

AHA's revised Employee Policies and Procedures Handbook

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Alicia Southern, Director of Human Resources

Background

- The AHA continuously makes various changes, as triggered by law or policy to the Employee Policies and Procedures Handbook (“Employee Handbook”).
- The changes have been reviewed by legal counsel and approved annually by the Board.

Discussion

- The Employee Handbook has been reviewed by Liebert Cassidy Whitmore, who certify compliance with state and federal laws.
- AHA staff have been provided a copy to review before the Board meeting and have been invited to several optional meetings to provide feedback.

Discussion (cont.)

- Changes made for aligning with current processes or providing clarification, editing, and/or formatting purposes:
- Correcting punctuation
- Car allowance
- Real Estate and Broker's License
- Employee Classifications
- Alignment to Vision, Mission, and Guiding Principles
- Employment of members of BOC
- Performance Management
- Work Eligibility
- Professional Development
- CA Driver's License & Insurance

Discussion (cont.)

- Employee Benefits – Credit Union
- Employee Benefits – document submission
- Education Assistance & Tuition Reimbursement
- Vacation scheduling
- Unpaid Time Off and Leaves of Absence
- Work Hours and Pay
- Sick at termination
- Timekeeping Requirements
 - Payroll deductions
 - Exempt Employees
 - Reclassification (Y-rate)
- On-call and emergency comp.
 - Notary Public Stipend
 - Floating Holidays

Discussion (cont.)

- Acting Pay
- Violence in the Workplace (forms)
- Work Practices & Environment
- Breastfeeding-Friendly Workplace
- Information and Communication
- Standards of Conduct
- Voluntary Termination of Employment

Discussion (cont.)

- Main changes to policy are described below:
- At-will employment
- Discrimination and Harassment Policy
- FMLA/CFRA
- Pregnancy Disability Leave
- School Activities Leave
- Vacation
- Sick – Accrual, Time Use, Health Care Provider's Certification
- Wage Adjustments
- Personnel Files
- Workplace Conduct
- Office Location

Discussion (cont.)

- Leave Rights & Accommodations for Victims of Qualify Acts of Violence & Other Victims of Crime Leave
- Discipline, Termination, and Grievance Procedure

Recommendation

- Adopt the Resolution to amend the Housing Authority's revised Employee Policies and Procedures Handbook, last revised 5/16/2024, effective immediately.
- At-will and new leave accruals for sick and vacation effective April 1, 2025.

Questions