

PERSONNEL POLICY

Great Barrington Housing Authority

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INTRODUCTION&APPLICATION

OF PERSONNEL POLICIES

This Personnel Policy has been adopted by the Great Barrington Housing Authority Board of Commissioners. It is intended to govern the employment of all employees, and where applicable, set the standards for Board Members of the Authority. These policies may be amended from time to time by majority vote of the Board of Commissioner, or as a result of changes in relevant laws and regulations.

These policies shall apply to all Authority employees. These policies are not intended to serve as a contract of employment or a guarantee of continued employment for any employee.

ABOUT THE HOUSING AUTHORITY

The Authority is a public body, politic and corporate, organized and existing pursuant to Massachusetts General Laws, Chapter 121B, Section 3. It is governed by a Board of Commissioners (Board), who serves as the policy making body for the Authority. The day-to-day activities of the Authority are administered by an Executive Director and Authority staff under the general supervision of the Executive Director. LHA employees are neither state nor municipal employees and abide by the policies set forth in this document.

Agency Oversight

Local housing authorities (LHAs) are created by local governments, following Massachusetts General Law Chapter 121B. LHAs own and operate the public housing units and properties in their respective communities. LHAs in Massachusetts are all regulated and most are partially funded by the state, specifically, the Department of Housing and Community Development (DHCD). LHA Boards are ultimately responsible for ensuring that it's Executive Director and staff are following the laws, regulations, and rules set forth by the Commonwealth of Massachusetts and DHCD.

Organization

In each LHA, the working organizational structure is based upon three primary components: the Board, which establishes LHA policies; the Executive Director (ED) who is in charge of implementing these policies and overseeing the staff, and the staff, which supports the ED in all aspects of running the housing authority. Each role carries with it a host of responsibilities, but also restrictions. In order to have a well-run authority, it is important for each person to uphold the responsibilities of their role.

Mission Statement

The mission of the Great Barrington Housing Authority is to provide decent, safe, affordable housing for low income elderly, veterans, disabled and families.

Executive Director

The Executive Director has general supervision over the administration of the Authority's business and affairs, subject to the direction of the Board of Commissioners, and in compliance with the rules and requirements of the Massachusetts Department of Housing and Community Development (DHCD), and, as applicable, the United States Department of Housing and Urban Development (HUD), and in accordance with all applicable state, federal and local laws.

The Executive Director serves as the Authority's Chief Administrative and Financial Officer, and, as noted above, is responsible for the management of the day-to-day activities and affairs of the Authority.

The Executive Director implements the policy directives of the Board, assumes the overall leadership role in guiding programmatic, fiscal, personnel, and public relations activities. The Executive Director has authority to appoint, promote, transfer, demote and separate personnel. All such actions are subject to Board review. The Executive Director shall administer the Authority's Personnel Policies and may prescribe procedures and forms necessary for such administration.

Each employee shall be provided with a copy of the Authority's personnel policies and other Authority employment-related policies. At any time that the Personnel Policies are amended or new provisions adopted, the Executive Director shall provide each employee with a copy of such change. Employees shall be required to give written acknowledgement of receipt of policies and amendments provided. These written acknowledgment forms shall become part of the employee's personnel record.

Board of Commissioners

The Board of Commissioners is a five (5) member Board, responsible for general oversight of the Authority and ensuring that all financial and legal obligations of the Authority are met. The Board sets policy for the Authority.

The Board appoints the Executive Director

Governing principles

The Authority adheres to certain governing principles, which are more fully explained throughout these policies. In summary, the Authority is guided by the following basic principles.

Merit

Employees are hired based upon qualifications and fitness for employment with the Authority. The Authority strives to fill each position with the most competent person available, and places employees where their talents and abilities can be most effectively used and developed, insofar as Authority needs, requirements and job opportunities permit. The employment of personnel and all actions effecting employees shall be based upon merit, ability, and experience.

Non-Discrimination/Affirmative Action

The Authority is an equal employment opportunity (EEO) employer, committed to hiring employees based upon merit, ability, and experience, as well as to eliminating discriminatory barriers to employment based on race, color, sex, religion, national origin, ancestry, disability, age, sexual orientation, gender identity, pregnancy or pregnancy-related conditions, or veteran status, or any other category protected by the state and federal anti-discrimination laws.

Employees or applicants for employment shall not be discriminated against based upon their membership in a protected class. The Authority shall make reasonable accommodations to qualified employees or applicants for employment with disabilities. The Authority shall take steps to recruit, hire and promote minorities, women, individuals with disabilities, and veterans of the Vietnam era while assuring adherence to non-discriminatory practices.

Nepotism

A corollary to the Authority's commitment to merit hiring and nondiscrimination, nepotism is generally prohibited. DHCD regulations prohibit the hiring of the immediate family members of Authority administrative or supervisory employees, or of Board members.

No member of the immediate family of a member of the Authority's Board of Commissioners, or of an administrative or supervisory employee, shall be eligible for employment with the Authority absent the prior written approval of DHCD. For purposes of this section, "immediate family" is defined as a person, his or her spouse and their parents, grandparents, children, grandchildren, brothers, and sisters, including in-laws.

Politics

All employees and members of the Board of Commissioners are subject to the provisions of Section 12 (a) of the Hatch Act, the U. S. Department of Housing and Urban Development's (HUD's) Public Housing Authority Ethics Reference Manual, the Massachusetts Conflict of Interest Law (Massachusetts General Laws Chapter 268A), and any applicable regulations promulgated by the Massachusetts State Ethics Commission. While Authority personnel have the right to support political candidates and voice their personal political opinions, such activities should always occur on the employee's personal time without the use of any title, uniform or other indicia of office or employment with Authority.

Residency Requirement

Residency within the city or town in which the Authority is located is prohibited as a prerequisite for employment except a residency requirement is permitted in the case of 24 hour on-call maintenance personnel.

EMPLOYEE CLASSIFICATIONS/HOURS OF WORK

The work week is Monday through Friday. The Executive Director has a full time work schedule and has a separate contract approved by the Board of Commissioners and DHCD.

For Maintenance staff, the full time work week is 40 hours a week: Part Time, up to but no more than 20.

For Administrative staff, Part time is up to but no more than 20 hours a week, Scheduling of hours within a work week may be arranged at the discretion of the Executive Director.

Any work day longer than four (4) hours shall include a 15 minute break. Lunch breaks of ½ hour for full time employees are not a paid break

FULL-TIME

Full-time employees are eligible for benefits provided by the Authority, subject to any requirements or limitations provided by law, and governed by applicable regulations. Benefits begin after 6 month probationary period.

PART-TIME

Part-time employees are defined as those who work at least half-time, but less than full-time. This means that a part-time employee is scheduled to work at least 18.75 hours per week in a 37.5 hour per week position or at least 20 hours per week in a 40 hour per week position. Part time employment with the Housing Authority is up to but no more than 20 hours a week.

TEMPORARY AND SEASONAL EMPLOYEES

Temporary employment is defined as employment not lasting more than three consecutive months in duration. Seasonal employment is defined as employment not lasting more than twenty weeks in a calendar year, and certified as seasonal employment in accordance with regulations of the state Department of Unemployment Assistance.

Temporary or seasonal employees are not entitled to benefits as provided under these policies.

PROBATIONARY PERIOD

All new employees and newly promoted employees shall be subject to a 6 month probationary period in the new position/promotion. The probationary period is calculated based upon actual time worked, and does not include absences of any type, such as absences due to illness or injury, where such absences are in excess of 5 consecutive work days. At or near the conclusion of an employee's probationary period, the Executive Director, shall make a determination as to whether the employee has satisfactorily performed his/her duties during the probationary period. Employees who do not successfully complete the probationary period shall be terminated, or, in the sole discretion of the Executive Director, shall have their probationary period extended.

Probationary employees may be terminated at any time during their probationary period or any extension thereof, without prior notice or without recourse.

Although probationary employees may earn benefits, they may not begin to use any said benefits until successfully completing the probationary period (6 months).

ATTENDANCE

In order to ensure the efficient operation of Authority business, and to maintain work standards and schedules, Authority employees are expected to be present for work, on time, every day, and to work their full shifts. Regular attendance and punctuality are essential duties of an employee. Late arrivals, early departures, or other unanticipated or unapproved absences are disruptive and frequently cause hardship for other Authority employees. Excessive absences or tardiness in connection with scheduled work times breaks or meal periods, are prohibited.

Employees who are unable to report to work are required to inform the Executive Director no later than 1 hour prior to their scheduled start time. Notifying co-workers of an absence does not substitute for notifying the Director. Employees are required to make this notification directly, unless they are incapacitated and therefore unable to do so.

Weather Conditions

In the case of bad weather, hazardous travel conditions or unforeseen drastic situations requiring a suspension of work or closing of the office, the Executive Director may cancel a work day or close the office early with no loss of compensation.

Employee Benefits

COMPENSATION:

Executive Director: The Executive Directors salary shall be determined upon review of his/her performance in a manner consistent with the Board of Commissioners' standards, goals, and objectives and in accordance with the Department of Housing and Community Development Executive Director's Salary Schedule and the Great Barrington Housing Authority's approved operating budget.

Other Administration: The salary of administrative employees, other than the Executive Director, shall be determined upon review of the classification, performance, current salary and experience, in accordance with the Great Barrington Housing Authority's approved budget and the DCHD budget guidelines.

Maintenance: Maintenance employees, whose salaries are fixed pursuant to Massachusetts General Laws, Chapter 121B, Section 29, shall receive appropriate compensation in accordance with the prevailing rates by classification as established by the Commissioner of Department of Labor and Industries.

Personal Days

All employees shall receive three (3) personal days per year. A personal day is equivalent to the length of the full work day specific to each individual employee. Personal days must be taken in full day increments.

Employees are compensated for unused personal time upon leaving but not upon termination and may not carry over personal days into the next benefit year.

Personal leave not used in a benefit year is forfeited. Such leave shall be subject to the prior approval with reasonable notice to the Executive Director.

Holidays

The following legal and recognized federal and state holidays* with pay shall be observed:

New Year's Day (January 1)
Martin Luther King's Birthday (Third Monday in January)
President's Day (Third Monday in February)
Patriot's Day (Third Monday in April)
Memorial Day (Last Monday in May)
Independence Day (July 4)
Labor Day (First Monday in September)
Columbus Day (Second Monday in October)
Veteran's Day (November 11th)
Thanksgiving Day (Customarily, the fourth Thursday in November)
Christmas Day (December 25)

*Any holiday designated above that falls on a Saturday will be observed by Authority on the immediately preceding Friday; any such holiday that falls on a Sunday will be observed by the Authority on the Monday immediately following.

The Board of Commissioners may approve other institutional holidays in the best interests of the Authority, in its sole discretion.

Vacation

With the exception of the Executive Director, who has a separate contract, full time employees may take vacation leave with pay after six (months) of continuous employment.

From six months to 5 years, 2 weeks of vacation (80 hours)

From 6 years to 10 years, 3 weeks of vacation (120 hours)

From 11 or more years, 4 weeks of vacation (160 hours)

Employees may carry over a maximum of 2 weeks into their next year. Employee's vacation time may be paid out upon leaving.

Part time and Temporary Employees do not receive vacation benefits.

Effective June 17, 2020, benefits in this policy will take effect.

Sick Days/Leave

With the exception of the Executive Director, who has a separate contract, Full-time employees, earn paid sick leave at a rate of 1 hour for every 30 hours worked per month.

Part-time employees earn sick leave at a pro-rated rate in accordance with the number of hours worked, but in no event will that amount be less than 1 hour of sick leave earned for every 30 hours worked. Based on 1 hour for every 30 worked, the following will be the sick leave benefits:

Full time employees will receive 64 Hours a year or 5.33 hours a month
Part time employees will receive 32 hours a year or 2.66 hours a month

Employees begin earning sick leave immediately upon commencement of employment, but may not start using earned sick leave until after 90 calendar days of employment. Sick leave may be used for any of the following purposes:

1. Employee's own illness, injury or medical condition;
2. The illness, injury or medical condition of the employee's child, spouse, parent, or parent of a spouse;
3. To attend routine medical appointments for the employee, or the employee's child, spouse, parent, or parent of a spouse;
4. To address the psychological, physical or legal effects of domestic violence; and
5. To travel to any appointment, pharmacy, or other location related to the purpose for which the time was taken.

Sick leave hours can be carried forward to a maximum of 20 weeks for paid medical/sick leave. Sick time however is not paid out at time of leave or termination with exception listed below of a permanent retiree.

Sick leave may be used for full or partial day absences. The smallest amount of sick time than an employee can take is one hour. Except in an extreme emergency or in the case of last-minute onset of illness, injury or medical condition, an employee shall provide advance notification to his/her immediate supervisor of the need to use sick leave no later than one (1) hour prior to the start of their shift.

Sick leave is not paid at termination with the exception of a permanent retiree with 3 or more years' service in good standing. Those employees will be reimbursed 20% of their sick time, not to exceed 30 days, at their current rate of pay.

Excessive Sick Leave Use/Abuse

Sick leave is not considered vacation. While employees have the right to earn and use sick leave in accordance with state law and this policy, abuse of sick leave may result in denial of sick leave benefits and/or disciplinary action, up to and including termination of

employment. Abuse of sick leave includes but is not limited to engaging in an activity that is not consistent with the allowable purposes for sick leave; or exhibiting a clear pattern of taking sick leave on days just before or after a holiday, weekend, or vacation without appropriate verification of authorized use. When appropriate, supervisors may counsel employees regarding the excessive use of sick leave.

Emergency Overtime/ On Call Hours

It is understood that during the winter months and in the case of afterhours tenant maintenance emergencies, emergency overtime for Maintenance Personnel will be paid. The Executive Director will monitor overtime use. Rate of pay will be 1 ½ times the hourly rate for hours worked over the normal 40 hour week. Comp Time is no longer available.

*Unless otherwise required by law or collective bargaining agreement, non-exempt employees under the Fair Labor Standards Act shall be paid overtime at a rate of 1 and ½ times the employees' hourly rate, for all hours worked in excess of 40 hours in one work week. In determining the total number of hours worked, time off (such as vacation, sick and personal days, and other leaves including leaves of absence), is not counted as time worked and thus does not count toward meeting that threshold 40 hours per work week requirement.

Bereavement Days

In the event of death in the immediate family of an employee, the employee will be granted up to three (3) days of paid leave. The "immediate family" shall include the employee's: grandparents, parents, brother or sister, children, parent-in-law, and any other individual living in the employee's immediate household. In the case of the death of an employee's spouse, five (5) days of paid leave shall be granted to the employee.

Military

It is the Authority's policy to comply with the applicable provisions of the federal Uniform Services Employment and Reemployment Rights Act (USERRA), and any other applicable state or federal law, with respect to employment, reemployment and protection of employee benefits during military service. The Authority shall not discriminate against any employee or prospective employee because of past, present or future application for, or membership in a uniformed armed service.

Jury Duty

Any Authority employee called for jury duty shall be paid his/her regular compensation for the first three days of jury service. Employees shall be required to furnish to the Authority a certificate of juror service issued by the Commonwealth of Massachusetts. Where juror service is cancelled or an employee is released from jury duty early, the employee is expected to come to work whenever it is feasible to do so.

Employee Benefits

Health Insurance

Authority employees who regularly work a minimum of 18 ¾ hours per week, or up to 20 hours per week for a 40 hour work week, may be eligible to participate in the health, life, and long term disability insurance provided through the Massachusetts Group Insurance Commission (GIC).. **The GIC provides and administers health insurance and other benefits to the Commonwealth's employees and retirees, and their dependents and survivors. The GIC also covers the *Housing and Redevelopment Authorities' personnel*, participating municipalities, and retired municipal employees and teachers in certain governmental units.**

Employees working less than 18.75 hours per week are not eligible. Temporary employees, employees working less than 18.75 hours per week, and most seasonal employees are not eligible for GIC health insurance benefits.

If you work at least 18.75 hours in a 37.5-hour workweek or 20 hours in a 40-hour workweek you are eligible for GIC health insurance.

Additional information and forms can be found at

<https://www.mass.gov/orgs/group-insurance-commission>

Workmen's Compensation

All employees are covered for accidents while on the job under the Workmen's Compensation Act of Massachusetts. Authority employees who are injured while at work may be eligible for workers compensation leave and benefits, in accordance with Massachusetts General Laws Chapter 152. An employee who is absent on a workers' compensation leave for a period of more than 3 months shall not continue to accrue paid benefit time (i.e., vacation, sick, personal leave and holidays) during the pendency of the workers' compensation leave.

DEFERRED COMPENSATION

All regular and part-time employees have the option of joining a deferred compensation plan on a payroll deduction basis. For more information on the plan the Authority offers contact the Massachusetts Deferred Compensation office at 877-457-1900 or go to www.mass-samrt.com

Unemployment

The Authority is covered by the State unemployment compensation plan.

Payroll Period

We are currently contracted with Adirondack Payroll Services. Employees are paid weekly on Fridays by direct deposit. Employees must submit to the Executive Director information pertinent to direct deposit. All Time Sheets MUST be submitted to the Executive Director no later than Wednesday morning. Time sheets become a part of the employee's payroll records.

Personnel Records

The Executive Director is responsible for maintaining a personnel file for each employee. Employees have the right at a reasonable time to examine and copy the contents of their personnel file. These records are confidential. The only people who may have access to them without a written release from the employee are:

1. Members of the Board of Commissioners in an appeal or grievance case.
2. The Executive Director
3. The Employee himself/herself
4. The Chair of the Board of Commissioners in the case of the Executive Directors file.

CONTENT

Personnel files are maintained for all employees. Although not exhaustive, the following information and documentation comprise an employee's personnel record: the name, address, date of birth, job title and description; rate of pay and any other compensation paid to the employee; starting date of employment; the job application of the employee; resumes or other forms of employment inquiry submitted to the employer in response to his advertisement by the employee; all employee performance evaluations, including but not limited to, employee evaluation documents; written warnings of substandard performance; lists of probationary periods; waivers signed by the employee; copies of dated termination notices; any other documents relating to disciplinary action regarding the employee.

All medical information shall be maintained in confidential separate files.

PLACEMENT OF NEGATIVE INFORMATION IN PERSONNEL FILE

The Authority shall notify an employee within 10 days of the Authority placing in the employee's personnel record any information to the extent that the information is, has been used or may be used, to negatively affect the employee's qualification for employment, promotion, transfer, additional compensation or the possibility that the employee will be subject to disciplinary action.

AMENDMENT OF PERSONNEL FILE

Once inserted into an employee's personnel file, documents may only be removed or changed if there is a clear and compelling reason to do so. The employee must make such request, to the Executive Director. The Executive Director will make a determination as to whether or not the material in question should be removed from the employee's personnel file, or otherwise corrected. If the Executive Director determines that the material will not be removed or corrected, the employee may submit a written statement explaining the employee's position which shall thereupon be contained therein and shall become a part of such employee's personnel record. The statement shall be included when said information is transmitted to a third party as long as the original information is retained as part of the file.

LOCATION/ACCESS

A centralized personnel file shall be kept for each employee in the Executive Director's office. To ensure the uniformity and confidentiality of employee personnel files, the content of and access to files is limited and shall be controlled in accordance with this Policy. Persons authorized to access personnel files shall be limited to the Executive Director. Commissioners generally are not authorized to access Authority personnel files. The Board of Commissioners, as appointing authority of the Executive Director, may vote to designate one or more members to have access to the Executive Director's personnel file, as may be necessary to ensure the proper performance of the Executive Director.

Employees may request in writing an opportunity to review or receive a copy of his/her personnel file. Employees shall be provided with access within 5 business days of the Authority's receipt of such request. The review shall take place at the place of employment and during normal business hours. The Authority is not required to allow employee to access their personnel files on more than 2 separate occasions in a calendar year; provided, however, that employees are entitled to review their personnel file whenever they are notified of the placement of negative information in the personnel record.

REFERENCES/EMPLOYMENT VERIFICATION

All requests for references on present or past Authority employees should be referred to Executive Director or his/her designee, who shall record and file the date, name, address and telephone number of the individual and company/entity requesting the reference.

It is the Authority's policy to only provide the individual's dates of employment with the Authority, the most recent position title, and verification or non-verification of a salary amount, in response to a request for a reference or verification of employment for credit purposes.

Where a request for verification of employment and/or salary, for credit purposes, is made to the Authority, and additional information beyond that identified above is requested or required, the Authority will only provide that additional information upon written authorization from the employee.

PERFORMANCE EVALUATIONS

It is the Policy of the Authority to conduct periodic performance evaluations of employees. A performance evaluation is the review and rating of all factors relevant to an employee's effectiveness on the job. It involves observation, guidance, training and open communication between the employee and supervisor. For it to be of significant benefit to both the individual employee and the Authority, it should be a continuous process and done annually.

Evaluations shall become a part of the employee's personnel record, and shall be considered in effective personnel actions, although they are not the only factors considered. An employee may submit a written response to or written comments about his/her performance evaluation, which will be included in the employee's personnel file.

RESTRICTIONS ON EMPLOYMENT

Supervision by Family Members

No Authority employee shall hold a position in which he or she directly or indirectly would supervise a member of his or her immediate family.

Purchases of Goods or Services

The Authority is prohibited from contracting with or purchasing goods or services from an Authority board member, employee, or member of the immediate family of such board member or employee, or from any closely held entity in which an Authority board member, an employee, or a member of the immediate family of such board member or employee holds any capital stock or has any beneficial interest.

Admission or Transfer as a Tenant

Whenever any Authority board member, any administrative or supervisory employee or any member of the immediate family of such a board member or employee seeks admission as a tenant or seeks admission as a participant in a program administered by the Authority or seeks a transfer to a different unit, all necessary information shall be forwarded to the Executive Director, who shall make the decision on the requested admission or transfer in accordance with applicable procedures.

Rental Assistance

No rental assistance shall be paid for any unit owned in whole or in part by an Authority board member, executive director, rental assistance director, any other employee of an Authority, or a member of any such person's immediate family under any state-funded

rental assistance program without the prior written opinion of the State Ethics Commission that such payment would not be improper. The Authority shall forward a copy of the opinion to the Department.

RESTRICTIONS ON ACTIVITIES

Political Activity

In addition to any restrictions on political activity imposed by federal law, no Authority board member or employee shall solicit or receive campaign contributions, or conduct political activities during work hours, on Authority property or by use of Authority resources, or shall improperly use his or her official position to coerce or influence others in political campaigns.

Conflict of Interest

Authority personnel are governed by federal and state conflict of interest laws. Massachusetts General Laws Chapter 268A, the state Conflict of Interest Law, is designed to prevent governmental employees or officials from using their public position to gain any kind of advantage or benefit, not generally available to others, for themselves or their immediate family or their business or employer.

The Policy of the Authority is to ensure compliance with the requirements of Chapter 268A, as they apply to conduct of public officials and employees. In adopting this Policy, however, the Authority expressly reserves the right to enact rules and procedures that are more stringent than the requirements of Chapter 268A. For purposes of this policy, the following definitions apply:

"Immediate family" is the employee and his or her spouse, and each of their parents, children, brothers and sisters.

"Employee" shall include all Authority employees and board members.

Prohibitions:

Chapter 268A generally prohibits improper conduct by public officials and employees. It also prohibits conduct that appears to be improper. An authority employee cannot have a financial interest in a contract with the Authority; cannot accept gifts to influence a decision; and cannot accept compensation, other than paid by the Authority, in connection with any matter in which the Authority has an interest.

No Authority employee involved in the solicitation of bids and proposals and the award and administration of procurements of any sort, nor any member of his/her immediate family, during his/her tenure or one year thereafter shall, directly or indirectly, have any financial or other interest in the firm selected for award of, or any property to be included in, or any contract for property, materials, or services to be furnished or used in connection with, any contract or procurement, or the process thereof, for which that employee has been or will be involved in the solicitation of bids or proposals, award or administration.

PROHIBITED CONDUCT AND DISCIPLINE POLICY

This Policy outlines the Authority's expectations with respect to prohibited conduct and progressive discipline. The purpose is to encourage and help employees to work together productively and harmoniously, according to the standards of the Authority. It is the Policy of the Authority to provide services in a timely, responsive and professional manner. Inappropriate workplace conduct or behavior can negatively impact the Authority's ability to provide such services, and can otherwise interfere with the efficient operation of government.

The Executive Director assures that all employees remain focused on their primary responsibility of serving residents in this manner. Recognizing that situations sometimes arise and employees may not meet these expectations, the Executive Director must implement a method of corrective counseling.

To that end, the following outlines the Authority's progressive discipline procedure, wherein progressive steps will be followed in employee disciplinary matters, whenever appropriate and practical. Whether progressive discipline steps are required is in the sole discretion of the Executive Director. Progressive discipline shall not be required in matters deemed by the Authority to be sufficiently egregious or severe as to call for immediate dismissal, or the imposition of serious discipline without first issuing lesser discipline.

Disciplinary actions may take several forms, for instance: Verbal Warnings; Written Warnings; Suspension and Dismissal. Copies of all written disciplinary actions will be retained in the employee's personnel file, and employees shall be notified of the placement of such material in their personnel files.

Behaviors That May Result in Disciplinary Action

Employees are prohibited from engaging in any of the conduct listed below and may receive discipline up to and including dismissal for doing so. This list has been established to serve as examples of behavior that could warrant a range of disciplinary sanctions. It is not exhaustive. Appropriate levels of discipline may be based on the severity of employee behavior.

- Incompetence or inefficiency in performing job duties
- Violating any lawful and reasonable regulation, order, or directive made or given by a superior, or insubordination that constitutes a serious breach of discipline
- Except for Maintenance Emergencies, where maintenance personnel need to be in the office, no employees are allowed in the office after hours during the week or on the week-ends.
- Being intoxicated, drinking any intoxicating beverages, or being under the influence of a drug (including marijuana) or narcotic while on duty
- Unlawfully distributing, selling or possessing alcohol, marijuana or non-prescription drugs when on the job or subject to duty (i.e. "on call")
- Accepting any valuable consideration given with the expectation of influencing the employee in performing his/her duties

- Loss of an employee's driver's license and driving privileges by due process of law when the employee's position makes operating a motor vehicle or equipment necessary in performing his/her duties
 - Violating any of the provisions of Authority policies, including these personnel policies, or other applicable state or federal law, rules and regulations
 - Displaying disrespectful or inappropriate behaviors toward any individual with whom the employee comes into contact as part of his or her job, including but not limited to residents, fellow employees or supervisors
 - Refusing to do assigned work or failing to carry out the reasonable assignment of a manager, supervisor or department head
 - Being inattentive to duty, including sleeping on the job
 - Falsifying any records (including job applications, time cards, or other Authority records) or using official position for personal advantage
 - Being repeatedly or continuously absent or late, being absent without notice or reason satisfactory to the Executive Director or leaving one's work assignment without appropriate authorization
 - Abuse of Sick Leave
 - Failing to timely report an On the Job Injury
 - Smoking within no-smoking areas or no-smoking operations
 - Conducting oneself in any manner that is offensive, abusive or contrary to common decency or morality; carrying out any form of harassment including sexual harassment, and disgraceful personal conduct or language toward the public, fellow employees or supervisors
 - Operating Authority-owned vehicles, equipment or private vehicles on Authority business without proper license or operating any vehicle on Authority property or business in an unsafe or improper manner
- Unauthorized use, misuse, theft, or willful neglect of Authority property, funds, materials, equipment or supplies
- Computer abuse, including but not limited to, misuse of computer accounts, unauthorized destruction of files, creating illegal accounts, possession of unauthorized passwords, disruptive or annoying behavior on the computer and non-work related utilization of computer software or hardware
 - Conviction (or in some instances, an arrest) for a felony or for a malfeasance involving moral turpitude; **Administrative case law has characterized moral turpitude as "a nebulous concept, which refers generally to conduct that shocks the public conscience."** Obviously, offenses such as murder, voluntary manslaughter, kidnapping, robbery, and aggravated assaults involve moral turpitude.
 - Fighting, engaging in horseplay or acting in any manner that endangers the safety of oneself or others. This includes acts of violence as well as threats of violence
 - Interfering in any way with the work of others
 - Stealing or possessing without authority any equipment, tools, materials or other property of the Authority or attempting to remove them from the premises without approval or permission from the appropriate authority

- Marking or defacing walls, fixtures, equipment, tools, materials or other Authority property, or willfully damaging or destroying property in any way
- Willful violation of safety rules Authority policies
- Any other act or failure to act, which in the judgment of the Executive Director is sufficient to show that the individual is an unsuitable and unfit employee

CHANGES IN EMPLOYMENT STATUS

Terminations

Employees with 5 or more years of uninterrupted service with the Authority in a particular position, including any promotion or reallocation there from, may be terminated by the Authority for just cause. Such terminations shall be conducted in accordance with G.L. c. 31, §§41-45, insofar as applicable.

Employees with less than 5 years of continuous service may be terminated for cause.

Reductions in Force/Layoffs

If it is necessary to reduce personnel, the selection of employee(s) to be retained shall be based primarily on their relative efficiency and the necessity of the job(s) at issue. Other things being equal, length of service shall be given consideration. Layoffs of employees with 5 or more years of uninterrupted service with Authority in a particular position, including any promotion or reallocation there from, shall be conducted in accordance with G.L. c. 31, §§41-45, insofar as applicable.

Resignations

An employee who desires to terminate his/her employment shall submit a written letter of resignation at least two (2) weeks in advance, setting forth his/her reasons for resigning. Failure of the employee to give proper notice may result in the forfeiture of two (2) weeks of vacation.

Grievances

Any employee who is aggrieved by an action taken by a tenant, fellow employee, supervisor, the Executive Director or a Board member must submit the grievance in writing to the Executive Director, within 10 business days following the event/occurrence giving rise to the grievance. The Executive Director shall receive and act promptly on the grievance. If the employee is not satisfied with the Executive Director's decision, he/she may appeal it to the Board of Commissioners within 10 business days following receipt of the Director's oral or written decision. This section shall not apply to Union employees.

ANTI-DISCRIMINATION AND EEO POLICY

Equal Employment Opportunity Statement

The Authority will not discriminate in its employment practices, on the basis of race, color, gender, gender identity, national origin, religious creed, ancestry, age, sexual orientation, disability, maternity leave or pregnancy, genetic information, active military status, or another basis prohibited under state or federal anti-discrimination statutes. This shall include such areas as recruitment, selection, compensation and benefits, professional development and training, reasonable accommodation for disabilities or religious practices, promotion, transfer, termination, layoff, and other terms and conditions of employment.

Reasonable Accommodation Policy

The Authority will not discriminate against people with disabilities in any employment practices or in terms, conditions or privileges of employment, including, but not limited to: application, testing, hiring, assignment, evaluation, disciplinary action, training, promotion, medical examination, layoff/recall, termination, compensation, leaves or benefits. The Authority will make reasonable accommodation to the known physical or mental limitations of a qualified applicant or employee with a disability, unless such action would cause an undue hardship to the operations of the Authority.

Prohibition of Discrimination and Harassment

It is the Policy of the Authority to promote a professional and productive workplace in which all employees are treated with dignity and respect. Employees are expected to act in a positive manner and contribute to a productive work environment that is free from harassing or disruptive activity. Discrimination, including harassment, whether based upon on race, color, sex, religion, national origin, ancestry, disability, age, sexual orientation, gender identity, pregnancy or pregnancy-related conditions, or veteran status, or any other category protected by the state and federal anti-discrimination laws, will not be tolerated. To achieve the goal of providing a workplace free from discrimination, the Authority will implement the procedure described below to address any potential inappropriate conduct.

This Policy applies to all employment practices and employment programs sponsored by the Authority. This Policy shall apply, but not be limited to, the areas of:

- Recruitment
- Selection
- Compensation and benefits
- Professional development and training
- Reasonable accommodation for disabilities or religious practices
- Promotion
- Transfer
- Termination
- Layoff, and
- Other terms and conditions of employment.

This Policy may apply to discrimination (including harassment) that occurs between co-workers that takes place outside the workplace (including, but not limited to, online conduct or conduct utilizing the internet or other electronic media). When the conduct complained of occurs outside of the workplace, the Authority may consider the following and other factors in assessing whether the conduct constitutes conduct in violation of this Policy:

- Whether the event at which the conduct occurred is linked to the workplace in any way, such as at an Authority-sponsored function
- Whether the conduct occurred during work hours
- The severity of the alleged outside-of-work conduct
- the work relationship of the complainant and alleged harasser, which includes whether the alleged harasser is a supervisor and whether the alleged harasser and complainant come into contact with one another on the job.
- Whether the conduct adversely affected the terms and conditions of the complainant's employment or impacted the complainant's work environment

Because the Authority takes allegations of unlawful discrimination and harassment seriously, officials will respond promptly to complaints and, where it is determined that such inappropriate conduct has occurred, will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this Policy sets forth the Authority's goals of promoting a workplace that is free of discrimination and harassment, the Policy is not designed or intended to limit the Authority's authority to discipline or take remedial action for workplace conduct which is deemed unacceptable, regardless of whether that conduct satisfies the legal definitions of discrimination or harassment.

DOMESTIC VIOLENCE LEAVE POLICY

The Authority is committed to complying with the Massachusetts Domestic Violence Leave Act, G.L. c. 149, §52E ("DVLA" or "the Act"), as it may be amended from time to time. In the event of any conflict between the Authority's DVLA policy and the state law and any applicable regulations, the state law/regulations applicable to the Authority and its employees shall prevail. This Policy describes the eligibility and procedural requirements relating to the administration of leave taken pursuant to DLVA.

To qualify for domestic violence leave under the DVLA, an employee or a covered family member must be the victim of "*abusive behavior*." "Abusive behavior" includes any of the following behaviors: domestic violence, stalking, sexual assault or kidnapping.

Domestic violence is abuse against an employee or a covered family member by a current or former spouse, a person with whom the victim shares a child, a person cohabitating with or who has cohabitated with the victim in the past, a relative by blood or marriage, or a person with whom the employee or family member has or had a dating or engagement relationship.

A *Covered family member* includes a spouse, parent, step-parent, child, step-child, sibling, grandparent, grandchild, persons in a substantive dating relationship or who reside together, persons having a child in common, or persons in a guardian relationship. In the case of abuse of a family member, the employee is not entitled to leave if he or she is the alleged perpetrator.

If an employee or a covered family member of the employee is a victim of abusive behavior, he/she may take up to fifteen (15) days of unpaid leave in any 12-month period.

SEXUAL HARASSMENT POLICY

Sexual Harassment - That conduct, including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, which may constitute sexual harassment. While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually-oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment. This can include conduct that is aimed at a person's sexual orientation or gender identity.

If an employee believes that he or she has been subjected to sexual harassment, it is the Authority's policy to provide the employee with the right to file an internal complaint. This may be done orally or in writing.

An employee may file a complaint of sexual harassment by contacting the Executive Director. This person will remain available to discuss any concerns employees may have and to provide information on the Authority's Policy on sexual harassment and the complaint process.

PREGNANT WORKERS FAIRNESS ACT

On July 27, 2017, Governor Charlie Baker signed into law An Act Establishing the Massachusetts Pregnant Workers Fairness Act, **Chapter 54 of the Acts of 2017**. The Pregnant Workers Fairness Act will provide needed and reasonable accommodations to pregnant workers throughout the Commonwealth and become effective April 1, 2018. **This law applies to Employers with six or more employees.**

Family and Medical Leaves of Absence

Currently as a small organization with less than fifty (50) employees, the Great Barrington Housing Authority does not fall under the Family and Medical Leave Act.

DRUG AND ALCOHOL FREE WORKPLACE POLICY

It is the Policy of the Authority to provide employees with a working environment that is free of the problems associated with the use and abuse of alcohol and controlled substances. The use of controlled substances is inconsistent with the behavior expected of employees and subjects the Authority to unacceptable risk of workplace accidents or other failures that would undermine the Authority's ability to operate effectively and efficiently. This Policy outlines prohibited workplace conduct with respect to controlled substances (drugs) and alcohol. This Policy complies with the Authority's obligations under the Federal Drug-Free Workplace Act, 41 U.S.C. § 8101, et seq. Although certain uses of marijuana have been legalized in the Commonwealth of Massachusetts, this policy and the following procedures apply to marijuana use.

The following is prohibited:

1. The non-prescriptive use of controlled substances or marijuana.
 - a.. Any sale, possession, distribution, dispensation, manufacture, or transfer of controlled substances or marijuana, except, in the case of marijuana, where authorized by law.
 - b. On-the-job consumption of controlled substances, marijuana (with or without prescription) or alcohol, whether on Town/City property, or at any other worksite where employees may be assigned, or elsewhere during work hours.
 - c. The non-prescriptive use of controlled substances or marijuana, or any use of alcohol on non-working time, to the extent that such use: (i) impairs an employee's ability to

perform his/her job; (ii) adversely impacts the safety of the employee or others; (iii) or affects the reputation of the Town/City to the general public or otherwise threatens its integrity.

2. Employees who are convicted of substance-related violations under state or federal law in the workplace, including alcohol or marijuana related violations, or who plead guilty or *nolo contendere* to such charges, must inform their department head or the Executive Director within five (5) days of such conviction or plea. Department heads shall immediately notify the Executive Director.

3. Employees who are convicted or who plead guilty or *nolo contendere* to such drug-related violations, or are found to have consumed or be impaired by controlled substances, marijuana or alcohol while on-duty, may be required to successfully complete a substance abuse or similar program as a condition of continued employment or re-employment with the Authority

4. All employees must sign a statement acknowledging that they have been informed of the rules and requirements of the Drug-Free Workplace Act.

5. Employee Assistance Program: The Authority recognizes drug and alcohol dependency as an illness and a major public health problem. To that end, the Authority encourages affected individuals to voluntarily seek medical help. Employees who wish to obtain help in dealing with such problems may contact the contact the Executive Director for a referral to the Authority's Employee Assistance Program. The Authority may independently refer an employee to the Employee Assistance Program or other substance use/abuse counseling agency or program for help, particularly where there is a pattern of deteriorating job performance or excessive absenteeism of the employee associated with substance use/abuse.

6. Sanctions: Substance use/abuse, however, does not relieve an employee of job performance standards and obligations. Violations of any and all provisions of this Policy may result in disciplinary action, up to and including termination from employment.

SMOKE FREE WORKPLACE POLICY

The Massachusetts Smoke-Free Workplace Law is primarily intended to protect workers from health hazards resulting from exposure to secondhand smoke. As of July 5, 2004, all Massachusetts workplaces with one or more employees must be smoke-free. Designated indoor smoking areas or smoking rooms in a workplace are no longer permitted. Moreover, smoking is prohibited in any public building and must be 25 feet from the outside from any building. This includes the smoking of marijuana.

The Massachusetts Department of Public Health has additional information about the smoke free workplace law, available at <http://www.mass.gov/eohhs/gov/departments/dph/programs/mtcp/smoke-free-workplace/>

ELECTRONIC COMMUNICATIONS AND COMPUTER USE POLICY

This Policy is intended to provide guidance on the appropriate use of the Authority's electronic communication and information equipment and systems ("Systems"). Such Systems include, but are not limited to, computer workstations, laptops, tablets (such as iPads), hardware and software, electronic mail ("e-mail"), telephones, cellular phones, pagers, "blackberry"-style devices, SmartPhones, facsimile machines, and the Internet. Use of the Authority's Systems by any employee, contractor, consultant, and/or volunteer ("user") shall constitute acceptance of the terms of this Policy and any such additional related policies that may be issued by the Authority.

Access and use of the Authority's Systems is intended for business-related purposes, including communicating with coworkers and colleagues, and researching topics relevant to Authority business. All existing state, federal, and local laws and Authority policies apply to a user's conduct while using the Authority's Systems, particularly those that govern intellectual property protection, sexual or other harassment, misuse of Authority resources, privacy rights, and confidentiality.

Privacy

Users should not expect any right of privacy in said Systems, including electronic communications and information created or stored on the Authority's Systems.

The Authority retains the right to inspect its Systems, including any Authority-owned or leased computer or electronic communications equipment, any data contained in such equipment, and any data sent or received by that equipment. The Authority will exercise that right when reasonable and in pursuit of legitimate needs for supervision, control, and the efficient and proper operation of the workplace. Users should be aware that appropriately-authorized network administrators may monitor network traffic, and/or access all files, including e-mail files and Internet use history, stored on any equipment. All electronic files and documents originating from or passing through the Authority's Systems are considered to be the property of the Authority.

Security

All usernames and passwords are for the exclusive use of the individual to whom they are assigned. The user is personally responsible and accountable for all activities carried out under his/her username, and should take all reasonable precautions to protect his/her password. The password associated with a particular username must not be given or divulged to another person (with the exception of the Systems administrator). No one may use, or attempt to use, a username or password assigned to another person, or pose as another user.

Internet Guidelines

While employees increasingly use the Internet as a tool in the workplace, misuse or abuse of the Internet can result in wasted time, as well as potentially violate laws, bylaws, ordinances, regulations, or other Authority policies. Therefore, users should adhere to the following Internet Guidelines.

- a. Use for Official Business. It is the Authority's policy to restrict Internet access to official Authority business. Use of the Internet for personal matters is prohibited. Authorization. Authorization for Internet access must be obtained through the Systems administrator. Once authorization is approved, each user is responsible for the security of his or her account password and will be held responsible for all use or misuse of such account (see Section 2, Security, above).
- b. Compliance with Laws. Users must not utilize the Internet to knowingly violate any state, federal or local law, or the laws of any other nation. United States copyright and patent laws may apply to information and material(s) accessed through the Internet, and care should be taken to not violate the copyrights or patents of others on or through the use of the Internet.
- c. Viruses. All appropriate precautions should be taken to detect viruses, including scanning all computer files (including attachments) that are downloaded and/or opened from the Internet, before installation or execution of such files/attachments. Users should direct any questions regarding the proper use of virus detection software to the Systems administrator prior to downloading and/or opening any computer files/attachments.
- d. Authority Monitoring. As noted above, users should not have any expectation of privacy as to their computer or Internet usage, including the receipt and sending of e-mail. It is possible for the Authority to monitor Internet usage histories and/or patterns, and the Authority may inspect, without limitation, any portion of its Systems, including files stored either on the computer hard drive or the Authority's server, to the extent necessary to ensure compliance with this Policy or any other applicable state, federal, or local law or Authority policy.

Prohibited Practices.

Users shall not use Authority computers knowingly to download or distribute pirated software or data. Any software or files downloaded via the Internet may be used only in ways that are consistent with their licenses or copyrights. The downloading of games or other programs for amusement/entertainment purposes is strictly prohibited.

Users shall not make an unauthorized attempt to enter into another employee's computer (commonly referred to as "hacking").

All computer hardware and software shall at all times remain the property of the Authority, and may not be removed from their respective sites or downloaded onto personal computer equipment without the express written approval of the Systems administrator. The installation or upgrade of computer software programs on computer hardware, without the express written approval of the Systems administrator, is strictly prohibited.

Users must not utilize the Internet to deliberately propagate any virus, worm, "Trojan horse," trap-door or back-door program code, or knowingly disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

Users shall not disclose confidential information or promote personal political beliefs, discrimination, sexual harassment, and any unlawful activity; nor shall the Authority's computers be used for private financial gain, or commercial, advertising or solicitation purposes.

Use of the Authority's Systems, including computers, to display any kind of image or document that is obscene, pornographic, sexually explicit or sexually suggestive, is prohibited. Additionally, these materials may not be archived, stored, distributed, edited, or recorded using Authority network, printing, or computing resources.

Users shall not utilize the Authority's Systems for the purpose of sending "chain-letters", unsolicited mass e-mails, or other "spam."

Use of the Authority's Systems, including computers, to display any kind of image or document that is obscene, pornographic, sexually explicit or sexually suggestive, is prohibited. Additionally, these materials may not be archived, stored, distributed, edited, or recorded using Authority network, printing, or computing resources.

Users shall not utilize the Authority's Systems for the purpose of sending "chain-letters", unsolicited mass e-mails, or other "spam."

Users shall not maliciously use or disrupt the Authority's computers, networks, or Internet services; nor breach the Systems' security features; nor misuse or damage the Authority's equipment; nor misuse passwords or accounts; nor attempt to access unauthorized sites; nor use the Authority's Systems after such access has been denied or revoked; nor attempt to delete, erase or otherwise conceal any information stored on any portion of the Authority's Systems.

Users shall not access the Internet for non-work related purposes, including but not limited to: social networking sites such as Face book, Twitter, and LinkedIn, non-work related blogs or websites, or personal shopping sites, for example, during work hours and/or using the Authority's Systems.

Electronic Mail ("E-Mail") Guidelines

a. The Internet does not guarantee the privacy and confidentiality of information. Sensitive material transferred over the Internet may be at risk of detection by a third party. Users must exercise caution and care when transferring such material in any form.

b. The Secretary of State's Office of the Commonwealth has determined that e-mail qualifies as "public records", as defined in Chapter 4, section 7(26) of the

Massachusetts General Laws. Therefore, all e-mail mail sent by or received through the Authority's Systems shall be archived by the Systems administrator. All users shall retain either a printed or digital record of e-mail sent by or received through the Authority's Systems, in the same manner that other paper records are kept by their departments, and in accordance with the Record Retention requirements.

c. Users should be aware that opening programs or files attached to email messages may cause computer viruses to infect the Authority's Systems, and thus should only open such attachments from anticipated and trusted sources.

Employees shall not broadcast messages to all employees via e-mail without permission from the Executive Director.

Telephone Usage

If Telephones (including cellular phones, "Smart Phones," and blackberry-style devices) are provided for business use, Personal telephone calls may be permitted, but users should exercise good judgment in making such calls. Directors are responsible for monitoring their employees' telephone usage. Excessive usage for non-business related purposes, as well as misuse of telephones, such as to make harassing or threatening calls, may result in discipline, up to and including termination from employment. Employees are reminded that text messages or other similar messages sent via cell phones, Smart Phones, and blackberry-style devices may constitute public records, and therefore, any such messages pertaining to official business of the Authority should be maintained as public records, in the same manner as e-mail messages.

Sanctions

Violation(s) of this Policy may result in either the suspension or permanent loss of the privilege to use the Authority's Systems. It may further result in disciplinary action being taken against the employee, up to and including termination from employment.

Additionally, users shall be personally liable for any losses, costs or damages incurred by the Authority related to violations of this Policy. Similarly, the illegal use of the Authority's Systems may result in referral to law enforcement authorities. Employees shall report violations of this Policy to the Executive Director.

Retaliation against another user for reporting a violation or violations of this Policy, including the use of e-mail or the Internet in a retaliatory manner, is strictly prohibited by the Authority.

VEHICLE USE POLICY

Authority vehicles:

1. Authority vehicles may only be used for legitimate Authority business. Authority vehicles include all automobiles, trucks, vans, or other self-propelled equipment owned, rented, or leased by the Authority and approved for travel on a public way.

2. Authority vehicles shall not be used to transport any individual who is not directly or indirectly related to Authority business. Passengers shall be limited to Authority employees and individuals who are directly associated with Authority work activity (committee members, consultants, contractors, etc.). Family members, tenants or private citizens shall not be transported in Authority vehicles.
 3. The Authority shall not be liable for the loss or damage of any personal property stored or transported in the vehicle.
 4. Employees are expected to keep Authority vehicles clean, and to immediately report any malfunction or damage, or accidents involving Authority vehicles, to their supervisors.
 5. Employees must wear seatbelts in vehicles so equipped during operation of the vehicle.
 6. Employees may not operate Authority vehicles under the influence of alcohol, illegal drugs, marijuana, or prescription drugs or medications which may interfere with effective and safe operation.
 7. Employees may not store or transport alcohol, illegal drugs, marijuana, or prescription drugs or medication in Authority vehicles.
 8. Employees who operate Authority vehicles must have a valid motor vehicle license issued by the state of their current residence, may be required to provide proof of valid motor vehicle license once every six (6) months, and may be subject to driving records checks conducted through the Registry of Motor Vehicles.
 9. Employees driving Authority vehicles shall obey all applicable traffic and parking regulations, ordinances, and laws. Employees who incur parking or other fines while using Authority vehicles shall be personally responsible for payment of such fines unless the payment of such fines by the Authority is approved by the Executive Director. Employees who are issued citations for any offense while using an Authority vehicle must notify their supervisor immediately when practicable, but in no case later than 24 hours. Failure to provide such notice may be grounds for disciplinary action, up to and including termination. An employee who is assigned an Authority vehicle and who is arrested for or charged with a motor vehicle offense for which the punishment includes suspension or revocation of the employee's motor vehicle license, whether in his or her personal vehicle or in an Authority vehicle, must notify his or her supervisor immediately when practicable, but in no case later than 24 hours. Conviction for such an offense may be grounds for loss of Authority vehicle privileges and/or further disciplinary action, up to and including termination.
 10. Employees who are involved in an accident while operating an Authority vehicle may be required to undergo a drug, alcohol, and/or fitness for duty examination, in appropriate circumstances.
 11. Should the Authority's insurer determine that an employee is "uninsurable," or otherwise refuses to insure an employee while driving an Authority vehicle, the employee may be reassigned, and/or subject to disciplinary action, up to and including termination.
- No employee may use an Authority vehicle for out-of-state use without advance approval of the Executive Director or his/her designee.

Employee Sign Off:

This acknowledges that I have received the Great Barrington Housing Authority's Personnel Policies. By signing this form, I agree to abide by

the Personnel Policies, and any Guidelines promulgated there under, and I agree to review periodically any changes or modifications.

I further acknowledge that I have received and reviewed the Authority's Anti-Discrimination and EEO Policy, as well as the Authority's Drug and Alcohol-Free Workplace Policy, both contained within the Personnel Policies.

I understand that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, marijuana, or alcohol is prohibited on any property of the Authority, or while performing official duties for the Authority, and violation of the Authority's Drug and Alcohol-Free Workplace Policy ("Policy") can subject me to disciplinary action, up to and including termination. I further understand that as a condition of employment, I must abide by the terms of this Policy and will notify my employer of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction. I recognize that the law and associated Policy regarding drugs and alcohol in the workplace are continually evolving. Therefore, I understand that my regular review of this Policy, as it may be amended, is required.

Print Name: _____

Signature: _____

Date: _____

To be included in employee's personnel file.