probationary period and is promoted from within the Housing Authority of Bardstown to a new position shall be on probation in the new class for six months. While on probation, an employee may be reinstated to the position from which the employee was promoted, reassigned to another position, or released from the Housing Authority of Bardstown service.
3. Probationary employees shall be evaluated at least quarterly during the probationary period.

B. Promotion:

Any employee occupying an established position may apply for promotion to a higher position by making the request provided the employee possesses the qualifications for the position, the employee is not serving an original probationary period, and position is vacant.

C. Disciplinary Action:

1. The policy of the Housing Authority of Bardstown is to be fair and consistent in the administration of its rules, regulations and procedures, including these personnel policies and procedures. When problems arise,

emphasis is on improvement and/or correction rather than punishment. However, willful, continued, or inexcusable breaches of employment rules, regulations, and procedures must be dealt with firmly in accordance with a uniform policy which applies to all employees.

2. An employee may be disciplined for (but not limited to) the following:
 - a. Incompetency;
 - b. Inefficiency;

 - c. Dishonesty, which shall include:
 - (1) Deliberately making or using falsified records, materials, requisitions, etc.;
 - (2) Lying
 - (3) Personal use of Housing Authority of Bardstown property;
 - (4) Theft of property;
 - (5) Deliberate waste;
 - (6) Falsifying the employment application form.
 - d. Immoral or improper conduct;
 - e. Neglect of duty, which shall include:
 - (1) Repeated failure to be at work station at starting time;
 - (2) Leaving assigned work area without permission;
 - (3) Failure to attend scheduled meeting;
 - (4) Refusal to accept reasonable work assignment;
 - (5) Stopping work before specified time.
 - (6) Deliberate interruption of work;
 - (7) Loitering, loafing or sleeping on job;
 - (8) Unsatisfactory work or attitude.
 - f. Neglect or mishandling of equipment;
 - g. Excessive absenteeism;
 - h. Failure to keep time cards accurately or completing other employee's time cards;
 - i. Fighting or horseplay while on duty;
 - j. Attempting bodily injury to another person;
 - k. Failure to observe safety rules;
 - l. Abusive or obscene language;
 - m. Discourtesy to the public or fellow employees;
 - n. Conviction of a felony or a crime involving moral turpitude, in accordance with KRS 225B;
 - o. Untidy attire, torn uniforms, and other failures to maintain a clean, neat appearance;
 - p. Off-duty activities that discredit the individual or organization or cause inefficiency in performing assigned duties;
 - q. Reporting to work under the influence of intoxicants or illegal drugs;
 - r. Manufacturing, possessing, distributing, or use of any intoxicants or illegal drugs while on duty, including lunch period;
 - s. Gambling while on duty, including lunch period;
 - t. Improperly disclosing confidential information;
 - u. An accumulation of minor infractions;

- v. Violation of, or failure to report violation of, job related federal or state laws or administrative regulations;
 - w. Failure to follow any rule, regulation, operating procedure or job requirement not specifically mentioned above.
 - x. Insubordination, including but not limited to a failure to follow the lawful directive of a superior or disrespect to a superior.
2. When an employee fails to follow any rule, regulation, operating procedure or job requirement, one of the following measures shall apply, depending upon the circumstances involved and the severity of the offenses:
- a. Verbal warning (reprimand):
 - (1) In the case of a minor infraction, the immediate supervisor shall administer a verbal reprimand without rancor and explain the actions necessary to correct the problem as soon as possible after the offense.
 - (2) The date of the reprimand, along with a description of the occurrence which prompted the reprimand, actions necessary to correct the problem, and any comments the employee may have made, shall be noted and placed in the employee's personnel folder by the person giving the reprimand.
 - b. Written warning:
 - (1) In the case of a second minor infraction, the Executive Director or Assistant Executive Director shall give the employee a written warning specifying the reason(s) for such warning and noting any previous verbal and/or written warnings.
 - (2) Written warnings shall state that the employee's performance will now be reviewed on a regular basis for improvement and explain the consequences of continued infractions.
 - (3) The employee shall sign the written warning or the warning shall be signed by a witness; a copy of the written warning shall be placed in the employee's personnel folder.
 - c. Suspension:
 - (1) After either a serious violation or repeated minor violations, the Executive Director shall suspend the employee without pay and/or for a designated period of time.
 - (2) The Executive Director may suspend an employee with or without pay for any period up to and including four calendar weeks, depending upon the severity of the offense; however, a maximum time limit shall not apply when an employee is suspended due to an investigation of an alleged offense.
 - (3) The suspended employee shall be notified of the suspension in writing within five working days after the time of suspension. The notice shall include the reason(s) for the duration of the suspension (if known).
 - (4) Employees suspended without pay for a period of four calendar weeks or more shall forfeit fringe benefits, including

accrual of sick and vacation leave and the Housing Authority of Bardstown's contribution to any insurance benefits during the suspension.

d. Dismissal:

- (1) Where an offense is continually repeated, or misconduct is serious enough for discharge on the first offense. The service of any employee may be terminated due to misconduct, failure to perform their duties, need to reduce employment, or other matters that adversely effect the Housing Authority.
- (2) Final and formal discharge of an employee shall be the responsibility of the Executive Director or the Assistant Executive Director upon the Executive Director's absence.
- (3) A copy of the notification shall be placed in the employee's personnel file.

e. Demotion or transfer:

- (1) In the event that an employee becomes unable to perform the duties as stated in the class specification, the employee may be demoted in lieu of taking any disciplinary action, provided the employee meets the qualifications for the position, and the position is vacant.
- (2) Such actions shall be recorded in the employee's personnel file.

D. Mandatory Retirement Age:

The Housing Authority of Bardstown does not have a mandatory retirement age.

E. Examinations:

1. If there is reasonable cause to believe that it is warranted, the Housing Authority of Bardstown may require any employee to submit to a physical or mental examination by a medical doctor, psychologist, dentist or ophthalmologist selected by the Housing Authority of Bardstown to insure competency to complete assigned duties.
2. The Housing Authority of Bardstown shall pay the costs (including necessary travel costs) for required examinations.

F. Resignations:

1. An employee wishing to resign from employment with the Housing Authority of Bardstown is requested to inform the Executive Director or A.E. Director of the intended resignation, in writing, as soon as possible after the decision is made. The notice shall be in writing, and shall include the effective date of the resignation. Unless approved in advance, failure to give two weeks' notice may be cause for denying future employment with the Housing Authority of Bardstown and may be cause for the Housing Authority's refusal to give a recommendation if contacted by other employer(s).
2. An employees' resignation and its attendant reasons, if noted, shall be

recorded in the employee's personnel file. The employment date of an employee who resigns and is re-employed will be the latest date of employment, unless specified otherwise by the Executive Director.

3. Any employee who is absent from work for without notifying the immediate supervisor of their reason(s), and receiving approved time away from work, will typically be considered to have abandoned the job can be terminated from employment with the Housing Authority.

G. Political Activity:

1. Housing Authority of Bardstown employees shall not be a candidate for an elective municipal office, engage in political activity during the employee's assigned duty hours, or engage in political activity while wearing a uniform identifying the Housing Authority of Bardstown as the employer.
2. No employee, as a condition of employment or continued employment, shall be required to contribute to or campaign for any candidate for political office.

H. Use of Housing Authority of Bardstown Property, Vehicles and Equipment:

1. The Housing Authority of Bardstown owned property, vehicles and equipment shall be used only in the performance of official Housing Authority of Bardstown business.
2. Normal and regular use of property, vehicles and equipment by employees while on stand-by duty shall be considered official business.
3. Any employee operating or responsible for the operation of a Housing Authority of Bardstown vehicle or other equipment shall comply with local, state and/or federal laws or policy governing the use of vehicles and equipment.

I. Unlawful Harassment:

1. The Housing Authority of Bardstown recognizes an employee's right to a work place free of unlawful harassment. Employees should be aware that harassment on the basis of one's age (40 or over), race, religion, national origin, disability, sex, or other legally protected classification is against the law. Harassment in retaliation for opposing or complaining about discrimination or participating in discrimination legal proceedings is also against the law. Disciplinary action, up to and including termination of employment, will be taken against offenders.

No employee should be expected or required to submit to slurs, jokes, verbal or physical conduct based on age, race, religion, national origin, disability, sex, or other legally protected classification. Sexual advances, requests for sexual favors or other verbal or physical conduct of a racial or sexual nature in the workplace are also prohibited. Such conduct may create a hostile or offensive working environment, and may constitute unlawful harassment. Sexual harassment may also occur when submission to or rejection of such conduct is used as a basis for employment decisions. The Housing Authority will not tolerate or condone

unlawful harassment or pressures that utilize job status as a factor in any application, interview, employment review, promotion or dismissal relating to the performance of any job duties. The Housing Authority also will not condone harassment (e.g., slurs jokes, verbal or physical conduct) in retaliation for opposing or complaining about discrimination or participating in harassment investigations.

Any employee who believes that he or she has been subjected to unlawful harassment, or who has witness such misconduct in the workplace, must immediately report the incident to the Executive Director, or A.E. Director. All reported incidents of harassment will be promptly and thoroughly investigated and all complaints will be treated confidentially to the extent consistent with a thorough investigation. Any employee who is found to have engaged in unlawful harassment of any employee will be subject to disciplinary action, up to and including termination of employment. The Housing Authority will not authorize or permit any form of retaliation against any employee who has made a good faith claim of harassment.

J. Uniforms:

The Housing Authority of Bardstown's uniforms shall be determined during the annual budget process and shall be provided to employees at no cost. Upon termination of employment, the Housing Authority of Bardstown will hold one weeks pay to cover uniforms issued to the employee if they are not returned. An employee shall pay for any lost or damaged uniforms while in their care.

SECTION IV: CLASSIFICATION PLAN

A. Allocations

In the classification plan each established position shall be assigned to an appropriate class on the basis of the duties and responsibilities of the position.

B. Specifications for each position, recommended by the Executive Director and approved by the Board of Commissioners, are given in Amendment number 1.

1. Each class shall have a specification that includes:
 - a. A concise, descriptive title;
 - b. A description of duties and responsibilities of the class; and
 - c. A statement of desirable qualifications for the position.

2. All positions in a class shall be sufficiently alike to permit:
 - a. The use of a single descriptive title;
 - b. A description of each of the duties in the class;
 - c. The same qualifications for each position;
 - d. The use of the same tests of competence for each position; and
 - e. Application of the same pay range to each position.

C. Regular Review/Evaluation:

1. The Executive Director shall review the duties and responsibilities of each class on a regular basis. After reviewing the duties and responsibilities, the re-classification of position(s), the creation of new classes, or the abolition of existing classes may be recommended.
2. All changes shall be made by resolution upon the Executive Director's recommendation and approval by the Board of Commissioners.

D. Reclassification:

1. The Housing Authority of Bardstown shall recommend reclassification of a position after its duties/responsibilities change materially and is no longer comparable with other positions in the class.
2. Whenever the duties of a position so change that no appropriate class for it exists, the Housing Authority of Bardstown shall prepare an appropriate class specification for the position and recommend the position be assigned to the new class.
3. Reclassification of a position may not be used to avoid a restriction concerning demotion, promotion, or compensation.
4. When creating a new class, the format of existing specifications shall be maintained, including all required sections.
5. All classification changes shall be made by amendment of the personnel policies upon the Executive Director's recommendation and approval by the Board of Commissioners.

E. Categories of Employment:

1. All employees of the Housing Authority of Bardstown shall be classified full-time or part-time.
 - a. Full-time employee: An employee who works 40 hours or more per week, but on a regularly scheduled basis;
 - b. Part-time employee: An employee who works less than 40 hours per week, but on a regularly scheduled basis;
2. Only full-time or part-time employees may occupy established positions.
3. Employees in established full-time positions shall begin to accrue vacation and personal leave upon completion of the six month probationary period; shall be eligible for holidays (and other leave); participate in the Employee Retirement System; and shall be eligible for the Housing Authority of Bardstown's sponsored health insurance after ninety (90) days of employment.

F. Drug-Free Workplace

1. The unlawful manufacture, distribution, dispensation, possession or use of

a controlled substance is prohibited within the workplace of the Housing Authority of Bardstown. (See attached list of drugs with potential for abuse.)

2. Employees found to be abusing drugs, but not convicted of any drug statute violation, will be subject to appropriate personnel action against such an employee up to and including termination or be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes. The employer is not required to pay for this rehabilitation.
3. Each employee is required as a condition of employment to (1) abide by the terms of item number 1., and (2) to notify the Executive Director or A.E. Director of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
4. The Housing Authority of Bardstown shall notify any required agency within ten (10) days after receiving notice of a conviction under item number 3. from an employee or otherwise receiving actual notice of such conviction.
5. The Housing Authority of Bardstown shall, within 30 days after receiving notice from an employee of a conviction pursuant to item 3 or 4, take appropriate personnel action against such employee up to and including termination.

Use of Alcohol or Drugs on the Job or Reporting to Work Under the Influence of Alcohol or Drugs

This offense deals with observed drinking or use of illegal drugs on the job or behavior by an employee which gives supervisors reasonable and probable cause to believe that the employee has been drinking alcoholic beverages or using drugs during or before reporting to work. This rule would not include the employee who is taking prescribed medication as a result of a current medical condition. However, if the medication has a negative side effect, it is the employee's responsibility to apprise the supervisor of this fact and indicate the side effects so that the supervisor can respond accordingly. A supervisor may request a statement from the employee's physician when in the supervisor's judgment such a statement is necessary to understand fully the effect of any medication given to the employee. If sufficient reasons exist and the employee definitely appears under the influence of alcohol, a supervisor may request that an employee voluntarily take a breathalyzer or a blood test. If the employee refuses, the supervisor may call the City of Bardstown Police Department and request that the employee be handled in the normal routine set forth by the Police Department. The third and most preferable option is that if the employee does not admit to being under the influence of alcohol or drugs, the supervisor may send the employee home because, in their judgment, the employee is unable to perform his or her duties and responsibilities without endangering other employees or themselves regardless of the reason. Supervisors do not need evidence that the employee is under the influence of drugs or alcohol. They simply need to make a behavioral observation which indicates that for whatever reason, the employee is unable to perform his or her duties and responsibilities in a satisfactory and responsible manner.

Employees who leave their work stations without permission and drink alcohol or consume illegal drugs may be subject to more severe discipline.

Drugs with Potential for Abuse

Barbiturates- (Nembutal, Seconal, Amytal, Tuinal, etc.) These are central system depressants that are highly addictive both mentally and physically; they have a high potential for causing overdose reactions and severe and dangerous withdrawal complications.

Minor tranquilizers- (Librium, Valium, etc.) These have an effect similar to barbiturates and alcohol but are less powerful in their effect and less likely to produce physical and psychological dependency, although psychological dependency is still very common among users.

Narcotics- (Opium, morphine, heroin) These are drugs that act upon the central nervous system and parasympathetic nervous system to reduce pain, induce sleep and give a calming effect. They are very physically and psychologically addicting and, because of the haphazard manner in which they are manufactured and sold, frequently are used excessively.

Stimulants- (Amphetamines, cocaine) These are drugs that affect the central nervous system, causing increased alertness and activity and bringing on a feeling of confidence and well-being. They cause psychological dependency but their ability to cause actual physical dependency is not clear. They can have negative psychological effects when overused.

Hallucinogens- (LSD, mescaline, psilocybin, PCP, etc.) These drugs act upon the central nervous system and produce changes in perception with accompanying excitement to the user. They are not likely to cause psychological or physical dependency. They are somewhat unreliable in their effect and may cause extreme anxiety reactions or panic states in some users.

Marijuana- The active ingredient in marijuana is THC, which is sometimes classified as a hallucinogen. The actual amount of this chemical in marijuana is quite low, however, hallucinations are rare. It generally has an intoxicating effect and may heighten sensory perception, especially auditory perception. There are almost no observable physical effects due to marijuana use. It can produce a psychological dependence somewhat similar to caffeine and has no potential for physical dependence.

Volatile substances- (Gasoline, paint thinner, lighter fluid, airplane glues, etc.) These substances act on the central nervous system and produce an intoxicating effect. They can be extremely dangerous, causing either brain damage or death from overdose.

SECTION V: COMPENSATION PLAN

A. Pay Plan:

A pay plan prepared pursuant to the personnel policies shall prescribe a minimum and maximum rate of pay for each class, and employees occupying positions

assigned to each class shall be compensated at that rate of pay at or above the minimum and no more than the maximum rate of pay for the range.

B. Hours of Work:

Each employee shall work according to a schedule of hours determined by the Housing Authority of Bardstown.

C. Overtime:

1. In order to determine whether an employee will receive overtime pay for hours worked in excess of 40 hours per week, each class shall be declared "exempt" or "non-exempt" in accordance with the provisions of federal and state wage and hour laws; the designation shall be placed on each job description. Employees in exempt classes shall not receive overtime pay; employees in non-exempt classes shall receive overtime pay at the rate of one and one-half times the regular hourly wages for actual hours worked in excess of 40 hours in any work week (exempt employee i.e. administration).
2. Overtime pay will be granted based on all hours credited during the week. Holidays will be considered as hours worked for overtime pay purposes. Non-exempt employees shall receive overtime pay in all cases where they are asked to work or are called out for work after their regular scheduled work hours, except in cases where the overtime is coupled with time off without pay and the actual hours worked are not over 40.
3. The Maintenance Supervisor shall be held accountable for overtime, and shall approve all overtime in advance whenever possible; overtime shall be kept at the minimum consistent with maintenance of essential services and the Authority's financial resources.

D. Stand –by pay:

1. Employees subject to calls during non-working hours may be issued electronic calling devices (beepers), and shall not be required to remain in a particular location in the event, of emergency call-outs.
2. Employees may be required to carry beepers while performing stand-by duties on a regularly scheduled basis and shall receive a fixed compensation (either hours or dollar amount) for performing a stand-by pay, regardless of whether or not the employee answers a request for services during non-working hours. Example: two (2) hours on-call time.

E. Workweek:

The official work week for the Housing Authority of Bardstown shall be Monday through Friday, excluding holidays.

F. Time Sheets:

Each employee shall forward signed time sheets to the supervisor immediately following the ending of the pay period. Time sheets shall indicate actual hours worked, and time off with pay shall be recorded and explained by submitting an Absence Report along with the time cards.

G. Periodic Review:

1. The Housing Authority of Bardstown shall complete the following on a scheduled basis of **every two years**:

- a. Compare the salary rates, compensation policies, and the personnel policies and procedures of the Housing Authority of Bardstown with those of other employers in the labor market area;
 - b. Analyze fluctuations in the cost of living;
 - c. Examine the salary range for each class in the classification plan to ascertain whether minimum and maximum salaries should be raised or lowered for a particular class or classes during the succeeding twelve months; and
 - d. Upon the basis of the comparison, analysis and examination, recommend any necessary changes to the Board of Commissioners.
2. All changes must be made by amendment of the personnel policies, provided the Executive Director recommends and the Board of Commissioners approve the changes by resolution.

H. Implications of Personnel Actions:

1. Reclassification of an employee's position from one class to another of comparable pay shall effect no change in salary for the employee.
2. An employee whose position is reclassified from one class to a higher class shall receive the salary established for the higher class, **comparable to number 1.**
3. An employee whose position is reclassified from one class to a lower class shall receive the salary of the lower class, **comparable to number one (1).**
4. Any reclassification recommended to the Board of Commissioners that will require a higher salary shall include an estimate of the financial implications of the action, **comparable to number one (1).**
5. In the event that an employee enters a higher class by promotion, the employee shall receive the salary in the higher class, **comparable to number one (1).**
6. If an employee is demoted, the employee shall be paid no more than the amount established for the lower class, **comparable to number one (1).**
7. When an employee transfers from a position in one class to a position in an equivalent class, the transfer shall effect no change in rate of pay, **comparable to number one (1).**

I. Salary Increases:

1. The annual budget, may include salary increases effective January 1 for the budget year; individual adjustments may be made during the year as necessary, subject to availability of revenues and the current budget.
2. In addition, the Executive Director may recommend merit pay increases, subject to approval of the Board of Commissioners.

J. Payroll Deductions:

Applicable taxes, court-ordered garnishments, and employee contributions to benefits/programs approved by the Board of Commissioners and applying to all employees shall be deducted from the participating employee's pay check.

SECTION VI: BENEFITS

A. Holidays:

1. The following days are declared paid holidays at the regular rate of pay for all employees occupying full-time established positions:
 - a. The first day of January (New Year's Day);
 - b. The third Monday in January (M.L. King, Jr. Day);
 - c. The last Monday in May (Memorial Day);
 - d. The fourth day of July (Independence Day);
 - e. The first Monday in September (Labor Day);
 - f. The fourth Thursday in November (Thanksgiving Day);
 - g. The fourth Friday in November (After Thanksgiving);
 - h. Veteran's Day (November)
 - i. The twenty-fifth day of December (Christmas Day);
 - j. One-half (1/2) day on the twenty-fourth day of December (Christmas Eve); and
 - k. One-half (1/2) day on the Friday before Easter (Good Friday).
 - l. The second Monday of October (Columbus Day)
2. In order for an employee to be paid for a holiday, the employee must work the last scheduled day before and the first scheduled day after the holiday unless the absence(s) is/are approved in advance (prior to schedule time to begin work).
3. All employees occupying established positions shall receive holiday pay. Employees who work on a holiday shall be compensated for actual hours worked at one and one-half time the regular rate of pay in addition to holiday pay.
4. For employees who work the regular Monday through Friday daily workweek, when a holiday falls on Saturday, the previous business day shall be considered the holiday; when a holiday falls on Sunday, the following business day shall be considered the holiday.

B. Vacation (Annual Leave):

1. Employees occupying established full-time positions shall be granted annual leave at full pay at the current rate of pay.
2. Employees who work 40 hours per week shall accrue one day per month vacation leave after the probationary period.
3. Employees who work 40 hours per week shall be entitled to three weeks vacation after ten years of continuous employment, and employees with 15 years of service shall be entitled to 4 weeks.
4. Vacation leave shall be earned during the calendar year, credited to each employee at the beginning of the next calendar year, and used during the calendar year in which it is credited. One week may be carried over to the next fiscal year.
 - a. Any employee employed as a full-time employee shall be allowed vacation leave with pay. After the probationary period, vacation leave shall be earned at the rate of one (1) day per month and shall be posted at the end of the month.
5. Vacation leave shall be requested in advance (one month in Advance is preferred); vacation leave may be disapproved if the Housing Authority of Bardstown requires the employee's services at the requested time.
6. After the original probation period, any employee who terminates employment with the Housing Authority of Bardstown shall be compensated for all accrued but unused vacation leave. The Housing Authority of Bardstown may compensate the employee by using a lump-sum check with appropriate taxes withheld.
7. Employees absent because of sickness or off-duty injury or disability may use accrued vacation leave during the time off only after accrued sick leave has been exhausted.
8. Except that each employee shall take one week vacation leave annually, employees may receive cash payment for vacation leave in lieu of time off; however, in extraordinary situations, the Executive Director may approve payment for all annual leave.
9. The Assistant Executive Director shall insure that records are kept for vacation leave allowance, vacation leave used, and the current leave credited for each employee; vacation leave taken shall be limited to the current amount accrued.

C. Sick Leave and Personal Leave Policy:

The purpose of the changes made to the Sick Leave and attendance policies, effective January 1, 2005, is to encourage good attendance by employees and to provide a fair leave benefit. Beginning January 1, 2005, employees will begin to accumulate Personal Leave rather than Sick Leave. Employees may continue to use their accumulated sick leave according to Section C. a to g. Any employee that has accumulated sick leave upon their retirement will be paid for those accumulated sick leave days.

Sick leave was calculated by the following: any person considered as full-time status was to be allowed sick leave with pay. After the employees' probationary period, sick leave was earned at the rate of one (1) day per month, not to exceed an accumulation of forty-five (45) days.

1. Sick Leave:

- a. Sick leave credit may be utilized by employees when they are unable to perform their duties because of non-job related sickness or injury or when they are quarantined, or when their absence from work is required due to sickness of a dependent of the employee. All foreseeable leave for such purposes shall require prior approval of the Housing Authority of Bardstown.
- b. In the event of sick leave taken for any purpose, the Housing Authority of Bardstown may require a statement from a medical doctor or psychologist before allowing the employee to receive sick leave pay during the period of absence; a statement from a medical doctor or psychologist shall be required any time sick leave is taken for a period exceeding one work day.
- c. When an employee is injured on the job and compensation is provided by Worker's Compensation Insurance Company, the employee may use accrued sick leave to make up the difference between the amount paid by the insurance company and the employee's net pay for a period up to six months for each illness or accident.
- d. The Assistant Executive Director shall insure that current and accurate records are kept for sick and personal leave allowance, sick and personal leave taken, and sick and personal leave accumulated for each employee.
- e. Sick and personal leave shall be limited to the current amount accrued unless approved in advance by the Executive Director.

- f. Any employee fraudulently taking sick and personal leave may be subject to disciplinary action up to, and including discharge.

2. Personal Leave Policy:

- a. All employees occupying full-time positions shall receive five (5) hours of Personal Leave credit for each month of service, with no maximum limit. Personal Leave may be taken in increments of no less than two (2) hours for any purpose including illness of the employee or a dependent. Where possible, all personal leave should be scheduled at least forty-eight (48) hours in advance. Employees may be paid at any time for any unused personal days at their current rate of pay. Any employee in good standing who terminates employment with the Housing Authority of Bardstown may be paid for all unused Personal Leave at their current rate of pay.
- b. The Executive Director, A.E. Director, or Supervisor may deny personal leave when such leave would create a problem in the department.

D. Disability Leave:

- 1. Any employee drawing Workman's Compensation shall be paid by the Housing Authority of Bardstown the difference between Workman's Compensation benefits and his regular salary during the time he is unable to work, said difference shall be deducted from his sick day accumulation. This provision shall terminate upon expiration of employees accumulated days.
- 2. During the first six months of disability leave, the Housing Authority shall continue to pay health insurance costs while employees are off from work. After six months, the employee must pay the full costs for health insurance coverage prior to the beginning of the month covered.

E. Family and Medical Leave:

The Family and Medical Leave Act of 1993 (FMLA) requires the Housing Authority to provide job-protected, unpaid leave (or to substitute appropriate paid leave if the employee has it available for use) to "eligible" employees for several family and medical reasons for up to a total of twelve workweeks in any twelve months. Employees are eligible if they have worked for at least one year and for 1250 hours over the previous twelve months.

An employee may qualify for FMLA leave in the event of the birth of a child and to care for the newborn child, or placement of a child with the

employee for adoption or foster care. An employee may also qualify if time away from work is needed to care for a family member (spouse, son, daughter, or parent) with a serious health condition. Furthermore, an employee may qualify if the employee's own serious health condition makes the employee unable to perform the functions of his or her job. A serious health condition does not generally include colds and several other minor illnesses.

Employees are required to provide notice of the need for FMLA leave in advance. If the need for leave is foreseeable, the employee must ordinarily provide at least 30 days notice. If the need for leave is not foreseeable, then provide as much notice as is practicable. If the need for FMLA leave is foreseeable, you must request leave by notifying the Executive Director. If the need for FMLA leave is not planned in advance or otherwise foreseeable, follow the Authority's normal procedures for reporting an absence.

The Housing Authority requires FMLA forms to be completed and medical certification to support a request for leave for a serious health condition, and may require second opinion (at the Authority's expense). Failure to submit a medical certification or to provide information may result in leave being delayed or in an absence which is not excused by the FMLA. The Authority may also require that an employee present a certification of fitness to return to work in accordance with the Authority's policies when an absence is caused by the employee's serious health condition.

Upon return from FMLA, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. For the duration of FMLA leave, The Authority will maintain the employee's health coverage under its group health plan.

The Authority will not unlawfully interfere with, restrain, or deny FMLA rights. It also will not discharge or discriminate against an employee for opposing unlawful FMLA practices or for becoming involved in FMLA legal proceedings. However, the Authority will require employees to meet FMLA notice, verification, fitness-for-duty and other requirements.

F. Bereavement (Funeral Leave) or Special Leave:

Any employee having a death in their immediate family, such as father, mother, sister, brother, child, or spouse may have a three (3) day leave, normally one day before the funeral, day of funeral, and one day after. Saturday and Sunday will not be included in this leave. One day leave will be granted for grandparents, grandchildren, and in-laws.

G. Special Leave Non-FMLA Medical Leaves:

1. The Executive Director may authorize special leaves of absence with or without pay for employees in established positions for any period or periods not to exceed four weeks in any calendar year for any purpose(s) that are deemed beneficial to the Housing Authority of Bardstown service.
2. Upon the recommendation of the Executive Director, the Board of Commissioners may authorize special leaves of absence with or without pay for employees in established positions for any period or periods for purpose(s) deemed beneficial to the Housing Authority of Bardstown services.
3. The Authority may grant an approved medical leave if FMLA leave does not apply to an employee's absence. Approved medical leaves are discretionary, as the Authority must attempt to continue to operate efficiently even in the event of an absence. The maximum amount of time for an approved medical leave will be 12 weeks in any 12 month period. An approved medical leave will not occur until after an employee has missed 2 consecutive workdays. The missed days prior to an approved medical leave will be counted as absences. An employee must request a medical leave as soon as he/she knows of the need for such leave.

If a medical leave is approved, the Authority may require medical certifications and examinations by a physician of its choice, or it may require certifications, examinations, and/or consultations with the employee's physician. The Authority will determine which position, if any, into which an employee will be reinstated at the end of an approved medical leave.

The Authority will required a fitness-for-duty certification in connection with an employee's return from an approved medical leave. The Authority may require that the fitness-for-duty certification and/or examination be conducted by a physician of its choice, or it may require certifications, examinations, and/or consultations with the employee's physician. Employees do not obtain additional paid time off, bonuses, or raises during an approved medical leave.

H. Military Leave:

1. Any employee occupying an established position with the Housing Authority of Bardstown who is a member of the National Guard or any reserve component of the Armed Forces of the United States, or of the Reserve Corps of the United States Public Health

Service, shall be entitled to leave of absence without loss in pay for a period not exceeding fifteen calendar days in any one calendar year for the purpose of attending annual mandatory training.

2. The Housing Authority of Bardstown shall comply with U.S. Code 42 when employees occupying established positions are called to active duty.

I. Jury Duty:

1. When an employee is required to serve on a jury, the employee shall be compensated at the normal rate of pay while serving on jury duty. The employee must present any payment received from the courts while serving on jury duty to the Housing Authority of Bardstown.
2. Employees serving on jury duty shall be absent from work only during the times required by the courts.
3. Employees summoned as a plaintiff or a defendant in a proceeding involving or arising from outside employment or personal business shall not be entitled to leave with pay, but may use accrued vacation leave during the absence.

J. Insurance:

1. Worker's Compensation Insurance: The Housing Authority of Bardstown will pay total costs (coverage applies to all employees).
2. Unemployment Insurance: The Housing Authority of Bardstown will pay total costs (coverage applies to all employees).
3. Health Insurance: The Housing Authority of Bardstown will pay total costs (coverage applies to all employees).
4. Life Insurance: The amount of life insurance provided by the Authority for full-time employees shall be determined during the annual budget process.

K. Retirement:

1. All regular employees, after six months of continuous employment shall be able to participate in the Housing Authority Retirement system.
2. Social Security: The Housing Authority of Bardstown and its employees contribute amounts at the rate determined by Congress.
3. Medicare: The Housing Authority of Bardstown and its employees contribute amounts at the rate determined by Congress.

L. Education Assistance:

1. The Housing Authority of Bardstown will reimburse employees for tuition costs for up to three courses per year for classes taken at an accredited college or university, provided the employee presents a transcript showing satisfactory completion of the class.

2. All classes must be approved in advance by the Executive Director, job related, and taken during non-duty hours.

SECTIONVII: EXPENSE REIMBURSEMENT

1. No officer or employee of the Housing Authority of Bardstown shall receive or be allowed any lump-sum expense allowance or contingent fund for personal or official expenses (KRS 64.710)
2. Any officer or employee of the Housing Authority of Bardstown incurring expenses for approved travel shall be reimbursed as follows:
 - a. Room and food costs: Reimbursement for actual amount upon presentation of receipt.
 - b. Travel: (i.e. KHA, SERC, Maintenance, Management, and District Workshops)
 - (1) Airlines: Reimbursed for coach fare at actual amount upon presentation of receipt.
 - (2) Private automobile: Reimbursed at the rate per mile of \$.26 (private automobile may be authorized in advance only when a Housing Authority of Bardstown vehicle is not available). Starting and ending mileage must be documented and gas receipts must be attached.
 - (3) All requests for reimbursement shall be approved by the Executive Director or designee prior to payment.
 - (4) If traveling for the Section 8 Program then the Section 8 Program will be responsible for costs incurred.
 - (5) Travel vouchers may be obtained from the Bardstown Housing Authority and must be completed in full by the traveler.
 - (6) All travel expenses shall be recorded in detail, signed by the traveler, and approved by the Executive Director or Assistant Executive Director, prior to reimbursement.

SECTION VIII: MODIFIED DUTY

Sometimes employees are unable to perform their regular jobs because of a limiting physical or mental condition. Under some circumstances, the Authority may choose to reassign an employee to another position which the employee can perform or to otherwise alter job duties. If the employee is reassigned, the employee may be paid the rate customarily paid to employees who regularly work in the reassigned job. If the employee is returned to his/her former position, the employee will typically return to his/her rate of pay for the former position.

Modified duty will be reserved for employees who have a temporary condition, are convalescing, and are expected to return to full duty. Under certain circumstances, this practice can assist an injured employee in returning to the workplace. However, if the Authority permits individuals to remain in such a position indefinitely, while no longer convalescing, the modified duty might not be available to an individual who could benefit from temporary modified duty work. Accordingly, the Authority will limit the period of time an employee may perform modified duty jobs.

Amendment 1

POSITION DESCRIPTIONS

This section contains all of the position descriptions for the Housing Authority of Bardstown, Kentucky and each of the entities consulted for information. Only the position descriptions that are comparable to Authority positions will be included for the other public entities.

Position Description:

EXECUTIVE DIRECTOR

Date: _____ Revised Date: _____

REPORTS TO: Board of Commissioners

Position Summary:

The employee in this position performs highly responsible public contact and professional work in organizing, directing, and coordinating the programs and activities of the Housing Authority. Work is performed in accordance with procedures and regulations established by the Board of Commissioners and Department of Housing and Urban Development and Federal and State legislation. Administrative direction is received from the Board of Commissioners. Supervision is exercised over administrative personnel and maintenance staff.

MAJOR DUTIES AND RESPONSIBILITIES INCLUDE:

1. Organizes and directs all aspects of the Housing Authority's programs and activities.
2. Promotes the goodwill of the Housing Authority among the tenants and with governmental authorities, civic organizations, and the general public through attendance at meetings, speaking engagements, and the daily execution of housing business.
3. Conducts research and evaluates the efficiency and effectiveness of Housing services and programs. Initiates and implements those changes and improvements meeting Housing Authority regulations and guidelines.
4. Makes recommendations to the Board for major changes and improvements.
5. Prepares reports, forms, statements, and other documentation required by Local, Federal, and State regulations.
6. Develops Budget Proposal; Controls expenditures to meet budget requirements.
7. Reports orally, or by written reports, to the Board the financial and general condition of operations of the Housing Authority.
8. Attends all Board meetings and conducts staff meetings to explain policies.
9. Attends conferences, seminars, and workshops related to Housing.

EXECUTIVE DIRECTOR (CONTINUED)

MAJOR DUTIES AND RESPONSIBILITIES (CONTINUED)

10. Interviews perspective tenants.
11. Meets with tenants to discuss problems, explain regulations, and improve relationships.
12. Checks physical assets and other property and equipment for proper maintenance and upkeep and to protect from damage or theft.
13. Responsible for opening and closing Authority office daily.
13. Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Complete knowledge of PHAs policies and procedures.
2. Considerable knowledge of HUD regulations and guidelines; Considerable public administration.
3. Considerable knowledge of Federal programs pertaining to Housing.
4. Ability to train and supervise others and direct the activities and programs of the PHA.
5. Ability to write clear, concise reports, directives, and letters.
6. Ability to form effective work relationships with government officials and the general public.

EDUCATION AND EXPERIENCE

1. Graduation from a college or university with a degree in business administration, political science or a closely related field, or a minimum of five years responsible administrative experience, preferably in housing or local government.
2. Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
3. Must be Certified PHM or CPM **or must obtain certification within one year of date of employment.**

SPECIAL REQUIREMENTS

1. Possession of a valid State of Kentucky Class I motor vehicle operator's license.
2. Must be insurable by the Authority's fleet insurance carrier.
3. Must be bondable.

Position Description:

ASSISTANT EXECUTIVE DIRECTOR

Date: _____ Revised Date: _____

Position Grade: _____

Reports to: Executive Director

POSITION SUMMARY:

The employee in this position performs highly responsible public contact and professional work in organizing, directing, and coordinating the programs and activities of the Housing Authority. Work is performed in accordance with procedures and regulations established by the Board of Commissioners and Department of Housing and Urban Development and Federal and State legislation.

Supervision Exercised: Supervises six or more employees in the absence of the Executive Director; Supervises one clerical person and others as directed by the Executive Director. Administrative direction is received from the Executive Director.

MAJOR DUTIES AND RESPONSIBILITIES INCLUDE:

1. Organizes and directs all aspects of the Housing Authority's programs and activities in the absence of the Executive Director.
2. Responsible for all revenues, expenditures, solicitations, and coordination of audits for all Housing Authority and Section 8 Programs.
3. Responsible for all phases of bookkeeping and accounts for the PHA, including cash receipts and disbursement ledger for all programs.
4. Prepares Journal Vouchers; reconciles bank statements to ledger.
5. Responsible for administration of employee payroll, benefit plan. Files monthly and quarterly tax reports and maintains annual personal leave and sick absence records.
6. Reviews purchase request, prepares purchase orders, accounts receivable, and issues checks for all accounts payable.
7. Assembles information for PHA eligibility and Section 8 certification.

ASSISTANT EXECUTIVE DIRECTOR (CONTINUED)

MAJOR DUTIES AND RESPONSIBILITIES (CONTINUED)

8. Conducts briefings, prepares leasing documents, researches, develops, maintains, and revises forms, policies, and procedures as necessary.
9. Conducts Housing Quality inspections for units leased under Section 8.
10. Establishes rapport with owners, Human Services Agencies, and local agencies.
11. Responsible for opening and closing Authority office each day.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Complete knowledge of PHAs policies and procedures.
2. Considerable knowledge of HUD regulations and guidelines.
3. Considerable public administration.
4. Considerable knowledge of federal programs pertaining to housing.
5. Ability to train and supervise others and direct the activities and programs of the PHA.
6. Ability to write clear, concise reports, directives, and letters.
7. Ability to form effective work relationships with government officials and the general public.

EDUCATION AND EXPERIENCE:

1. Graduation from a college or university with a degree in business administration, political science or a closely related field, or a minimum of five years responsible administrative experience, preferably in housing or local government.
2. Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ASSISTANT EXECUTIVE DIRECTOR (CONTINUED)

3. Must be Certified PHM or CPM **or obtain certification within one year from date of employment.**

SPECIAL REQUIREMENTS:

1. Possession of a valid State of Kentucky Class I motor vehicle operator's license.
2. Must be insurable by the Authority's fleet insurance carrier.
3. Must be bondable.

Position Description:

OCCUPANCY CLERK/ RECEPTIONIST

Date: _____

Revised Date: _____

Position Grade: _____

Reports to: Assistant Executive Director

POSITION SUMMARY:

This is responsible and varied clerical work requiring a qualified typist. The work may include collection of rents, conducting housing applicant admissions procedures, requiring the exercise of judgment in application of prescribed procedures and methods of routine matters. This position requires pleasant office and telephone etiquette. General supervision is received from the Assistant Executive Director.

MAJOR DUTIES AND RESPONSIBILITIES INCLUDE:

1. Types all correspondence, reports, forms, and other materials as they pertain to the overall Housing Operation.
2. Maintains office records and files, receives public as they enter the office and refers them to appropriate Housing Authority staff member, answers telephone, and gives general information in response to public or official queries.
3. Takes work orders for maintenance and keeps logs on answering machine.
4. Collects rent payments.
5. Assists in housing re-examinations, conducts interim redeterminations.
6. Takes and processes applications for the Housing Authority, assists Project Manager in all phases of PHA occupancy.
7. Picks up office supplies, mails Housing correspondence, keeps Executive Directors itineraries.
8. Does related work as required and upholds the professional manner of the Housing Authority.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of office procedures and equipment. Must be proficient in the use of the computer and have a working knowledge of word processing, spreadsheet, and data base programs.
2. Knowledge of general bookkeeping procedures.
3. Skill in using tact and courtesy when dealing with the public.
4. Skill in good telephone etiquette.
5. Ability to make minor decisions in accordance with laws, regulations, and established policies.
6. Ability to type from a clear copy of a rough draft at an average rate of speed.
7. Ability to take direction.

EDUCATION AND EXPERIENCE:

1. Minimum of two (2) years responsible clerical background and graduation from high school with coursework in typing and business.
2. Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS:

1. Must be bondable.

Position Description:

MAINTENANCE SUPERVISOR

Date: _____

Revised Date: _____

Position Grade: _____

Reports to: Executive Director

Position Summary:

This is responsible and highly skilled technical and supervisory work in directing Maintenance Operations for the Housing Authority of Bardstown.

The employee in this class is responsible for planning and coordinating the

of the Maintenance Engineer and Maintenance Mechanics. Employee assumes overall responsibility for the Maintenance Department. Duties include inspection of apartments, equipment, and grounds to determine the need for maintenance repairs and checking completed work to determine if the quantity and quality meet desired standards. Work is performed with considerable independence within established guidelines and policies. General supervision is received from the Executive Director.

MAJOR DUTIES AND RESPONSIBILITIES INCLUDE:

1. Plans and supervises work performed at all projects in the areas of project maintenance, apartment renovations, painting, etc. Coordinates flow of work in carpentry, painting, and equipment repairs so as to assure maintenance of priorities as well as the desired quality and quantity of work.
2. Coordinates with the Executive Director to assure that all equipment is inspected each year and that needed repairs and adjustments are made.
3. Supervises receipt of work orders and the scheduling and assignment of workers to the maintenance engineer.
4. Estimates time and materials and assists in procurement of materials and parts as necessary.

MAINTENANCE SUPERVISOR (CONTINUED)

MAJOR DUTIES AND RESPONSIBILITIES (CONTINUED)

5. Supervises the inspection of apartments and appliances, preparing work orders and assessing damages as necessary, inspects work upon completion.
6. Available 24 hours a day for emergency calls.
7. Keeps catalog of maintenance replacement parts and materials.
8. Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Thorough knowledge of the methods, practices, tool, and materials of building maintenance, repair, and grounds keeping.
2. Considerable knowledge of general principles of data processing.
3. Ability to inspect and determine need for maintenance and to assess charges for work performed.
4. Ability to communicate clearly and concisely, both orally and in writing.
5. Ability to maintain inventories, to compile cost estimates, to maintain technical records, and prepare clear and concise reports.
6. Ability to establish and maintain effective working relationships with subordinates, residents, Housing Authority officials, and the general public.

EDUCATION AND EXPERIENCE:

1. Must be a high school graduate with a minimum of two (2) years coursework in Management.
2. Have at least two (2) years employment experience with a PHA with at least two (2) years supervisory work in a PHA.

MAINTENANCE SUPERVISOR (CONTINUED)

SPECIAL REQUIREMENTS:

1. Possession of a valid State of Kentucky Class I motor vehicle operator's license.
2. Must be insurable by the Authority's fleet insurance carrier.
3. Must be bondable.

Position Description

MAINTENANCE ENGINEER

Date: _____

Revised Date: _____

Position Grade: _____

Reports to: Maintenance Supervisor

POSITION SUMMARY:

Performs scheduled maintenance and preventative maintenance tasks; informs the Maintenance Supervisor of problems requiring the services of outside technicians. Work is performed with independence. General supervision is received from the Maintenance Supervisor.

MAJOR DUTIES AND RESPONSIBILITIES INCLUDE:

1. Maintains, on a regular schedule, maintenance tasks such as replacing washer hook-ups, unstopping sinks, tubs, and toilets. Repairs toilets and drain pipes.
2. Assists in cleaning, patching, and preparing wall and wood surfaces for painting and/or repair of gas and electrical lines; performs installation or repair of plumbing fixtures.
3. Replaces light bulbs, ballasts, switches, as well as makes other necessary repairs for safe, well-lighted buildings and grounds.
4. Makes necessary repairs to furnaces and other mechanical equipment.
5. Performs other services as required by Maintenance Supervisor.
6. Must be available on call 24 hours a day for emergencies.
7. Chief meter-reader for the Authority.
8. Performs related work as required.

MAINTENANCE ENGINEER (CONTINUED)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Thorough knowledge of the standard methods, practices, tools, and materials of one or more craft trades.
2. Ability to inspect, troubleshoot, perform, or recommend, necessary preventative or repair methods.
3. Ability to keep records and prepare reports.
4. Ability to work from work orders, sketches, and blue prints.
5. Ability to establish and maintain effective working relationships with superiors, subordinates, tenants, and general public.
6. Considerable knowledge of plumbing and electrical circuitry.
7. Thorough knowledge of the hazards and safety precautions involved in maintenance as well as the care and use of tools and equipment.

EDUCATION AND EXPERIENCE:

1. Graduation from a high school or vocational school.
2. Considerable experience at the journeyman level in craft trades, including supervisory experience or any equivalent combination of training and experience.

SPECIAL REQUIREMENTS:

1. Possession of a valid State of Kentucky Class I motor vehicle operator's license.
2. Must be insurable by the Authority's fleet insurance carrier.
3. Must be bondable.

Position Description

MAINTENANCE MECHANIC

Date: _____

Revised Date: _____

Position Grade: _____

Reports to: Maintenance Supervisor

Position Summary:

This is general manual and limited semi-skilled work in the maintenance and cleaning of public housing buildings and/or grounds.

An employee in this class is responsible for performing a variety of custodial, maintenance, and/or grounds keeping tasks in the various projects of the Housing Authority. Work is usually carried out as a member of a group performing basic maintenance and cleaning activities, although duties may involve responsibility for working independently on specific projects/tasks. Employees in this class operate simple hand tools. Instructions from supervisors are specific in nature on all but previously learned tasks. Work is subject to review for quality upon completion.

MAJOR DUTIES AND RESPONSIBILITIES INCLUDE:

1. Clean apartments prior to occupancy by new tenants. Mops, strips, and waxes floors. Disassembles, cleans, and re-assembles appliances; washes windows, cabinets, walls, and woodwork.
2. Perform minor maintenance tasks in projects to which assigned; picks up paper and trash around building.
3. Perform minor maintenance tasks such as replacing washers, unstopping sinks, tubs, and commodes, repairs commodes and drain pipes.
4. Replace broken window panes, screens, door knobs and door stops.
5. Assists Maintenance Engineer in cleaning, patching, and preparing walls and wood surfaces for painting, repair of gas lines, and installation or repair of plumbing fixtures.

MAINTENANCE MECHANIC (CONTINUED)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable knowledge of cleaning materials, equipment, and methods commonly employed in the custodial care and cleaning of buildings, facilities, and equipment.
2. Knowledge of grounds care and maintenance.
3. Ability to follow oral and written instructions.
4. Ability to perform moderately heavy manual work.
5. Ability to establish effective working relationships with other employees, tenants, and the general public.

EDUCATION AND EXPERIENCE:

1. Graduation from high school or vocational school.
2. Some experience in care and maintenance of buildings and/or grounds.
3. Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS:

1. Must be bondable.

