

Edison Housing Authority Board Meeting

Tuesday, October 19, 2021

Julius Engel Gardens
1 Willard Dunham Drive, Edison, NJ
(In the community room)

6:00 pm

AGENDA

Call to Order

Pledge of Allegiance

Please note that adequate notice of this meeting, as required by the Open Public Meetings Act of 1975, has been provided by notice and sent to the Home News Tribune on December 29, 2020 and a copy of the notice was published in the Home News Tribune on December 31, 2020. Said notice has been posted on the Edison Housing Authority website and at the two housing authority properties in the main lobby area. In addition, a notice has been submitted to the Township of Edison, clerk and posted in the Municipal Building.

An updated notice was submitted to the Home News Tribune on July 14, 2021 and published on July 16, 2021, informing the public that board meetings will resume in person. Said notice included dates, times, and location. Notice was also submitted to the Township of Edison, and has been posted onto the Edison Housing Authority website.

4. Roll Call

5. Approval of September 21, 2021 Regular Meeting Minutes

6. Resolutions:

1-10-2021 Resolution to approve
vouchers for payment of invoices
in the amount of \$50,359.10 for
the month of October.

2-10-2021 Resolution Adopting the Municipal Excess Liability Joint
Insurance Fund Model Personnel Policies and Procedures
Manual 2021.

3-10-2021 Resolution Adopting the Municipal Excess Liability Joint
Insurance Fund Cyber Risk Management 2021 Program.

4-10-2021 Resolution to approve staff and
commissioners to travel to NJNAHRO
Annual Fall Conference Nov. 15, 2021 –
Nov. 18, 2021, Tropicana, Atlantic City, NJ

7. Old Business:

a.) Financial Summary

Edison Housing Authority Board Meeting

Tuesday, October 19, 2021

Julius Engel Gardens

1 Willard Dunham Drive, Edison, NJ

(In the community room)

6:00 pm

- 8. New Business: Presentation by Raquel Landero, Director of Property Management
Executive Director Report
- 9. Public Portion
- 10. Adjournment

EDISON HOUSING AUTHORITY
REGULAR BOARD MEETING
September 21, 2021
6:00 PM
MINUTES

The Regular Meeting of the Board of Commissioners of the Edison Housing Authority was held at Robert Holmes Gardens in the community room. The meeting was called to order at 6:02 pm.

Please note that adequate notice of this meeting, as required by the Open Public Meetings Act of 1975, has been provided by notice and sent to the Home News Tribune on December 29, 2020 and a copy of the notice was published in the Home News Tribune on December 31, 2020. Said notice has been posted on the Edison Housing Authority website and at the two housing authority properties in the main lobby area. In addition, a notice has been submitted to the Township of Edison Clerk and posted in the Municipal Building.

In addition, an updated notice was submitted to the Home News Tribune on July 14, 2021 and published on July 16, 2021, informing the public that board meetings will resume in person. Said notice included dates, times, and location. Notice was also submitted to the Township of Edison, and has been posted onto the Edison Housing Authority website.

Roll Call

In attendance: Chairman Carlos N. Sanchez (via-video conference-zoom), Vice Chairman Barry Telesnick, Commissioner Toni Johnson, Commissioner Dale Jones, Commissioner Raymond Koperwhats, Commissioner Louis A. Mangione, Jr., Commissioner Lennox H. Small, Deborah Hurley, Executive Director, and Terrence Corriston, Esq.,

Vice Chairman Barry Telesnick opened the meeting by acknowledging new staff member, Carmen Amalbert, Personal Assistant and wished Chairman Carlos N. Sanchez a speedy recovery, who participated in the meeting via-conference-zoom.

Motion to approve the minutes of July 20, 2021, Board Meeting

Motion: Commissioner Dale Jones

Second: Commissioner Louis A. Mangione, Jr.

Discussions: No discussion or amendments were made to the minutes.

Approved as follows:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Chairman Carlos N. Sanchez	X			
Vice Chairman Barry Telesnick	X			
Commissioner Toni Johnson	X			
Commissioner Dale Jones	X			
Commissioner Raymond Koperwhats	X			
Commissioner Lou Mangione, Jr.	X			
Commissioner Lennox H. Small	X			

Vice Chairman, Barry Telesnick requested a **Motion** be made to move the public portion of the meeting ahead of the resolutions and then enter into closed session.

Motion: Commissioner Raymond Koperwhats

Second: Commissioner Lennox H. Small

Discussion: Chairman Carlos N. Sanchez mentioned that the purpose of the motion to move the public portion ahead of the resolutions is due to the upcoming closed session. Thus, the public will not be inconvenienced. During the closed session the executive director's contract and salary would be discussed. The executive director was served a rice notice. The executive director requested the discussion to be held in private. There was no further discussion.

Approved as follows:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Chairman Carlos N. Sanchez	X			
Vice Chairman Barry Telesnick	X			
Commissioner Toni Johnson	X			
Commissioner Dale Jones	X			
Commissioner Raymond Koperwhats	X			
Commissioner Lou Mangione, Jr.	X			
Commissioner Lennox H. Small	X			

Discussion was held in private.

Vice Chairman Telesnick made a **Motion** to come out of closed session.

Motion: Commissioner Raymond Koperwhats

Second: Chairman Carlos N. Sanchez

Approved as follows:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Chairman Carlos N. Sanchez	X			
Vice Chairman Barry Telesnick	X			
Commissioner Toni Johnson	X			
Commissioner Dale Jones	X			
Commissioner Raymond Koperwhats	X			
Commissioner Lou Mangione, Jr.	X			
Commissioner Lennox H. Small	X			

Resolution 1-9-2021 to approve vouchers for payment of invoices in the amount of \$144,655.05 for the months of July, August and September 2021.

Motion: Commissioner Raymond Koperwhats

Second: Commissioner Louis A. Mangione, Jr.

Discussion: Deborah Hurley, Executive Director mentioned that Black Belt Security invoices covered three months of service, which made payments for service current. Also, security services have been suspended until 2022, at which time an assessment will be made to resume services in the spring or summer months.

Approved as follows:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Chairman Carlos N. Sanchez	X			
Vice Chairman Barry Telesnick	X			
Commissioner Toni Johnson	X			
Commissioner Dale Jones	X			
Commissioner Raymond Koperwhats	X			
Commissioner Lou Mangione, Jr.	X			
Commissioner Lennox H. Small	X			

Resolution 2-9-2021 by the Commissioners of the Edison Housing Authority authorizes the Executive Director to award staff members payments of \$2,500.00 for their time and dedication to support the Housing Choice Voucher Program in consolidating outstanding Accounts Receivables.

Motion: Commissioner Toni Johnson

Second: Commissioner Raymond Koperwhats

Discussion: Deborah Hurley, Executive Director explained the process of how the Housing Choice Voucher Department reconciled the \$1 million+ outstanding accounts receivable balance. The arduous process required four staff members to dedicate additional time outside of regular work hours to complete the project. The four staff members did not receive comp time nor overtime, as a result the executive director requested support from the board to award the (4) four staff members with one-time stipends of \$2,500 for their performance. During the presentation, Executive Director, Deborah Hurley distributed a spreadsheet highlighting how the project was administered in three phases. Further remarks made by the executive director mentioned how fee accountant, Polcari and Polcari explained how the housing authority has had a longstanding history of not reconciling the accounts, and if not addressed soon, the housing authority could experience serious financial consequences. Once the issue was presented, two options were considered to address the issue: Plan (a) secure a proposal from the fee accountant of \$13k, and Plan (b) assign staff to the project and have it managed internally. It was determined to have the staff members manage the consolidation of accounts receivables. Thus, staff would learn how to manage the project moving forward. Commissioner Jones questioned why the auditor didn't report this issue in the audit, and mention that many housing authorities are dealing with the very same issue. Deborah Hurley, Executive Director mentioned that cumulative history isn't reflected in the audit, only the current year outstanding balance is being reported. Chairman N. Sanchez and Terrence Corriston, Esq. exchanged dialogue regarding the word "stipend" vs. "payment" used in the resolution. Chairman N. Sanchez requested the executive director reach out to the auditor to find out reasons for not including the history of the outstanding accounts receivable balance in the audit. Also, the resolution would be changed to reflect onetime payment. Commissioner Small requested clarification, when mentioning one-time payment, as there was a concern that staff members could not be awarded again for their performance. Terrence Corriston, esq., clarified that the one-time payment is meant only for the present scenario. Commissioner Lou Mangione, Jr. requested

the Executive Director to provide all materials before the board meeting. This will help board members process information in advance. Executive Director, Deborah Hurley noted the request and there was no further discussion.

Approved as follows:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Chairman Carlos N. Sanchez	X			
Vice Chairman Barry Telesnick	X			
Commissioner Toni Johnson	X			
Commissioner Dale Jones	X			
Commissioner Raymond Koperwhats	X			
Commissioner Lou Mangione, Jr.	X			
Commissioner Lennox H. Small	X			

Resolution 3-9-2021 Resolution to allow the Board of Commissioners of the Edison Housing Authority to go into closed session to discuss the terms of employment of the Executive Director.

Motion: Commissioner Raymond Koperwhats

Second: Commissioner Toni Johnson

Approved as follows:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Chairman Carlos N. Sanchez	X			
Vice Chairman Barry Telesnick	X			
Commissioner Toni Johnson	X			
Commissioner Dale Jones	X			
Commissioner Raymond Koperwhats	X			
Commissioner Lou Mangione, Jr.	X			
Commissioner Lennox H. Small	X			

Resolution 4-9-2021 to Renew Deborah Hurley as Executive Director and Authorizing the Chairman of the Edison Housing Authority to execute a contract with Deborah Hurley for Executive Director services.

Motion: Chairman Carlos N. Sanchez

Second: Commissioner Dale Jones

Discussion: In the presence of Executive Director, Deborah Hurley, the board of commissioners renewed the executive director's contract for a one-year term, ending July 30, 2022, and provided an increased salary of \$5,000 that will be made retro to August 1st, 2021.

Approved as follows:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Chairman Carlos N. Sanchez	X			
Vice Chairman Barry Telesnick	X			
Commissioner Toni Johnson	X			
Commissioner Dale Jones	X			
Commissioner Raymond Koperwhats	X			

Commissioner Lou Mangione, Jr.	X
Commissioner Lennox H. Small	X

Comment: Deborah Hurley Executive Director expressed appreciation.

Old Business:

- a.) Financial summary: There was no discussion
- b.) RAD Project: A meeting was recently facilitated between Polcari and Polcari and the RAD consultant to secure all financials that will be used to put together financial projections for the RAD project.
- c.) Back to School event: More than 200 back packs were distributed. Free haircuts for boys was incorporated this year and vaccinations were provided onsite. Commissioner Small was recognized for recruiting his fraternity to participate in the event, as they donated more than 40 back packs filled with school supplies. Commissioner Small mentioned that his fraternity has expressed an interest in working with the youth in the future.

New Business:

Deborah Hurley, Executive Director reported on the following:

- a.) **Road pavement:** Julius Engel Gardens residents recently received notices informing them when the roads will be paved. The housing authority has been informed that the project will begin 9/22/21.
- b.) **Mentoring program:** STEM Mentoring program will begin the first week in October.
- c.) **Holiday Programs:** The staff have begun preparations for the upcoming holiday events: Halloween Trunk or Treat, Thanksgiving-Turkey and Chicken Giveaway, and Holiday Toy-Drive.

Motion: to adjourn by Commissioner Dale Jones

Second by: Commissioner Toni Johnson

Adjourned Unanimously at 7:23 pm



Deborah M. Hurley, Secretary, Executive Director

Edison Housing Authority Vendor Payment History Report

Filter Criteria Includes: 1) Type: Payment History, 2) Date Range From: 9/22/2021 Thru: 10/19/2021, 3) Program: Public Housing

Check Name SSN/TIN Check Address

AB Universal Messaging 56-2554760 PO Box 195 Spring Lake NJ 07762

FORM 1039

Yes

Pay Date	Pay Num	Pay Type	Inv Num	Period	Description	Amount	Void	Doc Total
10/15/2021	3389	CHK	738010092021	10/21	answering service - sept 2021	\$103.44		\$103.44
Totals For Vendor: AB Universal Messaging								\$103.44

Affac 1932 Wymnton Road Columbus GA 31999-0797

No

Pay Date	Pay Num	Pay Type	Inv Num	Period	Description	Amount	Void	Doc Total
10/15/2021	3390	CHK	603366	10/21	insurance premium- sept 2021	\$125.64		\$125.64
Totals For Vendor: Affac								\$125.64

American Shredder, Inc. 170 Oberlin Avenue North Unit: Suite 20 Lakewood NJ 08701

No

Pay Date	Pay Num	Pay Type	Inv Num	Period	Description	Amount	Void	Doc Total
10/15/2021	3391	CHK	19245	10/21	shredding service-9/28/21	\$55.00		\$55.00
Totals For Vendor: American Shredder, Inc.								\$55.00

Antonio Geva L1 Willard Dunham Drive Edison NJ 08837

No

Pay Date	Pay Num	Pay Type	Inv Num	Period	Description	Amount	Void	Doc Total
10/15/2021	3392	CHK	2021	10/21	2021 prescription eyeglasses reimbursement	\$239.21		\$239.21
Totals For Vendor: Antonio Geva								\$239.21

Atlantic Fire Protection 1036 Valley Stream Road Toms River NJ 08753

No

Pay Date	Pay Num	Pay Type	Inv Num	Period	Description	Amount	Void	Doc Total
10/15/2021	3393	CHK	10656443	10/21	leg annual fire extinguisher inspection 10/8/21	\$122.62		\$122.62
Totals For Vendor: Atlantic Fire Protection								\$122.62

Barry Telesnick 142 Ethel Road Edison NJ 08817

No

Pay Date	Pay Num	Pay Type	Inv Num	Period	Description	Amount	Void	Doc Total
10/15/2021	3394	CHK	92121	10/21	reh board meeting attendance - 9/21/21	\$25.00		\$25.00
Totals For Vendor: Barry Telesnick								\$25.00

Breslin and Breslin, P.A. 41 Main Street Hackensack NJ 07601-7087

No

Pay Date	Pay Num	Pay Type	Inv Num	Period	Description	Amount	Void	Doc Total
10/15/2021	3395	CHK	0921	10/21	legal services - sept 2021	\$2,350.00		\$2,350.00
Totals For Vendor: Breslin and Breslin, P.A.								\$2,350.00

Carlos N Sanchez 3 McEvoy Road Edison NJ 08837

No

Pay Date	Pay Num	Pay Type	Inv Num	Period	Description	Amount	Void	Doc Total

10/15/2021	3396	CHK	92121	10/21	zoom board meeting attendance -9/21/21	\$25.00			\$25.00
Totals For Vendor: Carlos N Sanchez									
Carmen Amalbert									
11 Vermeer Drive South Amboy NJ 08879									
Pay Date	Pay Num	Pay Type	Inv Num	Period	Description	Amount	Void	Doc Total	
10/15/2021	3397	CHK	92121	10/21	reimb for registration on Food Handler Training	\$7.00			\$7.00
Totals For Vendor: Carmen Amalbert									
CIT									
21146 Network Place Chicago IL 60673-1211									
Pay Date	Pay Num	Pay Type	Inv Num	Period	Description	Amount	Void	Doc Total	
10/01/2021	3383	CHK	38552579	10/21	telephone system lease-oct 2021	\$258.78			\$258.78
Totals For Vendor: CIT									
Commissioner of LWD									
PO Box 392 Trenton NJ 08625-0392									
Pay Date	Pay Num	Pay Type	Inv Num	Period	Description	Amount	Void	Doc Total	
10/15/2021	3398	CHK	101521	10/21	3 yr boiler operator license renewal for Neslor	\$160.00			\$160.00
Totals For Vendor: Commissioner of LWD									
Date Jones									
52 Portland Street Edison NJ 08820									
Pay Date	Pay Num	Pay Type	Inv Num	Period	Description	Amount	Void	Doc Total	
10/15/2021	3399	CHK	92121	10/21	reh board meeting attendance 9/21/21	\$25.00			\$25.00
Totals For Vendor: Date Jones									
D'Onofrio & Son Landscaping									
433 Hillside Avenue Hillside NJ 07205									
Pay Date	Pay Num	Pay Type	Inv Num	Period	Description	Amount	Void	Doc Total	
10/15/2021	3400	CHK	31130	10/21	reh & jeg lawn maintenance-sept 2021	\$3,062.50			\$3,062.50
Totals For Vendor: D'Onofrio & Son Landscaping									
Edison Plumbing									
94 Woodbury Road Edison NJ 08820									
Pay Date	Pay Num	Pay Type	Inv Num	Period	Description	Amount	Void	Doc Total	
10/15/2021	3401	CHK	91421	10/21	apl 7B replaced shower-tub diverter spout & pipes	\$530.00			\$530.00
			91221	10/21	apl 11C replaced 4" diameter main drain line in the crawl space	\$340.00			\$340.00
			9921	10/21	apl 9G replaced hot & cold shut off valves for the washing machine	\$290.00			\$290.00
			81621	10/21	apl 2A replaced shower tub diverter, spout & pipes	\$540.00			\$540.00
			91021	10/21	bidg 3 replaced leaking heating pipe & radiator in the crawlspace	\$650.00			\$650.00
Totals For Vendor: Edison Plumbing									
Edison Township Division of									
100 Municipal Blvd Edison NJ 08817									
Pay Date	Pay Num	Pay Type	Inv Num	Period	Description	Amount	Void	Doc Total	
10/15/2021	3402	CHK	21100122580	10/21	reh 12 non-LHU registration fee	\$150.00			\$150.00
Totals For Vendor: Edison Township Division of									
Elizabethtown Gas									
PO Box 6031 Bellmawr NJ 08099									
No									

Pay Date	Pay Num	Pay Type	Inv Num	Period	Description	Amount	Void	Doc Total
10/15/2021	3403	CHK	0577138900-92021	10/21	reh gas 8/19/21-9/20/21	\$10.00		
			3996554541-83121	10/21	reh gas 7/31/21-8/31/21	\$2,395.70		
			3922309254-92021	10/21	reh gas 8/19/21-9/20/21	\$800.68		
			4458334671-92021	10/21	reh gas 8/19/21-9/20/21	\$28.87		
			3996554541-93021	10/21	reh gas 8/31/21-9/30/21	\$2,696.49		\$5,931.74
Totals For Vendor: Elizabethtown Gas								
Enes Service Center LLC 247 Central Avenue Meluchen NJ 08840								
Pay Date	Pay Num	Pay Type	Inv Num	Period	Description	Amount	Void	Doc Total
10/15/2021	3404	CHK	0921	10/21	auto fuel - sept 2021	\$197.00		\$197.00
Totals For Vendor: Enes Service Center LLC								
Granger Dept 836223800 Palatine IL 60038-0001								
Pay Date	Pay Num	Pay Type	Inv Num	Period	Description	Amount	Void	Doc Total
10/15/2021	3405	CHK	9062807251	10/21	rebar drill bit 1.5 inch for concrete wall	\$98.41		\$98.41
Totals For Vendor: Granger								
Gurney Electric LLC 93 Spruce Street Port Reading NJ 07064								
Pay Date	Pay Num	Pay Type	Inv Num	Period	Description	Amount	Void	Doc Total
10/15/2021	3406	CHK	15985	10/21	JEG reset circuit breaker, no power on the fridge receptacle	\$220.00		\$220.00
Totals For Vendor: Gurney Electric LLC								
Home Depot Credit Services Dept 32 - 2531888992 PO Box 78047 Phoenix AZ 85062-8047								
Pay Date	Pay Num	Pay Type	Inv Num	Period	Description	Amount	Void	Doc Total
10/15/2021	3407	CHK	3321737	10/21	apl 3A maintenance materials	\$290.90		
			974834	10/21	apl 3A maintenance materials	\$1,443.07		
			8332961	10/21	reh maintenance materials	\$150.43		
			7311703	10/21	apl 3A maintenance materials	\$286.16		
			2025058	10/21	apl 3A maint materials	\$83.59		
			2323360	10/21	apl 3A maint materials	\$122.06		
			5324293	10/21	reh maintenance supplies	\$882.93		
			82021395	10/21	reh maint supplies	\$99.94		
			4900761	10/21	apl M6 30 inch electric range	\$548.00		
Totals For Vendor: Home Depot Credit Services								
InterGlobe Communications, 101 Tyrellan Avenue Staten Island NY 10309-2651								
Pay Date	Pay Num	Pay Type	Inv Num	Period	Description	Amount	Void	Doc Total
10/15/2021	3408	CHK	212735721	10/21	telephone service - oct 2021	\$731.16		\$731.16
Totals For Vendor: InterGlobe Communications, Inc.								

Lennox H Small

206 West Shirley Ave Edison NJ 08820

Pay Date	Pay Num	Pay Type	Inv Num	Period	Description	No	Amount	Void	Doc Total
10/15/2021	3409	CHK	92121	10/21	reh board meeting attendance 9/21/21		\$25.00		\$25.00

Totals For Vendor: Lennox H Small

Louis A Mangione, Jr. Esq.

2 Cedar Place Gladstone NJ 07934

Pay Date	Pay Num	Pay Type	Inv Num	Period	Description	No	Amount	Void	Doc Total
10/15/2021	3410	CHK	92121	10/21	reh board meeting attendance 9/21/21		\$25.00		\$25.00

Totals For Vendor: Louis A Mangione, Jr. Esq.

Marczak's

247 Central Avenue Meluchen NJ 08840

Pay Date	Pay Num	Pay Type	Inv Num	Period	Description	No	Amount	Void	Doc Total
10/15/2021	3411	CHK	921	10/21	towing service Dodge pickup moved from jeg to reh		\$200.00		

Totals For Vendor: Marczak's

McLaughlin Stauffer & Snaklee, PC

4614 Outlook Drive Unit: Suite 112 Wall Township NJ 07753

Pay Date	Pay Num	Pay Type	Inv Num	Period	Description	No	Amount	Void	Doc Total
10/15/2021	3412	CHK	09-18937	10/21	legal services-re: general labor matters - sept 21		\$1,256.59		\$1,256.59

Totals For Vendor: McLaughlin Stauffer & Snaklee, PC

Middlesex Water Company

PO Box 826538 Philadelphia PA 19182-6538

Pay Date	Pay Num	Pay Type	Inv Num	Period	Description	No	Amount	Void	Doc Total
10/15/2021	3413	CHK	5535300000-91521	10/21	jeg water 8/13/21-9/15/21		\$3,653.38		\$3,653.38

Totals For Vendor: Middlesex Water Company

New Jersey American Water

Box 371331 Pittsburgh PA 15250-7331

Pay Date	Pay Num	Pay Type	Inv Num	Period	Description	No	Amount	Void	Doc Total
10/15/2021	3414	CHK	1018-210021840699-92821	10/21	reh water 8/27/21-9/28/21		\$381.88		

			1018-210021605605-92821	10/21	reh water 8/27/21-9/28/21		\$754.20		
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			1018-210021657798-92821	10/21	reh water 8/27/21-9/28/21		\$739.58		
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			1018-210021902796-92821	10/21	reh water 8/27/21-9/28/21		\$1,281.07		
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			1018-210021839385-92821	10/21	reh water 8/27/21-9/28/21		\$2,167.89		
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			1018-210021836511-92821	10/21	reh water 8/27/21-9/28/21		\$257.60		
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				1018-210021804954-9/28/21	10/21	reh water 8/27/21-9/28/21	\$96.77	
				1018-210021901730-92821	10/21	reh water 8/27/21-9/28/21	\$184.50	
				1018-210021837112-92821	10/21	reh water 8/27/21-9/28/21	\$199.12	
				1018-210021837815-92821	10/21	reh water 8/27/21-9/28/21	\$279.53	
				1018-210018967338-9/28/21	10/21	reh water 8/27/21-9/28/21	\$608.51	
				1018-210021901730-92821	10/21	reh water 8/27/21-9/28/21	\$513.47	
				1018-210021656696-92821	10/21	reh water 8/27/21-9/28/21	\$1,317.11	
				1018-210021836324-92821	10/21	reh water 8/27/21-9/28/21	\$761.51	\$9,542.74

Totals For Vendor: New Jersey American Water							\$9,542.74
NJ Building Laborers 3218 Kennedy Blvd Jersey City NJ 07306							
Pay Date	Pay Num	Pay Type	Inv Num	Period	Description	No	Amount
10/01/2021	3384	CHK	91721	10/21	union dues for skilled laborers for 52.50 hours		\$378.53
Totals For Vendor: NJ Building Laborers Statewide Welfare							\$378.53
P.O. Box 70340 Philadelphia PA 19176-0340							
Optimum							

Pay Date	Pay Num	Pay Type	Inv Num	Period	Description	Amount	Void	Doc Total
10/01/2021	3385	CHK	207961039-102121	10/21	jeg internet service 9/22/21-10/21/21	\$116.18		\$116.18
10/01/2021	3386	CHK	07875453477012-102121	10/21	reh maintenance internet service 9/22/21-10/21/21	\$81.27		\$81.27
10/01/2021	3387	CHK	386464011-102121	10/21	reh internet service 9/22/21-10/21/21	\$146.18		\$146.18

Totals For Vendor: Optimum							\$343.63
PSE&G CO			PO Box 144444 New Brunswick NJ			08906-4444	No
Pay Date	Pay Num	Pay Type	Invt Num	Period	Description	Amount	Void
10/15/2021	3415	CHK	6691672106-91721	10/21	jeg gas & electric 8/19/21-9/17/21	\$1,956.90	\$1,956.90
10/15/2021	3416	CHK	1300007818-92121	10/21	acct 6507983403 8/20/21-9/21/21	\$1,996.81	\$1,996.81

Totals For Vendor: PSE&G CO									
Raquel Landero		39 Madison Avenue Avenel NJ 07001							
Pay Date	Pay Num	Pay Type	Inv Num	Period	Description				
						No			\$3,953.71
							Amount	Void	Doc Total

10/15/2021	3417	CHK	93021	10/21	folders		\$15.45		
			101021	10/21	reimb for purchase of supplies for Deborahs office		\$26.05		\$41.50
Totals For Vendor: Raquel Landero									
Raymond Kopernhats									
			12 Deenwood Avenue Edison NJ 08817						\$41.50
Pay Date	Pay Num	Pay Type	Inv Num	Period	Description		Amount	Void	Doc Total
10/15/2021	3418	CHK	92121	10/21	reh board meeting attendance 9/21/21		\$25.00		\$25.00
Totals For Vendor: Raymond Kopernhats									
See-More TV & Appliance									
			551 Middlesex Avenue Metuchen NJ 08840						\$25.00
Pay Date	Pay Num	Pay Type	Inv Num	Period	Description		Amount	Void	Doc Total
10/15/2021	3419	CHK	1303269	10/21	apl 3A - 18 cuft refrigerator, 30 gas range		\$1,322.15		
			1303268	10/21	apl 1B-18 cuft refrigerator, 30 gas range		\$1,348.81		\$2,670.96
Totals For Vendor: See-More TV & Appliance									
Standard Waste Services									
			21 Edgeboro Road East Brunswick NJ 08816						\$2,670.96
Pay Date	Pay Num	Pay Type	Inv Num	Period	Description		Amount	Void	Doc Total
10/15/2021	3420	CHK	414929	10/21	reh trash service- oct 2021		\$2,808.00		
			416188	10/21	30 yd roll off + tons disposal charge 9/27/21		\$332.50		\$3,140.50
Totals For Vendor: Standard Waste Services									
Staples									
			PO Box 70242 Philadelphia PA 19176-0242						\$3,140.50
Pay Date	Pay Num	Pay Type	Inv Num	Period	Description		Amount	Void	Doc Total
10/15/2021	3421	CHK	8063611457	10/21	office supplies, hdmi cable		\$150.24		
			8063687167	10/21	hcv depl air purifier		\$99.99		\$250.23
Totals For Vendor: Staples									
Starlite Services LLC									
			27-4731063 PO Box 487 Perth Amboy NJ 08862						\$250.23
Pay Date	Pay Num	Pay Type	Inv Num	Period	Description		Amount	Void	Doc Total
09/27/2021	3382	CHK	23	09/21	apl 1B vacant apl cleaning		\$388.00		
			22	09/21	apl K4 vacancy prep cleaning		\$260.00		
			21	09/21	apl C4 vacancy apl cleaning		\$270.00		\$918.00
Totals For Vendor: Starlite Services LLC									
Stateside Affairs, LLC									
			47-4456642 120 Polk Drive Brick NJ 08724						\$918.00
Pay Date	Pay Num	Pay Type	Inv Num	Period	Description		Amount	Void	Doc Total
10/15/2021	3422	CHK	573	10/21	summer 2021 newsletter (300 pcs)		\$1,705.00		\$1,705.00
Totals For Vendor: Stateside Affairs, LLC									
Steve's Appliance Doctor, Inc.									
			6 Eardley Road Edison NJ 08817						\$1,705.00
Pay Date	Pay Num	Pay Type	Inv Num	Period	Description		Amount	Void	Doc Total
10/15/2021	3423	CHK	40070	10/21	apl 2A ignition kit installed		\$377.50		
			41034	10/21	apl 3B checked refrigerator-presently working		\$79.50		\$79.50
Totals For Vendor: Steve's Appliance Doctor, Inc.									

				41284	10/21	apt 15A reset refrigerator temperature		\$159.50			
				41300	10/21	apt 9A checked stove, ignitor got wet, working ok.		\$139.50			\$696.00
Totals For Vendor: Steve's Appliance Doctor, Inc.											
267 Plainfield Ave Edison NJ 08817											
Tastee Sub Shop											
Pay Date	Pay Num	Pay Type	Inv Num	Period	Description		No	Amount	Void	Doc Total	
10/14/2021	3388	CHK	101421	10/21	sandwiches for staff meeting 10/14/21			\$65.83		\$65.83	
Totals For Vendor: Tastee Sub Shop											
113 Monmouth Road Suite 1 Wrightstown NJ 08562											
Pay Date	Pay Num	Pay Type	Inv Num	Period	Description		No	Amount	Void	Doc Total	
10/15/2021	3424	CHK	1247	10/21	2 boiler log books			\$90.00		\$90.00	
Totals For Vendor: The Training Center											
B5 Willard Dunham Drive Edison NJ 08837											
Toni Johnson											
Pay Date	Pay Num	Pay Type	Inv Num	Period	Description		No	Amount	Void	Doc Total	
10/15/2021	3425	CHK	92121	10/21	reh board meeting attendance 9/21/21			\$25.00		\$25.00	
Totals For Vendor: Toni Johnson											
PO Box 408 Newark NJ 07101-0408											
Verizon Wireless											
Pay Date	Pay Num	Pay Type	Inv Num	Period	Description		No	Amount	Void	Doc Total	
10/15/2021	3426	CHK	9889488425	10/21	cell phone service 8/29/21-9/28/21			\$507.49		\$507.49	
Totals For Vendor: Verizon Wireless											
Grand Totals:											
								42		\$50,359.10	

RESOLUTION # 1-10-21

A RESOLUTION TO APPROVE VOUCHERS FOR PAYMENT OF INVOICES

WHEREAS, the Commissioners of the Edison Housing Authority approves vouchers for payment of invoices in the amount of \$50,359.10 for the month of October; and

NOW, THEREFORE, Be It Resolved by the Board of Commissioner of the Edison Housing Authority that Resolution 1-10-21 shall be approved.

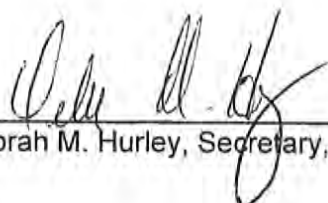
MOVED: Commissioner Koperwhats

SECONDED: Commissioner Johnson

<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
Chairman N. Sanchez	X			
Commissioner Telesnick				X
Commissioner Johnson	X			
Commissioner Jones	X			
Commissioner Koperwhats	X			
Commissioner Louis Mangione, Jr.	X			
Commissioner Small				X

PASSED AND ADOPTED THE 19 day of October, 2021

I, Deborah M. Hurley, Secretary of the Housing Authority of the Township of Edison, hereby certify that the foregoing is a true copy of a resolution of the Authority adopted at a regular meeting October 19, 2021



Deborah M. Hurley, Secretary, Executive Director

EDISON HOUSING AUTHORITY

PERSONNEL

POLICIES AND PROCEDURES

MANUAL

With Additions and Deletions Incorporated

September 2021

The Edison Housing Authority is an Equal Opportunity Employer, M/F

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GENERAL PERSONNEL POLICY:*

It is the policy of the Edison Housing Authority to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations. The personnel policies and procedures of the Edison Housing Authority shall apply to all employees, volunteers, (elected or) appointed officials and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract, or Federal or State law (including) (the Attorney General's guidelines with respect to Police Department personnel matters) (and) (the New Jersey Civil Service Act), the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

All employees, officers and Department Heads shall be appointed and promoted by the Executive Director. No person shall be employed or promoted unless there exists a position created by an ordinance adopted by the Edison Housing Authority as well as the necessary budget appropriation and salary ordinance.

The Executive Director and all managerial/supervisory personnel are authorized and responsible for personnel policies and procedures. The Edison Housing Authority has appointed the Executive Director to implement personnel practices. The Executive Director and Personnel Administrative Assistant shall also have access to the Employment Attorney appointed by the Edison Housing Authority's Board of Commissioners for guidance in personnel matters.

As a general principle, the Edison Housing Authority has a "no tolerance" policy towards workplace wrongdoing. Edison Housing Authority officials, employees and independent contractors are to report anything perceived to be improper. The Edison Housing Authority believes strongly in an Open Door Policy and encourages employees to talk with their supervisor, Department Head, Executive Director, the Personnel Administrative Assistant or the Employment Attorney concerning any problem.

The Personnel Policies and Procedures Manual adopted by the Edison Housing Authority is intended to provide guidelines covering public service by Edison Housing Authority employees and is not a contract. This manual contains many, but not necessarily all of the rules, regulations, and conditions of employment for Edison Housing Authority personnel. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Edison Housing Authority.

To the maximum extent permitted by law, the employment practices of the Edison Housing Authority shall operate under the legal doctrine known, as "employment at will." Within Federal and State law, (including the New Jersey Civil Service Act) and any applicable bargaining unit agreement, the Edison Housing Authority shall have the right to terminate an employee at any time and for any reason, with or without notice, except the Edison Housing Authority shall

comply with all Federal and State legal requirements requiring notice and an opportunity to be heard in the event of discipline or dismissal.

SECTION ONE

Policies Relating to Employee Rights and Obligations:

Anti-Discrimination Policy:*

The Edison Housing Authority is committed to the principle of equal employment opportunity and anti-discrimination pursuant to Title VII of the 1964 Civil Rights Act as amended by the Equal Opportunity Act of 1972 and the New Jersey Law Against Discrimination as amended by the New Jersey Pregnant Worker's Fairness Act (LAD). Under no circumstances will the Edison Housing Authority discriminate on the basis of sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, domestic partnership status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), pregnancy (including pregnancy related medical condition), childbirth, breastfeeding, liability for service in the United States armed forces, gender identity or expression, and/or any other characteristic protected by law. Decisions regarding the hiring, promotion, transfer, demotion or termination are based solely on the qualifications and performance of the employee or prospective employee. If any employee or prospective employee feels they have been treated unfairly, they have the right to address their concern with their supervisor, or if they prefer their Department Head, Executive Director, the Personnel Administrative Assistant or the Employment Attorney.

Americans with Disabilities Act Policy/ New Jersey Pregnant Worker's Fairness Act:*

In compliance with the Americans with Disabilities Act, the ADA Amendments Act and the New Jersey Law Against Discrimination as amended by the New Jersey Pregnant Worker's Fairness Act (LAD), the Edison Housing Authority does not discriminate based on disability, pregnancy, pregnancy related medical condition or childbirth. The Edison Housing Authority will endeavor to make every work environment handicap assessable and all future construction and renovation of facilities will be in accordance with applicable barrier-free Federal and State regulations and the Americans with Disabilities Act Accessibility Guidelines, as well as the ADA Amendments Act.

It is the policy of the Edison Housing Authority to comply with all relevant and applicable provisions of the Americans with Disabilities Act, the ADA Amendments Act and LAD. We will not discriminate against any employee or job applicant with respect to any terms, conditions, or privileges of employment on the basis of a known or perceived disability, pregnancy, childbirth, breastfeeding, or pregnancy related medical condition. We will also make reasonable accommodations to known physical or mental limitations of all employees and applicants with disabilities or pregnant, provided that the individual is otherwise qualified to safely perform the

essential functions of the job and also provided that the accommodation does not impose undue hardship on the Edison Housing Authority.

The Executive Director shall engage in an interactive dialogue with disabled/pregnant employees and prospective disabled/pregnant employees to identify reasonable accommodations or their respective physician. In the case of an employee breastfeeding her infant child, the accommodation shall include reasonable break time each day to the employee and a suitable room or other location with privacy, other than a toilet stall, in close proximity to work area for the employee to express breast milk for the child.

All decisions with regard to reasonable accommodation shall be made by the Executive Director. Employees who are assigned to a new position as a reasonable accommodation will receive the salary for their new position. The Americans with Disabilities Act does not require the Edison Housing Authority to offer permanent "light duty", relocate essential job functions, or provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc.

Employees should also offer assistance, to the extent possible, to any member of the public who requests or needs an accommodation when visiting the Edison Housing Authority facilities. Any questions concerning proper assistance should be directed to the Executive Director.

Contagious or Life Threatening Illnesses Policy:*

The Edison Housing Authority encourages employees with contagious diseases or life-threatening illnesses to continue their normal pursuits, including work, to the extent allowed by their condition. The Edison Housing Authority shall make reasonable accommodations to known physical and mental limitations of all employees, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose an unreasonable hardship on the Edison Housing Authority. The Edison Housing Authority will take reasonable precautions to protect such information from inappropriate disclosure, including the following:

- Medical information may be disclosed with the prior written informed consent of the person who is the subject of the information.
- Information may be disclosed without the prior written consent to qualified individuals for the purpose of conducting management audits, financial audits, and program evaluations, but these individuals shall not identify, either directly or indirectly, the person who is the subject of the record in a report or evaluation, or otherwise disclose the person's identity in any manner. Information shall not be released to these individuals unless it is vital to the audit or evaluation.
- Information may be disclosed to the Department of Health as required by State or Federal law.

Managers and other employees have a responsibility to maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information shall be subject to disciplinary action.

Safety Policy:*

The Edison Housing Authority will provide a safe and healthy work environment and shall comply with the Public Employees Occupational Safety and Health Act (PEOSHA). The Edison Housing Authority is equally concerned about the safety of the public. Consistent with this policy, employees will receive periodic safety training and will be provided with appropriate safety equipment. Employees are responsible for observing safety rules and using available safety devices including personal protective equipment. Failure to do so constitutes grounds for disciplinary action. Any occupational or public unsafe condition, practice, procedure or act must be immediately reported to the supervisor or Department Head. Any on-the-job accident or accident involving Edison Housing Authority facilities, equipment or motor vehicles must also be immediately reported to the supervisor or Department Head.

The Edison Housing Authority has appointed a Safety Committee that meets on a regular basis to discuss and recommend solutions to safety problems. Employees are encouraged to discuss safety concerns with their Safety Committee Representative.

Transitional Duty Policy:*

The Edison Housing Authority will endeavor to bring employees with temporary disabilities back on the job as soon as possible and may assign transitional duty to employees who temporarily cannot perform the essential functions of their positions because of injury or illness. Transitional duty is not guaranteed and will not exceed **45 workdays**. If a department already has one employee on transitional duty, it is unlikely that another employee from that department will be assigned transitional duty.

An employee requesting transitional duty or the Workers Compensation Physician shall notify the Executive Director as soon as the temporarily disabled employee is able to return to work with restrictions. Transitional duty will only be assigned if the employee will probably be able to perform the essential functions of the position after the transitional duty period. The Executive Director will consult with the Department Head to determine if there is any meaningful work that can be performed consistent with the restrictions. Transitional duty assignments may be in any department and not just the employee's normal department. The Executive Director will decide if it is in the best interest of the Edison Housing Authority to approve a transitional duty request and will notify the employee of the decision. The Edison Housing Authority reserves the right to terminate the transitional duty assignment at any time without cause.

Employees may not refuse transitional duty assignments that are recommended by the Workers Compensation Physician. In such cases, failure to report to work as directed shall constitute immediate grounds for dismissal. If the employee believes that the transitional duty assignment is beyond the employee's abilities, the employee may request a meeting with the Executive Director who will render a written response within 24 hours.

Employees on transitional duty will receive their regular salaries and are prohibited from engaging in any outside employment of any kind unless they receive prior written approval from the Executive Director. If transitional duty is approved, the employee or Workers Compensation Physician must keep the Executive Director informed of the medical progress. (Employees assigned to transitional duty will be allotted time off to attend medical or physical therapy appointments but must request leave time for any other reason.) If at the end of transitional duty period the employee is not able to return to work without restrictions, the Edison Housing Authority reserves the right at its sole discretion to extend the transitional duty or place the employee back on Workers Compensation or disability. This policy does not affect an employee's rights under the Americans with Disabilities Act, the Family and Medical Leave Act, the Fair Labor Standards Act, the Contagious or Life Threatening Illnesses Policy or other Federal or State law.

Drugs and Alcohol Policy:*

The Edison Housing Authority recognizes that the possession or use of unlawful drugs and the abuse of alcohol pose a threat to the health and safety of all employees. Any employee who is observed by a supervisor or department head to be intoxicated or under the influence of alcohol or drugs during working hours or is under reasonable suspicion of same shall be immediately tested and is subject to discipline up to and including termination. The supervisor or Department Head will immediately report any reasonable suspicions to the Executive Director.

An employee will be required to submit to alcohol, drug or controlled substance testing when the employee's work performance causes a reasonable suspicion that that employee is impaired due to current intoxication, drug or controlled substance use, or in cases where employment has been conditioned upon remaining alcohol, drug, or controlled dangerous substance free following treatment. Refusal to submit to testing when requested may result in immediate disciplinary action, including termination. Supervisors or Department heads that observe behavior constituting reasonable suspicion are required to institute testing and do not have the option of sending the employee home as an alternative.

The manufacturing, distribution, dispensation, possession, and use of alcohol or unlawful drugs on Edison Housing Authority premises or during work hours by employees is strictly prohibited.

Employees must notify their supervisor within five (5) days of conviction for a drug or alcohol related violation, whether or not the violation occurred in the workplace.

Employees who are required to maintain a Commercial Driver's License (CDL) are subject to random drug testing as required by the federal government.

Employees using prescription drugs that may affect job performance or safety must notify Executive Director, Personnel Administrative Assistant or other designee of the Edison Housing Authority who is required to maintain the confidentiality of any information regarding an employee's medical condition in accordance with the Health Insurance Portability and Protection Act. Edison Housing Authority personnel who hold a Commercial Driver's License (CDL) are

subject to the provisions of the Commercial Driver's Licenses Drug and Alcohol Testing Policy. (A program to assist employees who may have a drug/alcohol problem is provided through the Edison Housing Authority's Employee Assistance Program.

No prescription drug should be used by any person other than the individual to whom it is prescribed. Such substances or non-prescription (over-the-counter) drugs should be used only as prescribed or indicated. Employees are prohibited from consuming prescription drugs that are not prescribed in their name on Edison Housing Authority property or while performing Edison Housing Authority business. Soliciting or distributing prescription drugs for or to other employees is also strictly prohibited.

Workplace Violence Policy:*

The Edison Housing Authority will not tolerate workplace violence. Violent acts or threats made by an employee against another person or property are cause for immediate dismissal and will be fully prosecuted. This includes any violence or threats made on Edison Housing Authority property, at Edison Housing Authority events or under other circumstances that may negatively affect the Edison Housing Authority's ability to conduct business.

Prohibited conduct includes:

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive, hostile, or bullying behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another employee;
- Possession of a weapon while on Edison Housing Authority property or while on Edison Housing Authority business except with the authority of the Police Chief; and
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Any potentially dangerous situations must be immediately reported. The Edison Housing Authority will actively intervene in any potentially hostile or violent situation.

General Anti-Harassment Policy:*

It is the Edison Housing Authority's policy to prohibit harassment of an employee by another employee, management representative, supplier, volunteer, or business invitee on the basis of actual or perceived sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, domestic partnership status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV

infection), gender identity or expression, liability for service in the United States armed forces, and/or any other characteristic protected by law. Harassment of non-employees by our employees is also prohibited. While it is not easy to define precisely what harassment is, it includes slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, caricatures or representations of persons using electronically or physically altered photos, drawings or images, and other similar verbal, written, printed or physical conduct.

If an employee is witness to or believes to have experienced harassment, immediate notification of the supervisor or other appropriate person should take place. See the Employee Complaint Policy.

Harassment of any employees, in connection with their work, by non-employees may also be a violation of this policy. Any employee who experiences harassment by a non-employee, or who observes harassment of an employee by a non-employee should report such harassment to the supervisor. Appropriate action will be taken against any non-employee.

Notification of appropriate personnel of any harassment problem is essential to the success of this policy and the Edison Housing Authority generally. The Edison Housing Authority cannot resolve a harassment problem unless it knows about it. Therefore, it is the responsibility of all employees to bring those kinds of problems to attention of the appropriate officials so that steps are taken to correct them.

Violation of this harassment policy will subject employees to disciplinary action, up to and including immediate discharge.

Anti-Sexual Harassment Policy:*

It is the Edison Housing Authority's policy to prohibit sexual harassment of an employee by another employee, management representative, supplier, volunteer, or business invitee. The Edison Housing Authority prohibits sexual harassment from occurring in the workplace or at any other location at which Edison Housing Authority sponsored activity takes place. Sexual harassment of non-employees by our employees is also prohibited. The purpose of this policy is not to regulate personal morality or to encroach upon one's personal life, but to demonstrate a strong commitment to maintaining a workplace free of sexual harassment.

Unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitute harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the individual; or

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Regarding unwelcome sexual advances toward non-employees, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitute harassment when:

- Submission to such conduct is made either explicitly or implicitly in exchange for a benefit;
- Submission to or rejection of such conduct by an individual is used as the basis for a decision affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's activities or creating an intimidating, hostile or offensive environment.

Sexual harassment may include unwanted sexual advances; offering employment benefits in exchange for sexual favors; visual conduct (leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters); verbal sexual advances, propositions or requests; verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, caricatures or representations of persons using electronically or physically altered photos, drawings, or images; notes or invitations; and/or, physical conduct (touching, assault, impeding or blocking movements).

If an employee is witness to or believes that the employee has experienced sexual harassment, they must immediately notify their supervisor or other appropriate person. See the Employee Complaint Policy.

Harassment of Edison Housing Authority employees, in connection with their work, by non-employees may also be a violation of this policy. Any employee who experiences harassment by a non-employee, or who observes harassment of an employee by a non-employee should report such harassment to their supervisor. Appropriate action will be taken against any non-employee.

Notification by employee to appropriate personnel of any harassment problem is essential to the success of this policy and the Edison Housing Authority generally. The Edison Housing Authority cannot resolve a harassment problem unless it is reported. Therefore, it is the responsibility of all employees to bring those kinds of problems to the attention of management so that steps are necessary to correct them.

Violation of this sexual harassment policy will subject employees to disciplinary action, up to and including immediate discharge.

“Whistle Blower” Policy:*

Employees have the right under the “Conscientious Employee Protection Act (CEPA)” to complain about any activity, policy or practice that the employees reasonably believe is in violation of a law, rule, or regulation promulgated pursuant to law without fear of retaliation or reprisal. This right shall be communicated to all employees in an annual letter outlining the specific employee complaint procedure and in a posted notice. A written acknowledgement that the employee received, read, and understood this letter will be included in the employee’s official personnel file. The annual notice shall be in English and Spanish and must contain the name of the person who is designated to receive written notification of policies or practices that might violate CEPA. This right will also be communicated in the Employee Handbook. All complaints will be taken seriously and promptly investigated.

The Edison Housing Authority shall not take any retaliatory action or tolerate any reprisal against an employee for any of the following:

- Disclosing or threatening to disclose to a supervisor, Department Head, the Executive Director, other official or to a public body, as defined in the Conscientious Employee Protection Act (N.J.S.A. 34:19-1 et seq.) an activity, policy or practice that the employee reasonably believes is in violation of a law, a rule or regulation promulgated pursuant to law;
- Providing information to, or testifying before any public body conducting an investigation, hearing, an inquiry into any violation of law, or a rule or regulation promulgated pursuant to law; or
- Objecting to, or refusing to participate in any activity, policy, or practice that the employee reasonably believes is a violation of a law, rule or regulation promulgated pursuant to law; is fraudulent or criminal; or is incompatible with a clear public policy mandate concerning the public health, safety, or welfare.

In accordance with the statute, the employee must bring the violation to the attention of the Executive Director, personnel administrator, or other person designated by the Edison Housing Authority. However, disclosure is not required where (1) the employee is reasonably certain that the violation is known to one or more officials; (2) where the employee reasonably fears physical harm; or (3) the situation is emergency in nature. Employees are encouraged to complain in writing using the Employee Complaint form. See Employee Complaint Policy. Under the law, the employee must give the Edison Housing Authority a reasonable opportunity to correct the activity, policy or practice. The administration of whistle blower complaints is not subject to the limitations in the Grievance Policy.

Employee Complaint Policy:*

Employees who observe actions they believe to constitute harassment, sexual harassment, or any other workplace wrongdoing should immediately report the matter to their supervisor, or, if they prefer, or do not think that the matter can be discussed with their supervisor, they should contact

the Department Head, the Executive Director, the Personnel Administrative Assistant, Shop Steward or the Employment Attorney. Reporting of such incidents is encouraged both when an employee feels that he or she is subject to such incidents, or observes such incidents in reference to other employees. Employees should report incidents in writing using the Employee Complaint form, but may make a verbal complaint at their discretion. If the employee has any questions about what constitutes harassment, sexual harassment, or any other workplace wrongdoing, they may ask their supervisor or one of the individuals listed above. All reports of harassment, sexual harassment, or other wrongdoing will be promptly investigated by a person who is not involved in the alleged harassment or wrongdoing.

No employee will be penalized in any way for reporting a complaint. There will be no discrimination or retaliation against any individual who files a good-faith harassment complaint, even if the investigation produces insufficient evidence to support the complaint, and even if the charges cannot be proven. There will be no discrimination or retaliation against any other individual who participates in the investigation of a complaint.

If the investigation substantiates the complaint, appropriate corrective and/or disciplinary action will be swiftly pursued. Disciplinary action up to and including discharge will also be taken against individuals who make false or frivolous accusations, such as those made maliciously or recklessly. Actions taken internally to investigate and resolve harassment complaints will be conducted confidentially to the extent practicable and appropriate in order to protect the privacy of persons involved. Any investigation may include interviews with the parties involved in the incident, and if necessary, with individuals who may have observed the incident or conduct or who have other relevant knowledge. The complaining employee will be notified of a decision at the conclusion of the investigation within a reasonable time from the date of the report an incident.

Grievance Policy:

A grievance is any formal dispute concerning the interpretation, application and enforcement of any personnel policy or procedure of the Edison Housing Authority. Grievances from union employees will be handled pursuant to the terms of the applicable bargaining unit agreement. All grievances from non-union employees must be presented within five working dates after arising and failure to report a grievance within such time shall be deemed as a waiver of the grievance. In the event of a settlement or ruling that results in a determination of monetary liability, such liability shall not exceed more than thirty working days prior to the date the grievance was first presented in writing.

- **Step One:** Any employee or group of employees with a grievance shall verbally communicate the grievance to the supervisor or Department Head who will discuss the matter with the Executive Director and the Personnel Administrative Assistant. The supervisor or Department Head will communicate the decision to the employee within two working days.

- **Step Two:** If the employee is not satisfied with the decision, the employee must submit a written grievance to the Executive Director detailing the facts and the relief requested. The decision in step one will be deemed final if the employee fails to submit a written grievance within five days working days of the step one decision. After consulting the Personnel Administrative Assistant and the Employment Attorney as appropriate, the Executive Director will render a written decision to the employee within five working days after receipt of the written grievance.

These limitations do not apply to employee complaints made under the General Anti-Harassment Policy, the Anti-Sexual Harassment Policy or the Whistle Blower Policy.

Access to Personnel Files Policy:*

The official personnel file for each employee shall be maintained by the Personnel Administrative Assistant. Personnel files are confidential records that must be secured in a locked cabinet and will only be available to authorized managerial and supervisory personnel on a need-to-know basis. Records relating to any medical condition will be maintained in a separate file. Electronic personnel and medical records must be protected from unauthorized access. Upon request, employees may inspect their own personnel files at a mutually agreeable time on the Edison Housing Authority premises in the presence of the Personnel Administrative Assistant or Executive Director. The employee will be entitled to see any records used to determine his or her qualification for employment, promotion or wage increases and any records used for disciplinary purposes. Employees may not remove any papers from the file. Employees will be allowed to have a copy of any document they have signed relating to their obtaining employment. Employees may add to the file their versions of any disputed item.

Personnel files do not contain confidential employee medical information. Any such information that the Edison Housing Authority may obtain will be maintained in separate files and treated at all times as confidential information. Any such medical information may be disclosed under very limited circumstances in accordance with any applicable legal requirements.

The Edison Housing Authority endeavors to maintain the privacy of personnel records. There are limited circumstances in which the Edison Housing Authority will release information contained in personnel or medical records to persons outside the Edison Housing Authority. These circumstances include:

- In response to a valid subpoena, court order or order of an authorized administrative agency;
- To an authorized governmental agency as part of an investigation of the (Edison Housing Authority's) compliance with applicable law;
- To the Edison Housing Authority's agents and attorneys, when necessary;
- In a lawsuit, administrative proceeding, grievance or arbitration in which the employee and the Edison Housing Authority are parties;
- In a workers' compensation proceeding;
- To administer benefit plans;

- To an authorized health care provider;
- To first aid or safety personnel, when necessary; and
- To a potential future employer or other person requesting a verification of your employment as described in the following section titled, "Requests for Employment Verification and Reference Procedure."

Conflict of Interest Policy:*

Employees including Edison Housing Authority officials must conduct business according to the highest ethical standards of public service. Employees are expected to devote their best efforts to the interests of the Edison Housing Authority. Violations of this policy will result in appropriate discipline including termination.

The Edison Housing Authority recognizes the right of employees to engage in outside activities that are private nature and unrelated to Edison Housing Authority business. However, business dealings that appear to create a conflict between the employee and the Edison Housing Authority's interests are unlawful under the New Jersey Local Government Ethics Act. Under the Act, certain employees and officials are required to annually file with the Edison Housing Authority Clerk a state mandated disclosure form. The Edison Housing Authority Clerk will notify employees and Edison Housing Authority officials subject to the filing requirements of the Act.

A potential or actual conflict of interest occurs whenever an employee including a Edison Housing Authority official is in a position to influence a Edison Housing Authority decision that may result in a personal gain for the employee or an immediate relative including a spouse or significant other, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household. Employees are required to disclose possible conflicts so that the Edison Housing Authority may assess and prevent potential conflicts. If there are any questions whether an action or proposed course of conduct would create a conflict of interest, immediately contact the Executive Director to obtain clarification.

Employees are allowed to hold outside employment as long as it does not interfere with their Edison Housing Authority responsibilities. Employees are prohibited from engaging in outside employment activities while on the job or using Edison Housing Authority time, supplies or equipment in the outside employment activities. The Executive Director may request employees to restrict outside employment if the quality of Edison Housing Authority work diminishes. Any employees who holds an interest in, or is employed by, any business doing business with the Edison Housing Authority must submit a written notice of these outside interests to the Executive Director.

Employees may not accept donations, gratuities, contributions or gifts that could be interpreted to affect their Edison Housing Authority duties. Under no circumstances accept donations, gratuities, contributions or gifts from a vendor doing business with or seeking to do business

with the Edison Housing Authority or any person or firm seeking to influence Edison Housing Authority decisions. Meals and other entertainment valued in excess of \$25.00 are also prohibited. Employees are required to report to the Executive Director any offer of a donation, gratuity, contribution or gift including meals and entertainment that is in violation of this policy.

Political Activity Policy:*

Employees have exactly the same right as any other citizen to join political organizations and participate in political activities, as long as they maintain a clear separation between their official responsibilities and their political affiliations. Employees are prohibited from engaging in political activities while performing their public duties and from using Edison Housing Authority time, supplies or equipment in any political activity. Any violation of this policy must be reported to the supervisor, Department Head, Executive Director, Personnel Administrator Assistant, Shop Steward or the General Counsel.

Employee Evaluation Policy:*

The Department Head will complete a written evaluation and appraisal form for every employee to measure progress and to encourage self-improvement at least (once) a year. The evaluation will also record additional duties performed, educational courses completed as well as a plan to correct any weak points using the Employee Counseling form. After completing the evaluation, the supervisor or Department Head will review the results with the employee and return the form(s) with the signed acknowledgement to the Executive Director. After review by the Executive Director, the form(s) are to be forwarded to the Personnel Administrative Assistant for inclusion in the employee's official personnel file. As a part of the evaluation, employees have the right to request a conference with the Executive Director or Personnel Administrative Assistant.

Employee Discipline Policy:*

An employee may be subject to discipline for any of the following reasons:

- Falsification of public records, including attendance and other personnel records.
- Failure to report absence.
- Harassment of co-workers and/or volunteers and/or visitors.
- Theft or attempted theft of property belonging to the Edison Housing Authority, fellow employees, volunteers or visitors.

- Failure to report to work day or days prior to or following a vacation, holiday and/or leave, and/or any other unauthorized day of absence.
- Fighting on Edison Housing Authority property at any time.
- Being under the influence of intoxicants (e.g., liquor) or illegal drugs (e.g., cocaine or marijuana) on (Edison Housing Authority) property and at any time during work hours.
- Possession, sale, transfer or use of intoxicants or illegal drugs on [Edison Housing Authority] property and at any time during work hours.
- Insubordination.
- Entering the building without permission during non-scheduled work hours.
- Soliciting on Edison Housing Authority premises during work time. This includes but is not limited to distribution of literature or products or soliciting membership in fraternal, religious, social or political organizations, and/or sales of products, such as those from Avon, Amway, etc.
- Careless waste of materials or abuse of tools, equipment or supplies.
- Deliberate destruction or damage to Edison Housing Authority or suppliers' property.
- Sleeping on the job.
- Carrying weapons of any kind on Edison Housing Authority premises and/or during work hours, unless carrying a weapon is a function of your job duties.
- Violation of established safety and fire regulations.
- Unscheduled absence, and chronic or excessive absence.
- Chronic tardiness.
- Unauthorized absence from work area, and/or roaming or loitering on the premises, during scheduled work hours.
- Defacing walls, bulletin boards or any other Edison Housing Authority or supplier property.
- Failure to perform duties, inefficiency or substandard performance.
- Unauthorized disclosure of confidential Edison Housing Authority information.

- Gambling on Edison Housing Authority premises.
- Horseplay, disorderly conduct and use of abusive and/or obscene language on Edison Housing Authority premises.
- Deliberate delay or restriction of your work effort, and/or incitement of others to delay or restrict their work effort.
- Conviction of a crime or disorderly persons offense.
- Violating any Edison Housing Authority rules or policies.
- Conduct unbecoming a public employee.
- Violation of (Edison Housing Authority) policies, procedures and regulations.
- Violation of Federal, State or (Edison Housing Authority) laws, rules, or regulations concerning drug and alcohol use and possession.
- Misuse of public property, including motor vehicles.
- Unauthorized use of computers, Internet, and email.
- Other sufficient cause.

Major disciplinary action includes termination, disciplinary demotion or suspension or fine exceeding five working days. Minor discipline includes a formal, written reprimand or a suspension or fine of five working days or less. Employees who object to the terms or conditions of the discipline are entitled to a hearing under the applicable grievance procedure. In every case involving employee discipline, employees will be provided with an opportunity to respond to charges either verbally or in writing.

In cases of employee misconduct, the Edison Housing Authority believes in corrective action for the purpose of correcting undesirable behavior and preventing a recurrence of that behavior. The corrective action taken will be related to the gravity of the situation, the number and kind of previous infractions and other circumstances. In every case, employees will be given an opportunity to state the situation from their point of view.

In order to correct undesirable behavior, supervisors and managers may utilize the following corrective tools: verbal reprimand; Executive Director review; written reprimand; suspension; fines, and, dismissal. At the discretion of Edison Housing Authority, action may begin at any step, and/or certain steps may be repeated or by-passed, depending on the severity and nature of the infraction and the employee's work/disciplinary record.

Neither this manual nor any other Edison Housing Authority guidelines, policies or practices create an employment contract. Employment with Edison Housing Authority may be terminated at any time with or without cause or reason by the employee or Edison Housing Authority.

Resignation Policy:

An employee who intends to resign must notify the Executive Director in writing at least 30 days in advance. After giving notice of resignation, employees are expected to assist their supervisor and co-employees by providing information concerning their current projects and help in the training of a replacement. During the last two weeks, the employee may not use paid time off except paid holidays. The Department Head will prepare an Employee Action form showing any pay or other money owed the employee. The Personnel Administrative Assistant will conduct a confidential exit interview to discuss benefits including COBRA options, appropriate retirement issues and pay due. A COBRA notification letter will be sent to the employee's home address. The exit interview will also include an open discussion with the employee. On the last day of work, and prior to receiving the final paycheck, the employee must return the Employee Identification Card, all keys and equipment. At this time, the employee will sign the termination memo designating all money owed and this memo will be retained in the official personnel file.

Work Force Reduction Policy:*

Pursuant to N.J.A.C. 4A: 8-1.1 the Edison Housing Authority may institute layoff actions for economy, efficiency or other related reasons, but will first consider voluntary alternatives. (Seniority, lateral or other re-employment rights for employees in Career Service titles will be determined by the Executive Director)

The Edison Housing Authority may institute layoff actions for economy, efficiency or other related reasons, but will first consider voluntary alternatives. Seniority, lateral or other re-employment rights for employees will be determined by the Executive Director.

Driver's License Policy:*

Any employee whose work requires that the operation of Edison Housing Authority vehicles must hold a valid New Jersey State Driver's License.

All new employees who will be assigned work entailing the operating of a Edison Housing Authority vehicle will be required to submit to a Department of Motor Vehicles driving records check as a condition of employment. A report indicating a suspended or revoked license status may be cause to deny or terminate employment.

Periodic checks of employee's drivers' licenses through visual and formal Department of Motor Vehicles review checks shall be made by Executive Director, Department Heads or Division

Supervisors. Any employee who does not hold a valid driver's license will not be allowed to operate a Edison Housing Authority vehicle until such time as a valid license is obtained.

Any employee performing work which requires the operation of a Edison Housing Authority vehicle must notify the immediate supervisor in those cases where a license is expired, suspended or revoked and/or who is unable to obtain an occupational permit from the State Department of Licensing. An employee that fails to report such an instance, is subject to disciplinary action, including demotion or termination. An employee who fails to immediately report such revocation or suspension to their supervisor and continues to operate a Edison Housing Authority vehicle shall be subject to possible termination.

Any information obtained by the Edison Housing Authority in accordance with this section shall be used by the Edison Housing Authority only for carrying out its lawful functions and for other lawful purposes in accordance with the Driver's Privacy Protection Act (18 U.S.C. S 2721 et seq.)

Equal Opportunity Policy*

The Employer, Edison Housing Authority, is committed to providing equal opportunity through its employment practices and through the many activities, programs, and services it provides to the community. The Employer, Edison Housing Authority, will make all personnel decisions without regard to race, creed, color, national origin, ancestry, religion, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, familial status, genetic information, sex, gender identity or expression, disability (including perceived disability, physical, mental, and/or intellectual disabilities, AIDS or HIV infection), pregnancy, childbirth, breastfeeding, political affiliation (to the extent protected by law), atypical hereditary cellular or blood trait, or because of the liability for service in the Armed Forces of the United States, veteran status, citizenship status, or any other group status protected by law, unless required by a bona fide occupational qualification.

The Employer, Edison Housing Authority, will ensure that personnel decisions are made in accordance with principles of Equal Employment Opportunity by imposing only nondiscriminatory job requirements. The Employer, Edison Housing Authority, will not discriminate with regard to any term, condition or privilege of employment, including compensation. Employer-sponsored training, education, tuition assistance, and social and recreation programs will be administered without discrimination. The Employer, Edison Housing Authority, has an Affirmative Action Officer ("AAO"), who is assigned overall responsibility of the Affirmative Action Program. Any employee or applicant with a question or grievance should contact the Affirmative Action Officer at:

Deborah Hurley, Executive Director
908-561-2525
DHurley@edisonha.org

If any employee or prospective employee who is a member of a protected class feels they have been treated unfairly, they have the right to address their concern with their supervisor, or if they prefer their Department Head, Executive Director, the Personnel Administrative Assistant or the Employment Attorney.

SECTION TWO

Workplace Policies:

Job Description Policy:*

A job description including qualifications shall be maintained for each position (pursuant to New Jersey Department of Personnel guidelines if the position is subject to Civil Service.) All job descriptions must be approved by the Executive Director. The Personnel Administrative Assistant will make copies available upon request.

Attendance Policy:

All employees are expected to be at work and ready to assume their duties at the beginning of the scheduled workday. Lateness and absence will be tolerated only in emergencies or when the supervisor gives prior approval. All absences must be reported to the supervisor prior to the start of the normal workday. The normal working hours for administrative departments are **8:30 AM to 4:30 PM**. The working hours for other departments are also 8:30 am to 4:30 pm, except for **maintenance personnel to be on 24 hour emergency call**.

Early Closing and Delayed Opening Policy:

In the event of unsafe conditions, the Executive Director may authorize Department Heads to close operations earlier than the normal working hours. If conditions exist prior to scheduled openings, the Executive Director shall notify Department Heads of a delayed opening and a new opening time. Each Department will have a calling system in place. If the employee chooses not to report to work, a full vacation day or compensating time will be charged. Sick time will only be charged for a legitimate illness. If work is called off for the day, no time will be charged for the day. This provision does not apply to (the Department of Public Works,) (Police,) (Fire,) (Water,) (Sanitation,) (Emergency Services) (or) any personnel who may be required to assist in an emergency.

Breaks:

Administrative personnel are entitled to a **one** hour lunch that is to be arranged by the supervisor so that offices continue to function. Other employees are entitled to an hour lunch break, which will be scheduled by the supervisor. All employees are entitled to a 15 minute break in the

morning and in the afternoon. Administrative personnel must arrange breaks so that offices continue to function. The supervisor will schedule breaks for other employees.

Dress Code Policy:

Dress, grooming and personal hygiene must be appropriate for the position. Uniforms are required for certain jobs and are to be worn in accordance with applicable departmental standards. All other employees are required to dress in a manner that is normally acceptable in similar business establishments and consistent with applicable safety standards. Employees shall not wear suggestive attire, jeans, athletic clothing, shorts, sandals, T-shirts, novelty buttons, baseball hats and similar items of casual attire that do not present a businesslike appearance. Hair, sideburns, moustaches and beards must be clean, combed and neatly trimmed. Shaggy, unkempt hair is not permissible regardless of length. Tattoos and body piercings, other than earrings, may not be visible. With the advance approval of the Executive Director, the (Edison Housing Authority) will make reasonable religious accommodations that do not violate safety standards. Employees violating this policy shall be required to take corrective action or will be sent home without pay.

No Smoking Policy:

The New Jersey Legislature has declared that in all governmental buildings the rights of non-smokers to breathe clean air supersedes the rights of smokers. In accordance with State law, the (Edison Housing Authority) has adopted a smoke-free policy for all buildings. (Edison Housing Authority) facilities shall be smoke-free and no employee or visitor will be permitted to smoke anywhere in (Edison Housing Authority) buildings. Employees are permitted to smoke only outside (Edison Housing Authority) buildings and such locations as not to allow the re-entry of smoke into building entrances. Smoking inside vehicles owned by the (Edison Housing Authority) and near equipment that may be sensitive to smoke is also prohibited. This policy shall be strictly enforced and any employee found in violation will be subject to disciplinary action.

Use of Vehicles Policy:

Unless an employee receives permission from the Executive Director (Edison Housing Authority) owned vehicles shall be used only on official business and all passengers must be on (Edison Housing Authority) business.

Vehicles may be taken home only with the advance approval of the Executive Director except a (mayor or chief operating officer) may also grant temporary approval to facilitate responses to after-hours emergency calls. When an employee takes home a (Edison Housing Authority) vehicle, it is to be used only for official Edison Housing Authority business; any other use is not permitted. At no time shall children be in the Edison Housing Authority vehicle when

responding to an emergency. Any violation of this policy constitutes cause for disciplinary action.

Telephone Usage Policy:

Edison Housing Authority telephones are for official business and employees may make a personal call only to inform their family of unexpected overtime. Charges for all other personal calls must be reimbursed to the Edison Housing Authority. The use of hand-held cell phones while driving Edison Housing Authority vehicles or while driving on Edison Housing Authority business is prohibited.

Communication Media Policy/ Social Media Policy: *

The Edison Housing Authority's Communication Media are the property of the Edison Housing Authority and, as such, are to be used for legitimate business purposes only. For purposes of this Communication Media Policy, "Communication Media" includes all electronic media forms provided by the Edison Housing Authority, such as cell phones, smart phones, computers, electronic tablets, access to the internet, voicemail, email, and fax. Employees are restricted from accessing or using the company's Communication Media for personal purposes during company time on company equipment without prior authorization from the Administration to do so.

All data stored on and/or transmitted through Communication Media is the property of the Edison Housing Authority. For purposes of this policy, "Data" includes "electronically-stored files, programs, tables, data bases, audio and video objects, spreadsheets, reports and printed or microfiche materials which serve a Edison Housing Authority business purpose, regardless of who creates, processes or maintains the data, or whether the data is processed manually or through any of the Edison Housing Authority's mainframe, midrange or workstations; servers, routers, gateways, bridges, hubs, switches and other hardware components of the Edison Housing Authority's local or wide-area networks."

The Edison Housing Authority respects the individual privacy of its employees. However, employee communications transmitted by the Edison Housing Authority's Communication Media are not private to the individual. **All Communication Media and all communications and stored information transmitted, received, or contained in or through such media may be monitored by the Edison Housing Authority. The Edison Housing Authority reserves the absolute right to access, review, audit and disclose all matters entered into, sent over, placed in storage in the Edison Housing Authority's Communication Media.** By using the (Edison Housing Authority's) equipment and/or Communication Media, employees consent to have such use monitored at any time, with or without notice, by (Edison Housing Authority) personnel. The existence of passwords does not restrict or eliminate the (Edison Housing Authority's) ability or right to access electronic communications. However, pursuant to New Jersey law the (Edison Housing Authority) cannot require the employee to provide the password(s) to his/her personal account(s).

All email, voicemail and Internet messages including any technology-based messaging are official documents subject to the provisions of the Open Public Records Act (NJSA 47:1A-1). Employees of the Edison Housing Authority are required to use the assigned municipal email account for ALL Edison Housing Authority business and correspondence. The use of private email accounts for ANY Edison Housing Authority business or during business hours is strictly prohibited. Employees are hereby advised that if they conduct work-related business on their personal emails, cell phones, or other personal Communication Media, it is also subject to the provisions of the Open Public Records Act. However, nothing in this social media policy prevents employees from using his/her own personal Communication Media during the employee's non-working hours to engage or participate in protected concerted activities pursuant to the National Labor Relations Act. Protected concerted activities include when an employee addresses group concerns with the employer; forms, joins or helps a labor organization; initiates, induces or prepares for group action; or speaks on behalf of or represents other employees. Nevertheless, employees are encouraged to resolve workplace grievances internally by discussing issues with their supervisor and/or the Administration, and are asked to refrain from posting comments or materials on Communication Media that can be viewed as malicious, obscene, threatening, intimidating, or that could create a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law if the employee chooses to address their grievances using Communication Media.

Employees can only use the (Edison Housing Authority's) Communication Media for legitimate business purposes. Employees may not use (Edison Housing Authority's) Communication Media in any way that is defamatory, obscene, or harassing or in violation of any (Edison Housing Authority) rules or policy. Examples of forbidden transmissions or downloads include sexually-explicit messages; unwelcome propositions; ethnic or racial slurs; or any other message that can be construed to be harassment or disparaging to others based on their actual or perceived age, race, religion, sex, sexual orientation, gender identity or expression, genetic information, disability, national origin, ethnicity, citizenship, marital status or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances. Further, discriminatory remarks, harassment, bullying, threats of violence and similar behavior that is not tolerated in the workplace are also not acceptable through Communication Media, whether same is performed on the (Edison Housing Authority's) equipment or on the employee's own personal Communication Media.

All employees, who have been granted access to electronically-stored data, must use a logon ID assigned by (Edison Housing Authority). Certain data, or applications that process data, may require additional security measures as determined by the (Edison Housing Authority). Employees must not share their passwords; and each employee is responsible for all activity that occurs in connection with their passwords.

Information security is necessary to protect the (Edison Housing Authority)'s information (data and software) from accidental or intentional unauthorized disclosure, modification, or loss. Information security is managed under guidelines dealing with identification, authentication, authorization, production environment, and ability to audit. All employees should be familiar with such security measures adopted by the (Edison Housing Authority)

All employees may access only data for which the (Edison Housing Authority) has given permission. All employees must take appropriate actions to ensure that (Edison Housing Authority) data is protected from unauthorized access, use or distribution consistent with these policies. Employees may not access or retrieve any information technology resource and store information other than where authorized. All (Edison Housing Authority) data must be stored centrally as required by (Edison Housing Authority). This provides greater security, and ensures backup of all (Edison Housing Authority) data is performed.

Employees must not disable anti-virus and other implemented security software for any reason, in order to minimize the risk of introducing computer viruses into the (Edison Housing Authority's) computing environment.

Employees may not install, modify or remove ANY hardware device, software application, program code, either active or passive, or a portion thereof, without the express written permission from the (Edison Housing Authority). Employees may not upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of the (Edison Housing Authority), or licensed to the (Edison Housing Authority). Employees shall observe the copyright and licensing restrictions of all software applications and shall not copy software from internal or external sources unless legally authorized. Workstation settings and configurations and network settings must not be modified by unauthorized employees. Internet security settings (where applicable) must not be changed. The foregoing includes but is not limited to the systems Network ID (or Computer Name), IP Address, Gateway and DNS addresses etc.

Social Media and its uses in government and daily life are expanding each year; however, information posted on a website is available to the public; therefore, employees must adhere to the following guidelines for their participation in social media. Only those Employees directly authorized by the Administration may engage in social media activity during work time through the use of the (Edison Housing Authority's) Communication Media, as it directly relates to their work and it is in compliance with this policy.

Employees must not reveal or publicize confidential (Edison Housing Authority) information. Confidential proprietary or sensitive information may be disseminated only to individuals with a need and a right to know, and where there is sufficient assurance that appropriate security of such information will be maintained. Such information includes, but is not limited to the transmittal of personnel information such as medical records or related information. In law enforcement operations, confidential, proprietary or sensitive information also includes criminal history information, confidential informant identification, and intelligence and tactical operations files.

No Edison Housing Authority employee shall post internal working documents to social media sites. This includes, but is not limited to, screenshots of computer stations, pictures of monitors and/or actual documents themselves without the prior approval of the Edison Housing Authority, Executive Director. In addition employees are prohibited from releasing or disclosing any photographs, pictures, digital images of any crime scenes, traffic crashes, arrestees, detainees, people or job related incident or occurrence taken with the (Edison Housing Authority's)

Communication Media to any person, entity, business or media or Internet outlet whether on or off duty without the express written permission of the Executive Director. Except in "emergency situations," Employees are prohibited from taking digital images or photographs with media equipment not owned by the Edison Housing Authority. For purposes of this section, an "emergency situation" involves a sudden and unforeseen combination of circumstances or the resulting state that calls for immediate action, assistance or relief, and may include accidents, crimes and flights from accidents or crimes and the employee does not have access to the (Edison Housing Authority's) Communication Media. If such situation occurs, employee agrees that any images belong to the (Edison Housing Authority) and agree to release the image to the (Edison Housing Authority) and ensure its permanent deletion from media device upon direction from the (Edison Housing Authority).

No media advertisement, electronic bulletin board posting, or any other communication accessible via the Internet about the (Edison Housing Authority) or on behalf of the (Edison Housing Authority), through the use of the (Edison Housing Authority's) Communication Media may be issued unless it has first been approved by the (Edison Housing Authority's) Administration. Specifically, employees are forbidden from using the (Edison Housing Authority's) Communication Media to impersonate the employer; to make statements on behalf of the employer without authorization; and/or to make statements that can be construed as establishing what the employer's official position or policy is on any particular issue. In addition, employees are prohibited from placing or posting on the Internet through the employer's Communication Media or the employee's own personal media, either during working or non-working hours, any employer-related confidential, sensitive or other employer information of a proprietary nature, including but not limited to employer records or documents, trade secrets, internal reports, tips based on inside information that may be considered insider trading, screenshots of computer stations, pictures of monitors and/or actual documents of the employer, any photographs, pictures, digital images of any crime scenes, traffic crashes, arrestees, detainees, people or job-related incidents or occurrences.

Because (authorized) postings placed on the Internet through use of the (Edison Housing Authority's) Communication Media will display on the (Edison Housing Authority's) return address, any information posted on the Internet must reflect and adhere to all of the (Edison Housing Authority's) standards and policies.

All users are personally accountable for messages that they originate or forward using the Edison Housing Authority Communication Media. Misrepresenting, obscuring, suppressing, or replacing a user's identity on any Communication Media is prohibited. "Spoofing" (constructing electronic communications so that it appears to be from someone else without a legitimate authorized purpose and authorized by the Executive Director is prohibited

Employees must respect the laws regarding copyrights, trademarks, rights of public (Edison Housing Authority) and other third-party rights. Any use of the (Edison Housing Authority's) name, logos, service marks or trademarks outside the course of the employee's employment, without the express consent of the (Edison Housing Authority), is strictly prohibited. To minimize the risk of a copyright violation, employees should provide references to the source(s) of information used and cite copyrighted works identified in online communications.

If employees choose to identify themselves as a Edison Housing Authority employee on their personal social media accounts and even those that do not should be aware that he or she may be viewed as acting on behalf of the (Edison Housing Authority), as such no employee shall knowingly represent themselves as a spokesperson of the (Edison Housing Authority), post any comment , text, photo, audio, video or other multimedia file that negatively reflects upon the (Edison Housing Authority) expresses views that are detrimental to the (Edison Housing Authority)'s mission or undermine the public trust or is insulting or offensive to other individuals or to the public in regard to religion, sex, race or national origin. Edison Housing Authority employees are encouraged to exercise extreme caution posting photographs of themselves in uniform or in situations where they can be readily identified as Township employees.

To the extent that employees use social media outside their employment while engaging in protected concerted activities as defined above, employees will not be subject to discipline or retaliation for expressing views, opinions, and/or facts surrounding the (Edison Housing Authority's) employment policies. For all other communications by employees on personal social media sites in which matters related to the (Edison Housing Authority) are discussed, employees must add a disclaimer on the front page stating that the posting does not express the views of the (Edison Housing Authority), and that the employees are expressing their own personal views. For example: **"The views expressed on this website/web log are mine alone and do not necessarily reflect the views of my employer."** The disclaimer must be placed in a prominent position and repeated for each posting that is expressing an opinion related to the (Edison Housing Authority) or the (Edison Housing Authority's) business, with the exception of postings and social media communications by employees engaging in protected concerted activities. Employees are advised that if they post information on social media that is in violation of either the terms and conditions of the within social media policy, or in violation of federal, state, or local laws, the disclaimer will not shield them from disciplinary action. However, no retaliation or discipline will result if and when employees are engaging in protected concerted activity, and/or choose to report inappropriate social media activities to the (Edison Housing Authority) Administration.

Nothing in these policies is designed to interfere with, restrain, or prevent social media communications by employees engaging in protected concerted activities regarding wages, hours, or other terms and conditions of employment pursuant to the National Labor Relations Act. All (Edison Housing Authority) employees have the right to engage in or refrain from such activities.

Use of Internet:

The Edison Housing Authority provides Internet access to its employees in order to make available a vast array of information resources and to allow participation in and access to increasing county and state resources.

Employees must comply with all policies adopted by the Edison Housing Authority, including but not limited to policies regarding prohibition of discrimination and harassment and all applicable federal, state and local laws, including laws governing the transmission and dissemination of information while accessing the Internet.

Employees who are using Internet may not:

- Use the network to make unauthorized entry into other computational, informational or communication services or resources;
- Distribute unsolicited advertising;
- Invade the privacy of others;
- Make any attempt to damage computer equipment or software;
- Engage in any activity that is harassing or defamatory;
- Use the Internet for any illegal activity, including violation of copyright or other rights of third parties, or in a manner inconsistent with the Township's tax-exempt status or its proper operation; and/or
- Download unauthorized software, fonts, templates or scripts.

As stated in the Communications Policy above the (Edison Housing Authority) reserves the right to monitor the employee's Internet usage. In addition the (Edison Housing Authority) has the right to restrict access to specific types of prohibited content through the use of a content filtering system.

Video Surveillance

The Edison Housing Authority may install video surveillance camera systems within public buildings and throughout public areas within the Edison Housing Authority, primarily as visual deterrents of criminal behavior and for the protection of employees and municipal assets. In implementing these video camera systems, the Edison Housing Authority will ensure compliance with federal, state and local laws governing such usage.

The Edison Housing Authority's video surveillance camera systems are a significant tool to which the employees of the Edison Housing Authority will avail themselves in order to complete the goals and objectives of the Edison Housing Authority. Employees are only permitted to use the video surveillance camera systems for a legitimate purpose and with proper authorization. The Edison Housing Authority's designee will be responsible for authorization of users. The improper use of these systems can result in discipline up to and including termination.

No employee is permitted to view, continually watch, search, copy or otherwise use one of the Edison Housing Authority's video surveillance camera systems or tamper with access, archive, alter, add to, or make copies of any data that has been recorded and stored within any of these systems without (1) a specific legitimate purpose and (2) permission for the designee of the Edison Housing Authority.

The Edison Housing Authority shall designate a person to be responsible for the maintenance and administration of the video surveillance camera system. Such designee will be responsible

for maintaining a user access log detailing the date and name of individuals who view/access a stored recording.

Any employee who becomes aware of any unauthorized disclosure of a video record in a contravention of this policy and/or a potential privacy breach has the responsibility to ensure that the Executive Director of the Edison Housing Authority are immediately informed of such breach.

Bulletin Board Policy:*

The bulletin boards located in the Edison Housing Authority administrative building and other facilities are intended for official notices regarding policies, procedures, meetings and special events. Only personnel authorized by the Executive Director may post, remove, or alter any notice.

Employee Dating Policy:

The Edison Housing Authority recognizes the right of employees to engage in social relationships with each other, including relationships of a romantic or intimate nature. However, the municipality also recognizes that such relationships can be a problem in the workplace. They may result in favoritism, discrimination, unfair treatment, friction among coworkers, or the perception that they generate such problems.

To try to achieve a balance between employee rights and workplace needs, the Edison Housing Authority has adopted the following policy on the subject of supervisor/subordinate dating.

If such a relationship exists or develops, both parties involved shall report the fact to the Executive Director.

For the purposes of this policy, a supervisor/subordinate status means a situation where one employee, irrespective of job title [or civil-service classification], makes or has the authority to make decisions or to take action concerning another employee's compensation, promotion, demotion, discipline, daily tasks, or any other terms, conditions or privileges of employment with the municipality.

If the employees involved in the relationship are also in a supervisor/subordinate status, management may take any action which it deems appropriate, up to and including transferring one of the parties so that there is no longer a supervisor/subordinate relationship between them. In Addition, management reserves the right to address any workplace issues that may result from that relationship in the manner it deems appropriate.

Any employee who violates this policy will be subject to disciplinary action, up to and including discharge. The municipality regards a violation of this policy as particularly serious because such workplace relationships can cause favoritism, discrimination, unfair treatment for other interference with municipal operations.

Nothing in this policy alters an employee's at will status.

SECTION THREE

Paid and Unpaid Time Off Policies:

Scope:

These policies cover non-union employees. They also cover union employees to the extent that their collective bargaining agreements do not cover these issues.

Paid Holiday Policy:

Employees are entitled to the following paid holidays:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Election Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve (1/2 day)

A holiday falling on a Saturday will be observed on the preceding Friday, and a holiday falling on a Sunday will be observed on the following Monday.

Vacation Leave Policy:

Vacation is an accrued benefit based on the following schedule:

- Up to 1 year entitled Up to 10 days;
- Two to 5 years entitled to 10 days;
- Six to Nine years entitled to 15 vacation days
- Ten to fourteen years entitled to 18 vacation days
- Fifteen to twenty years entitled to 20 vacation days
- Twenty-one plus years entitled to 25 vacation days

An additional vacation day will be added for each year of service at the completion of ____ years, up to a maximum of ____ days. Employees must receive their supervisor's approval at least two weeks in advance of the first vacation day. Employees who do not use all of their vacation allowance may add their unused days to their allowance for the following year. However, if these days are not used in the second year, they will be forfeited.

Personal Leave Policy:

Employees are entitled to 3 personal days per year and any unused days are forfeited at the end of each calendar year.

Sick Leave Policy:*

[This policy is drafted in accordance with New Jersey's Earned Sick Leave Law and shall apply only to employees who do not receive paid sick leave with full pay pursuant to any other law, rule, or regulation of this State, or who are covered under an applicable collective negotiations agreement.]

For every 30 hours worked, an employee shall accrue one hour of sick leave. An employee may accrue or use in any year, or carry forward from one year to the next, no more than 40 hours of earned sick leave.

The Employer permits an employee, pursuant to N.J.S.A. § 34:11D-3(a), to use the earned sick leave accrued for any of the following instances:

- (1) Time needed for diagnosis, care, or treatment of, or recovery from, the employee's own mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
- (2) To aid or care for a family member during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
- (3) If an employee or a family member are a victim of domestic or sexual violence, and are obtaining services from a designated domestic violence agency or other victim services organization, medical attention, legal services, counseling, or are relocating due to the domestic or sexual violence;
- (4) Closure of an employee's workplace, or of the school or place of care of an employee's child, due to an epidemic or public health emergency, or because of the issuance by a public health authority of a determination that the presence of the employee or their family member in the community would jeopardize the health of others; or
- (5) If an employee needs to attend a school-related conference, meeting, function or other event requested or required by an administrator, teacher, or other professional school staff member responsible for the education of the employee's child, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability.

In regard to the above, the Employer requires three (3) days' notice for any foreseeable use of leave. If the use of leave is unforeseeable, the employee should notify the Employer as soon as practicable of their need to use same. Should an employee need to use three (3) or more consecutive days of leave, said employee must provide the Employer with reasonable documentation that the leave is being taken for one of the purposes permitted above. Reasonable documentation shall be as defined in N.J.S.A. § 34:11D-3(b).

An employee is eligible to use the earned sick leave beginning on the 120th calendar day after the employee starts work. The employee may subsequently use earned sick leave as soon as it is accrued. Employees will not be paid for any unused sick leave, except as expressly required by federal or State laws, or an applicable collective negotiations agreement.

An employee who exhausts all paid sick leave in any one year shall not be credited with additional paid sick leave until the beginning of the next calendar year.

Employees Covered under a Collective Bargaining Agreement – The employment details set out in this policy work in conjunction with, and do not replace, amend or supplement any terms or conditions of employment stated in any collective bargaining agreement that a union has with the Employer. Wherever employment details in this policy differ from

the terms expressed in a collective bargaining agreement with the Employer, the specific terms of the collective bargaining agreement will control.

Bereavement Leave Policy:

Employees are entitled to 5 consecutive calendar days leave of absence for each death of an employee's immediate relative. Bereavement Leave shall not extend beyond 5 consecutive calendar days immediately following the death of a family member. "Immediate relative" includes spouse or significant other, civil union partner, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household. Employees are paid for all working days during the Bereavement Leave.

Jury Duty Policy:

An employee required to render jury service shall be entitled to be absent from work during that service and will be paid the difference between any payment received for jury duty and the employee's regular salary.

Leave of Absence Policy:*

Employees may be granted a personal leave of absence for up to six months at the sole discretion of the Executive Director if the leave does not cause undue operational disruption. The leave must include the use of any accrued vacation and sick leave time, regardless of the length of leave requested. The portion of the leave that runs beyond the exhaustion of vacation and sick leave will be without pay or longevity credit. In exceptional circumstances, the Executive Director may extend a leave of absence for an additional six months, if such extension is considered in the best interests of the (Edison Housing Authority).

Personal leaves are not granted for the purpose of seeking or accepting employment with another employer, or for extended vacation time. Employees on personal leave of absence for more than two weeks in any month will not receive holiday pay, and will not accrue personal leave, sick leave or vacation time for that month. Health benefits may also be impacted. Refer to the (Edison Housing Authority) Health Benefits Policy. A personal leave is granted with the understanding that the employee intends to return to work for the (Edison Housing Authority). If the employee fails to return within five business days after the expiration of the leave, the employee shall be considered to have resigned.

Family and Medical Leave Act Policy:*

The federal Family and Medical Leave Act ("FMLA"), the Employer, Edison Housing Authority, provides eligible employees with up to twelve (12) weeks of unpaid medical and family leave during any twelve (12) month period and up to twenty-six (26) workweeks to care

for a Covered Service member. Also, employees are only eligible if employed at a worksite where fifty (50) or more employees are employed by the employer within 75 miles of the worksite. At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or an equivalent position. The following outlines employees' rights and obligations under the FMLA and the Employer's policies implementing the FMLA.

Edison Housing Authority does not currently have 50 or more employees and so no employee is currently entitled to FMLA leave. The following provisions regarding FMLA leave are only included to the extent they later become applicable to Edison Housing Authority.

Leave Available. Eligible employees may take up to a total of twelve (12) weeks of unpaid leave during any twelve (12) month period for any one or more of the following reasons:

- The birth, adoption or placement for foster care of the son or daughter of an employee, and to care for such child;
- A serious health condition of a spouse, son, daughter or parent of an employee if the employee is needed to care for such family member; or
- A serious health condition of an employee that makes an employee unable to work. Generally, the incapacity must result in the employee's inability to work for more than three (3) consecutive days (although there are certain exceptions to this rule);
- Any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is a member of the Regular Armed forces, National Guard or Reserves on active duty status during the deployment to a foreign country, and or has been notified of an impending call to active duty status as such in support of a contingency operation.

In addition, eligible employees who are either spouse, son, daughter, parent or next of kin of a Covered Servicemember shall be entitled to a total of twenty-six (26) workweeks of unpaid leave during a single twelve (12) month period to care for the Covered Servicemember. During this single twelve (12) month period, an eligible employee who qualifies for leave to provide care for the Covered Servicemember shall be entitled to no more than a combined total of twenty-six (26) workweeks of leave.

Definitions.

"Covered Servicemember" means a member of the Armed Forces, including a member of the National Guard or Reserves, or a recent veteran who has been discharged, other than dishonorably, within the five years preceding the family member's initial request for leave, who has a serious injury or illness who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

"Eligible Employee" means an individual who has been employed by the Employer for at least twelve (12) months, has worked at least 1,250 hours during the preceding twelve (12) month

period, and is employed at a worksite with at least fifty (50) employees within seventy-five (75) miles of that worksite.

“Next of kin” means the nearest blood relative of the individual.

“Qualifying Exigency” covers a number of broad categories of reasons and activities, including short-notice deployment to a foreign country, military events and related activities, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities agreed to by the employer and the employee.

“Serious Health Condition” means an illness, injury, impairment or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider. It generally includes a period of incapacity due to pregnancy, prenatal care, a chronic health condition, a permanent or long-term health condition, or restorative or preventive treatment.

“Serious Injury or Illness” means an injury or illness incurred by a Covered Service member in the line of duty or on active duty in the Armed Forces, National Guard or Reserves, incurred in the line of duty on active duty or whose pre-existing condition has been aggravated by his/her active duty service, that may render the service member medically unfit to perform the duties of the member’s office, grade, rank or rating.

Eligibility. Any employee who has been employed by the Employer for twelve (12) months or more and worked 1,250 hours or more in the twelve (12) month period preceding the first day of the requested leave may be eligible for an unpaid leave of absence of up to twelve (12) weeks during any twelve (12) month period. Also, employees are only eligible if employed at a worksite where fifty (50) or more employees are employed by the employer within 75 miles of the worksite.

Edison Housing Authority does not currently have 50 or more employees and so no employee is currently entitled to FMLA leave. The provisions regarding FMLA leave are only included to the extent they later become applicable to Edison Housing Authority.

<p>The twelve (12) month period shall be determined by using a rolling twelve (12) month period that commences with the first day of leave taken.</p>
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Leave to care for a child after birth, adoption, or foster care must conclude within twelve (12) months of the child's birth or placement. If both spouses work for the Employer, they may only take a total of twelve (12) weeks between them during the twelve (12) month period in order to care for a child after birth, adoption, or foster care or to care for a parent with a serious health condition and a combined twenty-six (26) weeks in a single twelve (12) month period for military caregiver leave or a combination of military caregiver leave and other FMLA qualifying reasons. Each spouse may be entitled to additional leave for other qualifying reasons under the FMLA, such as the employee’s own illness or for the serious illness of the employee’s child.

Notice. When the leave is foreseeable, at least thirty (30) days' advance notice to the Employer, in writing, is required. If thirty (30) days' notice cannot be provided, as much notice as is practical should be provided. Failure to give reasonable notice may delay the availability of the leave.

Certification. Where leave is taken to care for a family member with a serious health condition or because of the employee's own serious health condition, medical certification is required and periodic recertification may be required. In addition, where the leave is taken because of the employee's own serious health condition, a certification of fitness to return to work will be required.

The Employer, at its expense, may require an examination by a second healthcare provider designated by the Employer. If the second healthcare provider's opinion conflicts with the original medical certification, the Employer, at its expense, may require a third, mutually agreeable, healthcare provider to conduct an examination and provide a final and binding opinion.

For military exigency leave, an employee may be required to provide certification that the covered military member is a member of the regular Armed Forces, National Guard or Reserves who is on active duty or called to active duty in support of a contingency operation, as well as certification from the employee about the nature and details of the specific exigency, the amount of leave needed, and the employee's relationship to the military member. For military caregiver leave, the employee may be required to provide information from the health care provider and employee and/or Covered Service member to support such leave.

Absent unusual circumstances, medical certifications must be provided within fifteen (15) days. The Employer will also require periodic status reports from employees concerning their intended return date.

Failure to provide requested documentation may result in denial of leave. The Employer may attempt to clarify or authenticate the certification or may require additional certifications to support the need for leave. When leave is taken to care for a family member, the Employer may require the employee to provide documentation or a statement of family relationship (e.g., birth certificate or court document) and proof of the need to care for the family member.

Utilization of Paid Leave. Generally, FMLA leave is unpaid. However, depending upon the circumstances, employees may be entitled to receive short-term disability, workers' compensation benefits, paid family leave benefits, or other state-sponsored wage replacement benefits which pay a portion of normal compensation. These benefits will run concurrently with the employee's unpaid leave. An employee who is eligible for these benefits may also choose to use accumulated paid leave during their approved unpaid leave. Employees may not receive more than 100% of salary at any time.

Coordination with other Leave Policies. The period of time attributable to the employee's absence due to any workers' compensation, disability, or sick leave, will be counted against available leave under this policy to the extent permitted by law. In the event that additional

family, medical or sick leave is available pursuant to state laws, this leave will also run concurrently with FMLA leave to the extent permitted by law.

Intermittent Leave. When medically necessary, leave taken because of a serious health condition of an employee or family member or to care for a Covered Service member may be taken on an intermittent or reduced work schedule basis. The employee and employer shall attempt to work out a schedule for such leave that meets the employee's needs without unduly disrupting the employer's operations, subject to the approval of the employee's health care provider. The Employer may require an employee taking intermittent or reduced work schedule leave to transfer temporarily to an alternative position with equivalent pay and benefits that is better suited to the leave schedule.

Employment and Benefits Protection. During the leave, health benefits will continue for up to twelve (12) weeks in each rolling twelve (12) month period under the same conditions as if the employee continued to work. Employees must, however, pay the same amount for any benefits continued as they do prior to the leave. Other benefits, if any, will continue during the leave under the same conditions as if the employee continued to work.

If paid leave is substituted for unpaid FMLA leave, the Employer will deduct the employee's portion of the health plan premium as a regular payroll deduction. If the employee's FMLA leave is unpaid, the employee must pay his/her portion of the premium in accordance with a payment method that is devised and mutually agreed upon between the employee and the Employer.

Employees should consult with their Department Head and human resources official prior to taking an approved leave. If you fail to return to work after your FMLA leave for any reason except for circumstances beyond your control, you must pay back all unpaid health insurance premiums. With regard to the employee's contribution portion of his/her health benefits pursuant to Chapter 78, P.L. 2011 and any voluntary supplemental benefits that the employee may have, the employee is solely responsible for making payment arrangements with the Employer or for any voluntary benefits, to the respective insurance company. Your healthcare coverage may cease if your premium payment is more than thirty (30) days late. With regard to any pension contribution that you may have, you must contact the human resources official to make payment arrangements concerning contributions or credits paid toward your pension benefits. If you fail to return to work after your FMLA leave for any reason except for circumstances beyond your control, you must pay back all unpaid health insurance premiums. Before returning to work following a medical leave (except for intermittent or reduced schedule leave) due to the employee's own serious health condition, the employee will be required to present a fitness for duty certification from his/her health care provider that he/she is medically able to resume work. If the date on which the employee is scheduled to return to work from FMLA leave changes, the employee is required to give notice of the change, if foreseeable, to the Employer within two (2) business days of the change.

Subject to some exceptions, most employees will be returned to the position they left or to a position equivalent in pay, benefits and other terms of employment. Individuals identified as "key employees" (the highest paid 10% of salaried employees at the work site or within a seventy-five (75) mile radius of that work site) at the beginning of their leave may not be returned

to their former or equivalent position if restoration will cause substantial economic injury to the Employer. Employees will be informed of their key employee status at the beginning of the leave period.

A failure to return from FMLA leave for reasons other than the employee's own serious health condition may result in termination of employment. In the event that an employee cannot return to work at the end of FMLA leave due to a continuation of his/her own serious health condition, they must contact the Employer before the expiration of the leave to discuss their options under state and federal law. State leave laws may provide additional leave similar to that provided under the FMLA. The Employer will comply with these state law provisions to the extent they provide for more generous benefits. State leave law benefits will run concurrently with FMLA benefits to the extent permitted by law.

The following provisions of New Jersey State leave laws are currently applicable to employee of the Edison Housing Authority.

Family Temporary Disability. During a period of unpaid leave to care for a family member with a serious health condition or a newborn or adopted child or child placed into foster care with the employee, the employee may be eligible for up to six (6) weeks (twelve (12) weeks, effective July 2020) of Family Leave Insurance ("FLI") payments through the State in a twelve (12) month period. FLI is a monetary benefit paid by the State and not a separate leave entitlement, and will thus run concurrently with FMLA and/or NJFLA leaves.

New Jersey Family Leave:*

The Employer, Edison Housing Authority, provides eligible employees with up to twelve (12) weeks of unpaid, job-protected leave for specified family reasons under the New Jersey Family Leave Act (NJFLA).

Eligible Employees. To be eligible for NJFLA leave, an employee must have worked at least twelve (12) months for the Employer and have worked at least 1,000 hours for the Employer over the previous twelve (12) months.

Qualifying Reasons for Leave. An employee may take NJFLA leave to care for:

- A newly born or adopted child or a child placed into foster care with the employee, but the leave must start within twelve (12) months of the birth of the child or the placement of the child.
- A family member (sibling, grandparent, grandchild, child, spouse, domestic partner, civil union partner, parent-in-law, or parent of a covered individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association

with the employee which is the equivalent of a family relationship) with a serious health condition.

Leave taken for reasons above must be consecutive and must begin by the end of the twelve (12) month period after the birth or placement for adoption or foster care.

Leave Benefits. An employee may take up to a maximum of twelve (12) weeks of NJFLA leave in a twenty-four (24) month period, which is measured as a rolling twenty-four (24) month period that commences with the first day of NJFLA leave taken.

You may take NJFLA leave to care for a seriously ill family member:

- As a single block of time.
- By reducing your normal weekly, [but not daily,] work schedule for no more than twenty-four (24) consecutive weeks in a twenty-four (24) month period.
- Intermittently in increments lasting at least one week, but less than twelve (12) weeks in a consecutive twelve (12) month period, when medically necessary.

Employees permitted to take intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt the Employer's operations. The total time within which an intermittent leave is taken may not exceed a twelve (12) month period, if such leave is taken in connection with a single serious health condition.

Intermittent leaves taken in connection with more than one serious health condition episode must be taken within a consecutive twenty-four (24) month period, or until such time as the employee's twelve (12) week family leave entitlement is exhausted, whichever is shorter. An employee taking a family leave on a reduced leave schedule shall not be entitled to such leave for more than a consecutive twenty-four (24) week period. An eligible employee shall be entitled to only one leave on a reduced leave schedule during any consecutive twenty-four (24) month period. Any remaining family leave to which the employee is entitled subsequent to the expiration of a leave taken on a reduced leave schedule may be taken on a consecutive or intermittent basis.

Depending on the purpose of the employee's leave, the employee may choose to use accrued paid leave, concurrently with some or all of his/her NJFLA leave. The employee will not be eligible to accrue seniority or benefits, including vacation and holidays, during any period of NJFLA leave. The Employer will notify employees of their options to continue to participate in our group health plans during NJFLA leave.

Required Notice and Certifications. When requesting NJFLA leave, an employee must provide the Employer thirty (30) days' advance written notice. If advance written notice is not possible because of an emergency, the employee must provide the Employer with reasonable oral notice and then follow up with written notice.

The employee also must give the Employer a medical certification supporting the need for leave. The Employer reserves the right to require second or third medical opinions and periodic re-certifications. The employee must also provide periodic reports during the leave regarding the employee's status and intent to return to work as deemed appropriate by the Employer. If an employee fails to provide the required documentation, the Employer may delay the start of the employee's NJFLA leave, withdraw any designation of NJFLA leave or deny the leave, in which case the absences will be treated in accordance with the Employer's standard leave of absence and attendance policies and the employee may be subject to discipline up to and including termination of employment.

If an employee provides false or misleading information or omits material information about an NJFLA leave, the employee will be subject to discipline up to and including immediate termination of employment.

Benefits Protection. During a family leave of absence, the employee's health benefits will be maintained under the same conditions as if the employee continued to work. If the employee decides to return to work when his/her family leave of absence ends, the employee may be reinstated to the same or equivalent job with the same pay, benefits, and terms and conditions of employment. If the employee decides not to return to work when the family leave of absence ends, the employee may be required to reimburse the Employer for the health insurance premiums paid on his/her behalf during the leave of absence (except if the failure to return to work was caused by the continuation, recurrence, or onset of serious health condition which would entitle the employee to a leave of absence under the law or other circumstances beyond the employee's control).

With regard to any pension contributions, the employee must contact the human resources official to make payment arrangements concerning contributions or credits paid toward his/her pension benefits. Employees should consult with the Employer prior to taking an approved leave.

Returning to Work after NJFLA Leave. On returning to work after NJFLA leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits and other employment terms and conditions. Any employee who fails to return to work as scheduled after NJFLA leave or exceeds the twelve (12) week NJFLA entitlement will be subject to the Employer's standard leave of absence and attendance policies. This may result in termination if the employee's continued absence is unauthorized (for example, if the employee has no other Employer-provided leave available to him/her).

Retaliation Prohibited. The Employer and the NJFLA prohibit the interference with, restraint of or denial of any right provided under the NJFLA and/or discharge or discrimination against any person for opposing any practice made unlawful by the NJFLA or for involvement in any proceeding under or relating to the NJFLA. The Employer encourages employees to bring any concerns or complaints about retaliation or compliance with the NJFLA to the attention of the human resources official.

New Jersey Family Leave Insurance. During a period of unpaid leave to care for a family member with a serious health condition or a newborn or adopted child or child placed into foster care with the employee, the employee may be eligible for up to twelve (12) weeks of Family Leave Insurance ("FLI") payments through the State in a twelve (12) month period. FLI is a monetary benefit paid by the State and not a separate leave entitlement, and will thus run concurrently with FMLA and/or NJFLA leaves.

An employee's job is not protected while receiving FLI benefits – unless the employee is eligible for leave under the FMLA, NJFLA, or is otherwise designated for an approved family leave of absence.

Employees must provide the Employer with advance notice of need for leave, as follows:

- At least thirty (30) days before leave to bond with a newborn or newly adopted child, unless the time of the leave is unforeseeable or the time of the leave changes for unforeseeable reasons.
- In a reasonable and practicable manner for leave to care for a seriously ill family member on a continuous, non-intermittent basis, unless an emergency or other unforeseen circumstance precludes advance notice.
- At least fifteen (15) days before leave to care for a seriously ill family member or leave to bond with a newborn or newly adopted child on an intermittent basis unless an emergency or other unforeseen circumstance precludes advance notice.

Application for Family and/or Medical Leave
(FMLA) and/or New Jersey Family Leave
(NJFLA)

Name: _____ Date of Request: _____

Mailing Address: _____

Department: _____ Hire Date: _____

Title: _____

Start Date of Anticipated Leave: _____

Expected Date of Return to Work: _____

Reason for Leave:

☐ I request family leave to care for my newborn child, newly adopted child, or a newly placed foster child in my home.

☐ I request family leave to care for my family member with a serious health condition. I request family leave to care for:

☐ Spouse ☐ Child ☐ Parent

NJFLA Only: ☐ Parent-in-Law ☐ Civil Union/Domestic Partner

Name: _____ Address: _____

☐ I request medical leave to care for my own serious medical condition.
Describe serious health condition: _____

☐ I request military family leave because of a qualifying exigency arising out of the fact that my
☐ Spouse ☐ Child ☐ Parent
is on active duty or called to active duty status in support of a contingency operation as a member of the National Guard or reserves.

☐ I request military family leave because I am the

☐ Spouse ☐ Child ☐ Parent ☐ Next
of Kin of a covered service member with a serious injury
or illness.

Application for FMLA and/or NJFLA (cont'd)

I understand that if my family or medical leave (total of paid and unpaid time) does not exceed twelve (12) weeks (twenty-six (26) weeks for military caregiver leave), I will be returned to my same or equivalent position.

I understand that if my family or medical leave exceeds twelve (12) weeks (twenty-six (26) weeks for military caregiver leave), the Employer may terminate my employment in accordance with the applicable law.

If my request for leave is approved, it is my understanding that unless the Employer has authorized an extension of my leave in writing, I must report to duty on the first workday following the date my leave is scheduled to end.

I understand that failure to return to work within five (5) consecutive working days following the expiration of the leave will constitute unequivocal notice of my intent not to return to work and the Employer may terminate my employment.

Signature of Employee: _____ Date: _____

Received By: _____

Employer Representative

Complete and Return To:

Domestic Violence Leave:*

PURPOSE

The purpose of the State of New Jersey Domestic Violence Policy for Public Employers (herein "policy") is to set forth a uniform domestic violence policy for all public employers to adopt in accordance with N.J.S.A. 11A:2-6a. The purpose of this policy is also to encourage employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their human resources officers and provide a standard for human resources officers to follow when responding to employees.

DEFINITIONS

The following terms are defined solely for the purpose of this policy:

Domestic Violence - Acts or threatened acts, that are used by a perpetrator to gain power and control over a current or former spouse, family member, household member, intimate partner, someone the perpetrator dated, or person with whom the perpetrator shares a child in common or anticipates having a child in common if one of the parties is pregnant. Domestic violence includes, but is not limited to the following: physical violence; injury; intimidation; sexual violence or abuse; emotional and/or psychological intimidation; verbal abuse; threats; harassment; cyber harassment; stalking; economic abuse or control; damaging property to intimidate or attempt to control the behavior of a person in a relationship with the perpetrator; strangulation; or abuse of animals or pets.

Abuser/Perpetrator - An individual who commits or threatens to commit an act of domestic violence, including unwarranted violence against individuals and animals. Other abusive behaviors and forms of violence can include the following: bullying, humiliating, isolating, intimidating, harassing, stalking, or threatening the victim, disturbing someone's peace, or destroying someone's property.

Human Resources Officer (HRO) - An employee of a public employer with a human resources job title, or its equivalent, who is responsible for orienting, training, counseling, and appraising staff. Persons designated by the employer as the primary or secondary contact to assist employees in reporting domestic violence incidents.

Intimate Partner - Partners of any sexual orientation or preference who have been legally married or formerly married to one another, have a child or children in common, or anticipate having a child in common if one party is pregnant. Intimate partner also includes those who live together or have lived together, as well as persons who are dating or have dated in the past.

Temporary Restraining Order (TRO) - A civil court order issued by a judge to protect the life, health or well-being of a victim. TROs can prohibit domestic violence offenders from having contact with victims, either in person or through any means of communication, including third parties. TROs also can prohibit offenders from a victim's home and workplace. A violation of a TRO may be a criminal offense. A TRO will last approximately 10 business days, or until a court holds a hearing to determine if a Final Restraining Order (FRO) is needed. In New Jersey, there is no expiration of a FRO.

Victim - A person who is 18 years of age or older or who is an emancipated minor and who has been subjected to domestic violence by a spouse, former spouse, or any other person who is a present household member or was at any time a household member. A victim of domestic violence is also any person, regardless of age, who has been subjected to domestic violence by one of the following actors: a person with whom the victim has a child in common; a person with whom the victim anticipates having a child in common, if one of the parties is pregnant;

and a person with whom the victim has had a dating relationship.

Workplace-Related Incidents - Incidents of domestic violence, sexual violence, dating violence, and stalking, including acts, attempted acts, or threatened acts by or against employees, the families of employees, and/or their property, that imperil the safety, well-being, or productivity of any person associated with a public employee in the State of New Jersey, regardless of whether the act occurred in or outside the organization's physical workplace. An employee is considered to be in the workplace while in or using the resources of the employer. This includes, but is not limited to, facilities, work sites, equipment, vehicles, or while on work-related travel.

PERSONS COVERED BY THIS POLICY

All employees are covered under this policy, including full and part time employees, casual/seasonal employees, interns, volunteers and temporary employees at any workplace location.

RESPONSIBILITY OF EMPLOYERS TO DESIGNATE A HUMAN RESOURCES OFFICER

The Employer, Edison Housing Authority, hereby designates the following employees as the Primary HRO and Secondary HRO, to assist employees who are victims of domestic violence.

Primary HRO: Deborah Hurley

Name / Title and contact information: Executive Director, 908-561-2525; DHurley@edisonha.org

Secondary HRO: Jocelyn Silva

Name / Title and contact information: Administrative Personnel Assistant, 908-561-2525; jsilva@edisonha.org

The designated Primary and Secondary HRO shall receive training on responding to and assisting employees who are domestic violence victims in accordance with this policy.

Managers and supervisors are often aware of circumstances involving an employee who is experiencing domestic violence. Managers and supervisors are required to refer any employee who is experiencing domestic violence or who report witnessing domestic violence to the designated HRO. Managers and supervisors must maintain confidentiality, to the extent possible, and be sensitive, compassionate, and respectful to the needs of persons who are victims of domestic violence.

The name and contact information of the designated HRO will be provided to all employees.

This policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General Directives and guidelines that impose

a duty to report. For example, if there is any indication a child may also be a victim, reporting is mandatory to the Department of Children and Families, Child Protection and Permanency, under N.J.S.A. 9:6-8.13.

DOMESTIC VIOLENCE REPORTING PROCEDURES

Employees who are victims of domestic violence are encouraged to seek immediate assistance from their HRO. Employees who have information about or witness an act of domestic violence against an employee, are encouraged to report that information to the designated HRO, unless the employee is required to report the domestic violence pursuant to applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report, in which case the employee must so report to the appropriate authority in addition to reporting to the designated HRO. Nothing in this policy shall preclude an employee from contacting 911 in emergency situations. Indeed, HROs shall remind employees to contact 911 if they feel they are in immediate danger.

Each designated HRO shall:

- A. Immediately respond to an employee upon request and provide a safe and confidential location to allow the employee to discuss the circumstances surrounding the domestic violence incident and the request for assistance.
- B. Determine whether there is an imminent and emergent need to contact 911 and/or local law enforcement.
- C. Provide the employee with resource information and a confidential telephone line to make necessary calls for services for emergent intervention and supportive services, when appropriate. The HRO or the employee can contact the appropriate Employee Assistance Program to assist with securing resources and confidential services.
- D. Refer the employee to the provisions and protections of The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1 et seq. (NJ SAFE Act), referenced in this policy.
- E. In cases where domestic violence involved a sexual touching or sexual assault between state employees, the HRO is also required to report the incident to their agency's EEO Officer or Title IX Officer, **insert name and contact information**.
- F. If there is a report of sexual assault or abuse, the victim should be offered the services of the Sexual Assault Response Team, **insert contact information**
- G. Maintain the confidentiality of the employee and all parties involved, to the extent practical and appropriate under the circumstances, pursuant to this policy.
- H. Upon the employee's consent, the employee may provide the HRO with copies of any TROs, FROs, and/or civil restraint agreements that pertain to restraints in the work place and ensure that security personnel are aware of the names of individuals who are prohibited from appearing at the work location while the employee who sought

the restraining order is present. All copies of TROs and FROs shall be maintained in a separate confidential personnel file.

CONFIDENTIALITY POLICY

In responding to reports of domestic violence, the HRO shall seek to maintain confidentiality to protect an employee making a report of, witnessing, or experiencing domestic violence, to the extent practical and appropriate under the circumstances and allowed by law. Thus, this policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General Directives and guidelines that impose a duty to report.

This confidentiality policy shall not prevent disclosure where to do so would result in physical harm to any person or jeopardize safety within the workplace. When information must be disclosed to protect the safety of individuals in the workplace, the HRO shall limit the breadth and content of such disclosure to information reasonably necessary to protect the safety of the disclosing employee and others and comply with the law. The HRO shall provide advance notice to the employee who disclosed information, to the extent possible, if the disclosure must be shared with other parties in order to maintain safety in the workplace or elsewhere. The HRO shall also provide the employee with the name and title of the person to whom they intend to provide the employee's statement and shall explain the necessity and purpose regarding the disclosure. For example, if the substance of the disclosure presents a threat to employees, then law enforcement will be alerted immediately.

This policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General Directives and guidelines where mandatory reporting is required by the appointing authority or a specific class of employees.

CONFIDENTIALITY OF EMPLOYEE RECORDS

To ensure confidentiality and accuracy of information, this policy requires the HRO to keep all documents and reports of domestic violence in confidential personnel file separate from the employee's other personnel records. These records shall be considered personnel records and shall not be government records available for public access under the Open Public Records Act. See N.J.S.A. 47:1A-10.

PUBLIC EMPLOYER DOMESTIC VIOLENCE ACTION PLAN

The Employer has developed the following action plan to identify, respond to, and correct employee performance issues that are caused by domestic violence, pursuant to N.J.S.A. 11A:2-6a, and in accordance with the following guidelines:

- A. Designate an HRO with responsibilities pursuant to this policy.
- B. Recognize that an employee may need an accommodation as the employee may experience temporary difficulty fulfilling job responsibilities.

- C. Provide reasonable accommodations to ensure the employee's safety. Reasonable accommodations may include, but are not limited to, the following: implementation of safety measures; transfer or reassignment; modified work schedule; change in work telephone number or work-station location; assistance in documenting the violence occurring in the workplace; an implemented safety procedure, or other accommodation approved by the employer.
- D. Advise the employee of information concerning the NJ SAFE Act; Family and Medical Leave Act (FMLA); or Family Leave Act (FLA); Temporary Disability Insurance (TOI); or Americans with Disabilities Act (ADA); or other reasonable flexible leave options when an employee, or his or her child, parent, spouse, domestic partner, civil union partner, or other relationships as defined in applicable statutes is a victim of domestic violence.
- E. Commit to adherence to the provisions of the NJ SAFE Act, including that the employer will not retaliate against, terminate, or discipline any employee for reporting information about incidents of domestic violence, as defined in this policy, if the victim provides notice to their Human Resources Office of the status or if the Human Resources Office has reason to believe an employee is a victim of domestic violence.
- F. Advise any employee, who believes he or she has been subjected to adverse action as a result of making a report pursuant to this policy, of the civil right of action under the NJ SAFE ACT. And advise any employee to contact their designated Labor Relations Officer, Conscientious Employees Protection Act (CEPA) Officer and/or Equal Employment Opportunity Officer in the event they believe the adverse action is a violation of their collective bargaining agreement, the Conscientious Employees Protection Act or the New Jersey Law Against Discrimination and corresponding policies.
- G. Employers, their designated HRO, and employees should familiarize themselves with this policy. This policy shall be provided to all employees upon execution and to all new employees upon hiring. Information and resources about domestic violence are encouraged to be placed in visible areas, such as restrooms, cafeterias, breakrooms, and where other resource information is located.

THE NEW JERSEY SECURITY AND FINANCIAL EMPOWERMENT ACT

The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1, et seq. (NJ SAFE Act), is a law that provides employment protection for victims of domestic or sexual violence.

The NJ SAFE Act allows a maximum of 20 days of unpaid leave in one 12-month period, to be used within 12 months following any act of domestic or sexual violence. To be eligible, the employee must have worked at least 1,000 hours during the 12-month period immediately before the act of domestic or sexual violence. Further, the employee must have worked for an employer in the State that employs 25 or more employees for each working day during 20 or more calendar weeks in the current or immediately preceding calendar year. This leave can be taken intermittently in days, but not hours.

Leave under the NJ SAFE Act may be taken by an employee who is a victim of domestic violence, as that term is defined in N.J.S.A. 2C:25-19 and N.J.S.A. 30:4-27.6, respectively. Leave may also be taken by an employee whose child, parent, spouse, domestic partner, civil union partner, or other relationships as defined in applicable statutes is a victim of domestic or sexual violence.

Leave under the NJ SAFE Act may be taken for the purpose of engaging in any of the following activities, for themselves, or a child, parent, spouse, domestic partner, or civil union partner, as they relate to an incident of domestic or sexual violence:

- 1) Seeking medical attention;
- 2) Obtaining services from a victim services organization;
- 3) Obtaining psychological or other counseling;
- 4) Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase safety;
- 5) Seeking legal assistance or remedies to ensure health and safety of the victim; or
- 6) Attending, participating in, or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence.

PUBLIC EMPLOYER DOMESTIC VIOLENCE ACTION PLAN

The Employer has developed the following action plan to identify, respond to, and correct employee performance issues that are caused by domestic violence, pursuant to N.J.S.A. 11A:2-6a, and in accordance with the following guidelines:

- H. Designate an HRO with responsibilities pursuant to this policy.
- I. Recognize that an employee may need an accommodation as the employee may experience temporary difficulty fulfilling job responsibilities.
- J. Provide reasonable accommodations to ensure the employee's safety. Reasonable accommodations may include, but are not limited to, the following: implementation of safety measures; transfer or reassignment; modified work schedule; change in work telephone number or work-station location; assistance in documenting the violence occurring in the workplace; an implemented safety procedure, or other accommodation approved by the employer.
- K. Advise the employee of information concerning the NJ SAFE Act; Family and Medical Leave Act (FMLA); or Family Leave Act (FLA); Temporary Disability Insurance (TOI); or Americans with Disabilities Act (ADA); or other reasonable flexible leave options when an employee, or his or her child, parent, spouse, domestic partner, civil union partner, or other relationships as defined in applicable statutes is a victim of domestic violence.
- L. Commit to adherence to the provisions of the NJ SAFE Act, including that the employer will not retaliate against, terminate, or discipline any employee for reporting information about incidents of domestic violence, as defined in this policy, if the victim provides notice to their Human Resources Office of the status or if the Human Resources Office has

reason to believe an employee is a victim of domestic violence.

M. Advise any employee, who believes he or she has been subjected to adverse action as a result of making a report pursuant to this policy, of the civil right of action under the NJ SAFE ACT. And advise any employee to contact their designated Labor Relations Officer, Conscientious Employees Protection Act (CEPA) Officer and/or Equal Employment Opportunity Officer in the event they believe the adverse action is a violation of their collective bargaining agreement, the Conscientious Employees Protection Act or the New Jersey Law Against Discrimination and corresponding policies.

N. Employers, their designated HRO, and employees should familiarize themselves with this policy. This policy shall be provided to all employees upon execution and to all new employees upon hiring. Information and resources about domestic violence are encouraged to be placed in visible areas, such as restrooms, cafeterias, breakrooms, and where other resource information is located.

Military Leave Policy:*

When a full-time employee (either permanent or temporary) who is a member of the reserve component of any United States armed force or the National Guard of any state including the Naval Militia and Air National Guard is required to engage in field training or is called for active duty, the employee will be granted a military leave of absence for the duration of the service. The first thirty (30) workdays of the leave shall be with full pay except that a member of the New Jersey National Guard shall receive full pay for the first ninety (90) days. (Thereafter, the leave shall be without pay but without loss of time.) or (Thereafter, the employee shall be paid the difference between military salary and the employee's regular salary.) The paid leave will not be counted against any available time off including but not limited to vacation, sick or personal time. A full-time temporary employee who has served less than one-year shall not be entitled to paid leave but shall be granted non-paid military leave without loss of time.

Employees on military service will also continue to receive paid health insurance coverage during the period of the paid leave plus an additional thirty days calendar days after the paid leave is exhausted. After this period has expired, employees may continue coverage for themselves or their dependents under the (Edison Housing Authority) group plan by taking advantage of the COBRA provision. Members of the State administered retirement systems (PERS and PFRS) will continue accruing service and salary credit in the system during the period of paid leave.

Pursuant to the Uniformed Services Employment and Reemployment Rights Act, any employee released from active duty under honorable circumstances shall return to work without loss of privileges or seniority within the following time limits: for service less than thirty-one (31) calendar days, the employee must return to work on the beginning of the first regularly scheduled workday or eight (8) hours after the end of military duty, with reasonable allowances for

commuting; for service of thirty-one (31) to one hundred eighty (180) calendar days, the employee must submit an application for reinstatement within fourteen (14) calendar days after completing military duty; for service greater than one hundred and eighty (180) calendar days, the employee must submit an application for reinstatement within ninety (90) calendar days after completing military duty.

SECTION FOUR

Compensation & Employee Benefits Policies:

Scope:

These policies cover non-union employees. They also cover union employees to the extent that their collective bargaining agreements do not cover these issues.

Payroll Policy:

Salary ranges are established by ordinance, and the salary must fall within the minimum and maximum ranges for the employee's title. Employees are paid every two weeks, with overtime being held back for 1 week in order to compute payment of the amount due. Employees who are going on vacation and would like their checks in advance must make a written request at least two weeks in advance of the vacation.

The Edison Housing Authority will not accept responsibility for any employee's personal finances. The Edison Housing Authority will acknowledge judgments against an employee's pay, but will not act as a mediator between the employee and creditors.

Overtime Compensation Policy:

Under the Federal Fair Labor Standards Act, certain employees in managerial, supervisory, administrative, computer or professional positions are exempt from the provisions of the Act. There are also employees who may be exempt because their compensation exceeds \$100,000 per year depending upon their job duties. The Personnel Administrative Assistant shall notify all Exempt employees of their status under the Act. Exempt employees are not eligible to receive overtime compensation and are required to work the normal workweek and any additional hours needed to fulfill their responsibilities. Time off consideration for large amounts of additional hours may be provided with the Executive Director's prior approval and at the sole discretion of the Executive Director.

All other employees are classified as Non-Exempt and are subject to the provisions of the Act. Depending on work needs, Non-Exempt employees may be required to work overtime. Non-Exempt employees are not permitted to work overtime unless the overtime is budgeted and approved by the Department Head and the Executive Director. Non-Exempt employees working overtime without prior approval will be subject to disciplinary action.

Non-Exempt employees will receive overtime compensation for hours worked in excess of thirty-five in a weekly period at the rate of one and one-half times the regular rate of pay. Employees may choose overtime compensation in the form of overtime pay or compensating time off. The maximum number of hours that an employee may accrue for future compensating

time off is 10 days. Once this maximum has been accumulated, all additional hours will be compensated by overtime pay. Accrued and taken overtime compensating hours must be noted on the employee's time sheet.

Non-Exempt employees will receive one and one-half hours of overtime compensation for each hour worked in excess of forty hours in a weekly period. For purposes of overtime compensation, hours worked are computed to the nearest one-half hour per day. Previously scheduled vacation time and holiday time are considered time worked for purposes of determining overtime compensation, but sick time and personal time are not.

(In addition to the requirements of the Federal Fair Labor Standards Act, Non-Exempt employees will also receive overtime compensation for work in excess of thirty-five hours but not greater than forty hours in a weekly period. This other compensation will be one hour for each hour worked in excess of thirty-five hours.) (If a Non-Exempt employee works on Sunday or a paid holiday, the employee will receive overtime compensation of ___ hour(s) for each hour worked less the number of hours of overtime compensation received under any other provision of the policy.) (If a Non-Exempt employee not on regular call out duty is required to return to work in an emergency or because of unusual circumstance, the employee will receive overtime compensation of the greater of (1) ___ hours or (2) the actual number of hours worked (3) less the number of hours of overtime compensation received under any other provision of this policy.)

Employees must make a request to their supervisor at least two days in advance when they want to take compensating time off. The supervisor will approve the request if the absence does not cause undue hardship to the department.

Timesheets:

Non-exempt employees are required to accurately record their work time on the designated time record, sign it and return into his/her supervisor. Non-exempt employees and exempt employees are required to report their sick time, vacation time and holiday time on the designated time record. Non-exempt and exempt employees should turn the time record into his/her supervisor.

The supervisor shall review the record for accuracy and approve it and submit it to the designated payroll representative.

Payment for Accumulated Absence:

To the extent that a local ordinance, collective bargaining agreement, or an employment agreement provides for the payment of compensation for pay while absent from work, the Edison Housing Authority shall only make such payment if the chief financial officer or Executive Director certifies that such amount is due and that proper documentation establishing that the amount of the accumulated absence has been provided and funds are available to pay. Proper Documentation includes:

- A copy of the agreement, ordinance and/or resolution;

- Documentation of the amount of accumulated absence time; and
- The total value of the compensation due.

Nothing in this section grants employees compensation for absences from work.

Health Insurance Policy:

Employees and their immediate family members, including civil union partner, are provided health insurance coverage administered the State Health Benefits Plan. The Edison Housing Authority reserves the right to change provider networks, claims agents, and insurance mechanisms (fully insured versus health insurance fund, e.g.). The complete benefit plan is on file in the Executive Director's office and a Summary Plan Description will be provided to all employees. Benefit levels for non-unionized employees are subject to change at the discretion of the Edison Housing Authority.

Health insurance coverage for employees on a Leave of Absence or who cease Edison Housing Authority employment will terminate at the end of the month in which the leave begins or employment is terminated except coverage will continue for up to twelve weeks for employees on leave pursuant to the Family and Medical Leave Act and up to thirty weeks for employees on Military Leave. Upon termination of coverage, employees may extend health insurance coverage for themselves or their dependents by taking advantage of the Public Health Services Act provision for a period of up to eighteen months to thirty-six months. All newly hired employees and their spouses shall receive a notice of Cobra rights upon being hired. For more information, consult the Executive Director.

Employees who retire with twenty-five years of service to the Public Employee Retirement System may continue to receive paid health insurance coverage. Employees receiving retiree health benefits must notify the Executive Director in writing, with proof of enrollment, when they become eligible for Medicare Parts A and B. For more information, consult the Personnel Administrative Assistant.

Dental Benefits Policy:

Available through the New Jersey State Health Benefit Plan

Drug Prescription Benefit Policy:

Available through the New Jersey State Health Benefit Plan

Prescription Eye Glasses Benefit Policy:

Each calendar year, each employee shall be eligible for reimbursement from the Authority up to \$250.00 for the purchase of eyeglasses/contact lenses. Such reimbursement shall occur upon proof of purchase as acceptable to the authority. The eyeglasses for the employee for the employee spouse or children. In order to be reimbursable, receipts must be turned in by December 31st of the year in which they are incurred.

For as

Retirement Policy:

Under State law, all employees must enroll in the New Jersey Public Retirement System or the Police and Fire Fighters Retirement System as applicable. The employee's contribution to the Plan will be deducted from the employee's pay. An employee who has completed the required number of years and who has reached the required age under the Plan may retire by notifying the Department Head in writing. The State retirement plans request six months advance notice to process the application. After giving notice of retirement, employees are expected to assist their supervisor and co-employees by providing information concerning their current projects and help in the training of a replacement. The Department Head will prepare an Employee Action form showing any pay or other money owed the employee. The Personnel Administrative Assistant will conduct a confidential exit interview to discuss benefits including COBRA options, appropriate retirement issues and pay due. A COBRA notification letter will be sent to the employee's home address. The exit interview will also include an open discussion with the employee. On the last day of work, and prior to receiving the final paycheck, the employee must return the Employee Identification Card, all keys and equipment. At this time, the employee will sign the termination memo designating all money owed and this memo will be retained in the official personnel file.

Workers Compensation Policy:

Employees who suffer job related injuries and illnesses may be entitled to medical expenses, lost income and other compensation under the New Jersey Workers Compensation Act. The Edison Housing Authority covers workers compensation benefits through its membership in a joint insurance fund. Any occupational injury or illness must be immediately reported to the supervisor or Department Head. All required medical treatment must be performed by a Workers Compensation Physician appointed by the joint insurance fund and payment for unauthorized medical treatment may not be covered pursuant to the Act.

Unless explicitly provided for in a bargaining agreement, the Edison Housing Authority will only pay, either directly or through its Workers' Compensation insurer, those benefits that are specifically provided for under the Workers' Compensation Act and will not supplement these benefits with additional benefits pursuant to NJSA 11A:6-8.

Employee Assistance Policy:

(Not Applicable to Edison Housing Authority)

Educational Assistance and Training Policy:

Subject to sufficient funds in the budget and upon approval of the Department Head, employees may apply for reimbursement of tuition expenses incurred for training or college courses directly related to the employee's work. The Executive Director will be the sole judge of whether a particular course or program is "directly related" to the employee's work. Employees are strongly urged to obtain this determination before enrolling in a course or program.

Employees may receive reimbursement for up to \$250 of the tuition cost for training or college courses that they take on their own initiative. The reimbursement must be repaid if the employee leaves the Edison Housing Authority employment within twenty-four months of receipt. When enrollment for short training courses or seminars is requested by the Edison Housing Authority, employees will receive full reimbursement.

Conference and Seminar Policy:

Requests to attend a conference or seminar must be approved by the Department Head and the Executive Director. Requests shall be made sufficiently in advance to take advantage of discounts for early registration, and must be submitted to the Department Head at least thirty days before the event. Requests must be in writing including the conference schedule, registration information and estimated costs. The Department Head is responsible to detail all training requests during the budget formulation process. Approval of any conference or seminar request is conditioned upon the availability of funds.

SECTION FIVE:

Managerial/Supervisory Procedures:

Employment Procedure:*

- **Recruitment:** The Executive Director in conjunction with the Personnel Administrative Assistant will coordinate the employment recruitment process for all vacancies to ensure compliance with contractual, legal, (Civil Service) and Equal Employment Opportunity Commission ("EEOC") requirements. When a vacancy occurs, it is the responsibility of the Department Head to notify the Executive Director who will distribute notification of the vacancy to all departments. The Executive Director will undertake to recruit qualified applicants in accordance with applicable Federal and State law (including New Jersey Department of Personnel regulations if the position is subject to Civil Service.) Where positions are advertised, the media or other periodical utilized must have as wide circulation as possible to encourage applications from candidates from diverse backgrounds and must prominently state that the Edison Housing Authority is an equal opportunity employer.
- **Applications:** All candidates must fully complete an application form. A resume will not be considered as a substitute for this form. The application is a confidential document and will not be available to anyone who is not directly involved in the hiring process, except as required by law.
- **Interviews:** The Executive Director or Department Head will coordinate the interview process including the scheduling of applicants, development of interview questions and standards to measure candidate responses. All questions must be in accordance with the New Jersey Division of Civil Rights Guidelines for Pre-Employment Inquiries. The Edison Housing Authority will make reasonable accommodations to known physical and mental limitations of all applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided the accommodation does not impose an unreasonable hardship on the Edison Housing Authority.
- **Physical Examinations:** Pursuant to the Americans with Disabilities Act, after an offer of employment is made and prior to commencing employment, the Executive Director may require applicants to pass a physical examination in order to insure that they can perform the duties of their position without injury to themselves or others. The same post-offer physical examination must be performed on all applicants for a particular position. The Executive Director may require periodic physical examinations to determine the employee's continued ability to perform the duties of the position. All physical examinations must be performed by a physician chosen by the Edison Housing Authority at the expense of the Edison Housing Authority. All medical records of employees and prospective employees are confidential and are to be maintained by the Personnel Administrative Assistant separate from the employee's official personnel file. Medical exams may include tests for drug and alcohol use.
- **Criminal Background Checks:** Criminal background checks are required of all candidates, 18 years old and older, whether paid or volunteer, that may work directly or indirectly with children/youth/minors in accordance with the procedures outlined in the

Section of this ordinance entitled “Background Checks and Procedures for Candidates, Employees and Volunteers”.

- **Job Offers:** The final decision will be made by the Edison Housing Authority Executive Director after all references and other information has been verified. Every effort shall be made to offer reasonable accommodations to known physical and mental limitations of all applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose an unreasonable hardship on the (Edison Housing Authority). The employment offer must be made in a letter to the candidate outlining all terms and conditions of the offer. The letter will also establish a deadline for acceptance.
- **Acceptances and Rejections:** If the first offer is rejected, the Edison Housing Authority Executive Director will decide to hire another candidate or re-open the position. Once a candidate accepts the employment offer, all other candidates will be notified in writing that they were not accepted for the position.
- **Employability Proof:** After acceptance, but before starting employment, all new employees shall be required to fill out an employment verification form (I9) and to provide acceptable proof of right to employment in the United States.
- **Record Retention:** All applications, notes made during interviews and reference checks, job offers and other documents created during hiring process must be returned to the Personnel Administrative Assistant. Documents related to the successful candidate will be placed in the employee’s official personnel file except medical records including physical examinations must be maintained in a separate file. All records documents related to other candidates must be retained for at least one year. Records and documents created during the hiring process are confidential and must be retained in a locked cabinet.

Background Checks and Procedures for Candidates, Employees and Volunteers:

- **Background checks required:** Criminal background checks are required of all candidates over the age of 18, whether for paid or volunteer positions, who will be working directly or indirectly with children/youth/minors. Criminal background checks will also be performed every three years for each employee or volunteer that works directly or indirectly with children/youth/minors.. The exact titles of employees subject to background checks are (locally defined, but at a minimum should include all recreational positions, crossing guards, library positions, and maintenance and administrative positions pertaining to such programs).
- **Background check procedure:** The Personnel Administrative Assistant will perform or initiate criminal background checks and be the recipient of reports from outside agencies or contractors. These reports shall include, but are not limited, to court records;

police department and corrections agency records; registries or watch lists; state criminal record repositories; and the Interstate Identification Index maintained by the FBI. The Personnel Administrative Assistant will discuss potentially disqualifying information received with the employee's or volunteer's department head, and a determination that the information is disqualifying shall be made based on whether the disqualification is job-related for the position and is consistent with business necessity. Written information received as a result of a "Request for Criminal History Record Information For A Noncriminal Justice Purpose" will be destroyed immediately after it has served its authorized purpose, as required by the State Police. Such information will be kept confidential and will not be published or disclosed in any manner not consistent with the procedures listed herein. Such information will not be deemed a public record under P.L. 1963, c.73 (C:47:1A-1, et seq.) as amended and supplemented by P.L. 2001, c.404 (C:47:1A-5, et seq.).

When a disqualification decision has been made as a result of the employer's "targeted screening process" described below, the Personnel Administrative Assistant will inform the candidate, volunteer, or employee, in writing, of any information that would disqualify the person from working with children/youth. If the (Edison Housing Authority) contracts with an outside vendor to process the background checks, that contractor may be authorized to inform the person in writing of any information that would disqualify the person from working with children/youth/minors. In addition, the individual shall be advised that he/she has the opportunity to explain the criminal record and to demonstrate why the exclusion based on the employer's targeted screening process should not apply to him/her under the circumstances. This information may include evidence of an error in the criminal record; facts surrounding the conviction; age at the time of the conviction and/or release from prison; evidence of a clean criminal and employment record since release; rehabilitation efforts; positive references; and evidence that he/she is bondable. Thereafter, the employer shall give the individual further consideration. Existing employees or volunteers will be placed on immediate suspension pending the outcome of a hearing or appeal. Employee suspensions may be with or without pay at the discretion of the Executive Director.

- **Conditions Under Which An Employee Will Be Disqualified From Working With Children/Youth:** A candidate, volunteer, or employee may be disqualified from employment in a position that works with children/youth/minors if that person's criminal record history background check reveals a record of conviction of any of the following crimes and disorderly persons offenses as defined by New Jersey law or by analogous laws in other States:
 - Homicide (N.J.S.A. 2C:11)
 - Assault, reckless endangerment, threats, stalking (N.J.S.A. 2C:12)
 - Kidnapping (N.J.S.A. 2C:13)
 - Sexual Offenses (N.J.S.A. 2C:14)
 - Offenses Against the Family, Children and Incompetents (N.J.S.A. 2C:24)
 - Controlled Dangerous Substances (N.J.S.A. 2C:35 except for 2C:35-10(a)4)
 - Robbery (N.J.S.A. 2C:15)

- Theft (N.J.S.A. 2C:20)

A disqualification from any position will be based only on a conviction for one or more of the above disqualifying crimes and offenses as a result of the employer's targeted screening process, by which the employer has taken into account the following factors:

(a) The nature and gravity of the offense or conduct, including the consideration of (i) the harm caused by the crime; (ii) the legal elements required to prove the crime; and (iii) the classification of the crime (i.e., felony or misdemeanor, etc.); (b) The time that has elapsed since the offense, conduct, and/or completion of the sentence; (c) The nature of the job held or sought, including the consideration of: (i) the job duties (not merely the job title); (ii) the level of supervision to be provided; (iii) the working environment (e.g., private home, outdoors, warehouse); (iv) interaction with others, especially with vulnerable individuals such as children/youth/minors; and (v) the relationship of the criminal history to the job to be performed. An acquittal, a dismissal, successful completion of Pre-Trial Intervention (PTI), or an expungement of a criminal offense, including a disqualifying criminal offense, is not a disqualifying conviction. Further, an arrest record standing alone may not be used to disqualify a candidate, volunteer, or employee from an employment opportunity. However, the employer may make a disqualification decision based on the conduct underlying the arrest if the conduct makes the individual unfit for the position in question, in which case the conduct, not the arrest, is relevant for employment purposes.

- **Appeal Process:** The Appeals Committee will be comprised of a (Executive Director, Police Chief or other designated superior officer, and Personnel Administrative Assistant).

Once a candidate, employee or volunteer has been notified of a disqualifying conviction, the employee has 14 calendar days to file a Notice of Appeal with the (Edison Housing Authority). Such Notice of Appeal must be sent in writing to the (Personnel Administrator title). The Notice of Appeal shall include a Notice of Rehabilitation and/or a Notice that the information is inaccurate or incorrect, pursuant to NJAC 13:59-1.6.

During the 14-day period listed above, and until the issuance of the decision of the Appeals Committee, an employee will be on a suspension with pay, pending the outcome of the Notice of Appeal.

In making a determination on the appeal, the following information will be considered:

1. The nature and responsibility of the position which the convicted individual would hold, has held, or currently holds, as the case may be.
2. The nature and seriousness of the crime or offense.
3. The circumstances under which the crime or offense occurred.
4. The date of the crime or offense.

5. The age of the individual when the crime or offense was committed.
6. Whether the crime or offense was an isolated or a repeated incident.
7. Any social conditions which may have contributed to the commission of the crime or offense.
8. Any evidence of rehabilitation, including good conduct in prison or in the community, counseling or psychiatric treatment received.
9. Acquisition of additional academic or vocational schooling, successful participation in correctional work-release programs, or the recommendation of those who have had the individual under their supervision.

The (Edison Housing Authority) will issue a written determination on the employee's appeal of their disqualifying conviction, setting forth the reasons for the determination.

Nepotism Procedure: (if any)

Unless otherwise provided by law or collective bargaining unit agreements, immediate relatives shall not be hired, promoted or transferred to a regular full-time or regular part-time position where:

- One relative would have the authority to appoint, remove, discipline or evaluate the performance of the other;
- One relative would be responsible for auditing the work of the other; or
- Other circumstances exist that place the relatives in a situation of actual or reasonably foreseeable conflict of interest.

For purposes of this policy, immediate relative includes spouse or significant other, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household.

Open Public Meetings Act Procedure concerning Personnel Matters:*

Discussions by the governing body or any public body of the Edison Housing Authority concerning appointment, termination, terms and conditions of employment, performance evaluation, promotion or discipline of any current or prospective officer or employee shall be in closed session, with the right of the employee to be present, unless the individual requests in

writing that the discussion be held in open session. Such request must be granted. Prior to the discussion by the governing body or any body of the Edison Housing Authority concerning such matters, the Clerk shall notify the affected person(s) of the meeting date, time and place, the matters to be discussed and the person's right to request that the discussion occur in open session. In the event more than one person is affected by the discussion and one of the affected persons does not request that the discussion be in open session, then the discussion shall be in closed session.

Additionally, whenever the governing body or any public body of the Edison Housing Authority intends to act on a matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance of, promotion, or disciplining of any specific prospective public officer or employee or current public officer or employees employed or appointed by the governing body or any public body of the (Edison Housing Authority), then that governing body or that public body of the Edison Housing Authority must provide notice of said intended action to said prospective public officer or employee or current public officer or employees. Prior to the matter being acted on, the Clerk shall notify the affected person(s) of the meeting date, time and place, the matters to be discussed.

Processing and Orientation of New Employees Procedure:*

All new regular full-time and regular part-time employees will be scheduled to meet with the Executive Director, Personnel Administrative Assistant and Department Head on their first day for a general orientation. Copies of all forms and acknowledgements must be returned to the Personnel Administrative Assistant for inclusion in the employee's official personnel file. The orientation will include:

- A tour of the appropriate facilities to acquaint the new employee with overall operations as they relate to the specific position;
- The completion of all pertinent personnel, payroll, insurance and pension forms;
- A review of the Employee Handbook and acknowledgement of receipt;
- A review of the Personnel Policies and Procedures Manual if the employee is a manager or supervisor and acknowledgement of receipt;
- The Employee Complaint Policy letter and acknowledgement;
- A safety orientation and acknowledgement; and
- Arrangements for the new employee to complete required PEOSHA safety training.

Initial Employment Period Procedure:*

Except where State requirements direct otherwise, new employees (or present employees transferring to new positions) will be hired subject to an initial employment period of not less

than three months as determined by the Executive Director. During this initial employment period, the new employee or transferee will be provided with training and guidance from the supervisor. At the end of the initial employment period, the supervisor will conduct an employee evaluation – see Performance Evaluation Procedure. New employees may be discharged at any time during this period if the Executive Director concludes that the employee is not progressing or performing satisfactorily. Under appropriate circumstances, the Executive Director may extend the initial employment period. Newly hired employees are not eligible for payment of paid time off except holidays until the successful completion of their initial employment period.

Nothing in the procedure set forth in this section shall alter Edison Housing Authority's employment at will policy. Employment with Edison Housing Authority is at will and may be terminated at any time with or without cause or notice by the Edison Housing Authority or the employee."

Employee Handbook Procedure:*

The Personnel Administrative Assistant with the assistance of the Employment Attorney shall draft an Employee Handbook for the approval of the Executive Director. A separate version of the Handbook will be drafted for part-time and seasonal employees as well as for major bargaining groups if appropriate. Once approved, copies will be distributed and employees will be required to sign an acknowledgement of receipt that will be placed in the official personnel file. The Handbook will be revised and re-distributed whenever there is a significant change in personnel practice or every two years.

Performance Evaluation Procedure:*

Periodic evaluations are critical to create a formal record of an employee's performance over time and establish a foundation for personnel actions such as promotion and termination. In addition to day-to-day feedback to the employee, a performance evaluation must be conducted for all employees at least annually. The completed appraisal becomes part of an employee's permanent record.

Performance discussions must also provide employees with guidance regarding their ability to meet job standards. Extraordinary skills or abilities should be recognized in addition to areas for improvement. Supervisors or Department Heads should review future training needs and career planning. The reviewer should also encourage the employee to make suggestions about how the department can improve. The reviewer should ask employees for feedback regarding the employee's skills as they relate to communication, team building, delegation, and sensitivity to needs of subordinates. Open communication is the key to improvement.

- **Setting the Stage:** The reviewer must create a productive climate for the discussion. In preparing the evaluation form, prior evaluations should be reviewed to identify trends. Employees must be notified in advance of the meeting and should be given a copy of the

blank evaluation form. The meeting should be private without interruptions in a comfortable environment.

- **Confirm Expectations:** The reviewer should start the discussion of each performance area by reviewing expectations. Ask the employee to confirm the employee's understanding of job requirements. Refer to the job description as appropriate.
- **Rating:** Continue the discussion by giving the employee's rating in each performance area. The supervisor should be prepared to refer to documentation. Employees should be evaluated based on set standards, not as they compare to other employees. It is rare that any person's rating in all areas is either high or low. The evaluation should consider performance during the entire period, not just the recent past. Care should be taken to avoid allowing one aspect of a person's performance to overshadow all other performance factors be it positive or negative. Ideally, each performance area should be evaluated individually based on specific behaviors exhibited.
- **Discussing Future Plans:** This is where the reviewer should turn to the discussion to the future performance and development of the employee. A Counseling Action Plan form must be completed if any item is rated "Needs Improvement" or "Does Not Meet Minimum Standards." Specific performance goals must be established for the next review period along with plans for achieving those goals.
- **Closing the Discussion:** When all performance areas have been discussed, close the discussion by summarizing all of ratings in an overall rating for the review period.

It is crucial that all reviewers complete the evaluation forms with care and with complete candor. Although reviewers are encouraged to set forth areas of strength and utilize tact in presenting criticism, it is important that all performance issues of any significance be addressed thoroughly and in unambiguous terms in the evaluation form, and verbally with the employee.

Exceeds Expectations means consistently exceeds established standards in most areas of responsibility. All requirements must be met and objectives achieved above the established standards.

Meets Job Requirements means all job requirements were met and planned objectives accomplished within established standards. There were no critical areas where accomplishments were less than planned.

Needs Improvement means performance in one or more critical areas does not meet expectations. Not all planned objectives were accomplished within the established standards and some responsibilities were not completely met.

Does Not Meet Minimum Standards means performance is unacceptable and important objectives have not been accomplished. Needs immediate improvement.

After completing the evaluation, the reviewer will return the form(s) with the signed acknowledgement to the Executive Director. After review by the Executive Director, the form(s) are to be forwarded to the Personnel Administrative Assistant for inclusion in the employee's official personnel file. As a part of the evaluation, employees have the right to request a conference with the Executive Director or Personnel Administrative Assistant.

Disciplinary Action Procedure:*

All employees are expected to meet the (Edison Housing Authority)'s work performance standards. The intent of the Disciplinary Action Procedure is to formally document problems and provide the employee with a reasonable time to improve performance. The process should encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with the (Edison Housing Authority)'s policies and procedures and other disciplinary problems.

Should a supervisor believe that an employee is not conforming to the (Edison Housing Authority)'s policies and rules or to specific instructions, or has acted improperly, the supervisor will first privately discuss the matter with the employee to obtain the employee's view. If the supervisor determines that the employee has acted improperly, the supervisor shall take one of the following actions depending upon the gravity and the employee's past record. At the discretion of the supervisor and the Executive Director, action may begin at any step, and/or certain steps may be repeated or by-passed.

- **Verbal Reprimand:** Depending on the circumstances, the supervisor may verbally notify the employee that the employee's actions have been improper and warn the employee against further occurrences. The supervisor will prepare a record of the verbal reprimand including the date, time and what was discussed with the employee. This record must be forwarded to the (Personnel Administrator title) for the employee's official personnel file.
- **Executive Director Review:** Should the supervisor consider the offense sufficiently serious to warrant consideration by the Executive Director, the employee will be so advised and a meeting arranged with the Executive Director at the earliest possible date. All facts should be detailed at this meeting and, if possible, a determination will be made at that time of disciplinary action, if any.
- **Written Reprimand:** When a supervisor determines that a written reprimand is appropriate, the situation must be discussed with the Executive Director. The reprimand should clearly identify the problem and outline a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence (i.e., termination) if the problem is not corrected or reoccurs. The employee should acknowledge receipt of the warning and may include additional comments. A copy of the written reprimand with the signed acknowledgement and

comments must be forwarded to the (Personnel Administrator title) for the employee's official personnel file.

- **Suspension:** Whenever an employee is recommended for suspension, the Executive Director will make the decision and may seek the advice of the Employment Attorney if appropriate. Suspended Employees may request a hearing under the applicable grievance procedure (and Civil Service procedure).
- **Dismissal:** Whenever an employee is recommended for dismissal, the Executive Director of the Edison Housing Authority will make the decision only after seeking the advice of the Employment Attorney. There must be a complete review of the employee's personnel file and all other facts to determine if there is sufficient cause for the dismissal. Terminated employees may request a hearing under the applicable grievance procedure (and Civil Service procedure).

Personnel File Procedure:*

The official personnel files shall be maintained by the Personnel Administrative Assistant and employee medical information will be maintained in a separate file. At least annually, the Personnel Administrative Assistant will review files to make sure they are up-to-date and will follow-up with the Department Heads as necessary.

The Official file shall include at least the following:

- The original application signed by the employee;
- Notes from any pre-employment interview and reference check;
- The original letter detailing an offer of employment and any additional correspondence concerning the employee's hiring;
- A signed acknowledgement that the employee received a copy of the Employee Complaint Policy letter;
- A signed acknowledgement that the employee has received the Employee Handbook;
- A signed acknowledgement that the employee received the safety orientation;
- Annual written performance evaluations including documentation that the evaluation was reviewed with the employee;
- Counseling Action Plans;
- Records relating to on-the-job accidents;

- Disciplinary actions including an acknowledgement that the employee was notified of the proposed disciplinary action and was given an opportunity to respond;
- Records relating to any other employment actions including promotions, demotions, transfers, resignations, leaves, etc.;
- Educational transcripts; and
- Any other pertinent information.

Employee Complaint Investigation Procedure:*

Employees have the right to formally or informally report any statement, act, or behavior by a co-employee, supervisor, elected official or visitor that they believe to be improper.

- **Reporting:** Employees should be asked to report complaints in writing utilizing the Employee Complaint form, but are not compelled to do so.
- **Identification/Screening:** The Executive Director, Department Head, Personnel Administrative Assistant or Employment Attorney must report all written or verbal complaints to the Executive Director unless the complaint is against the Executive Director. Upon receipt, the Executive Director will determine if the complaint was made pursuant to the General Anti-Harassment Policy, the Anti-Sexual Harassment Policy, the Whistle Blower Policy, a grievance procedure or is another form of complaint. A file will be established including the written complaint, the investigation procedure followed and the response action plan. As soon as possible but no later than ten days after receiving the complaint, the Executive Director or investigator appointed by the Executive Director will interview the employee. If the employee is reluctant to sign a written complaint, the Executive Director or investigator will prepare written notes of the date, time and place of the complaint and the specific allegations. These notes will be read back to the employee who will be asked to affirm, preferably in writing the information's accuracy.
- **Investigation:** The Executive Director will seek the advice of the Employment Attorney when planning the investigation. The investigation should be conducted by the Employment Attorney or county prosecutor if it involves potential criminal charges. The investigation should establish the frequency and nature of the alleged conduct and whether the complaint coincides with other employment events such as a poor performance evaluation. The investigation should also determine if other employees were subjected to similar misconduct. It is important to protect the rights of both the person making the complaint and the alleged wrongdoer.
- **Response Plan – No Corrective Action Required:** The Executive Director will discuss the conclusions with the Employment Attorney and render a decision within fourteen

days after the investigation is complete. If the validity of a complaint cannot be determined or the complaint is groundless, the complaining employee should be notified in writing. Care should be taken to avoid being too specific, confrontational or accusatory and to avoid any language that might be construed as defamatory. A general statement is usually more appropriate that the claim was thoroughly investigated, but could not be sufficiently documented or confirmed to justify taking formal action. The employee should be assured that future complaints will be investigated and that the (Edison Housing Authority) is committed to eliminating wrongful employment practices when they are found to exist. If the investigation reveals that the complainant intentionally and maliciously levied false charges against the alleged wrongdoer, the complainant must be notified of the seriousness of filing a false complaint, and the appropriate disciplinary penalty under the circumstances, up to and including termination.

- **Response Plan – Corrective Action Required:** If the investigation reveals that the complaint is justified and substantiated, the Executive Director will formulate with the advise of the Employment Attorney a corrective action plan as well as possible disciplinary action. The complaining employee will be notified, in writing that it appears that the complaint was justified and an appropriate response plan has been formulated. A copy of the response plan should be attached to the letter. The response plan should provide for appropriate remedial action to prevent a recurrence of the wrongful act or behavior.

Requests for Employment Verification and Reference Procedure:*

Inquiries and written requests for references or employment verification regarding a current or former employee must be referred to the Personnel Administrative Assistant. No employee may issue a reference letter without the permission of the Executive Director. Under no circumstances should any information be released over the phone.

In response to a request for information, the (Personnel Administrator title) will only verify an employee's name, dates of employment, job title, department and final salary. No other data or information will be furnished unless (1) the (Edison Housing Authority) is required to release the information by law or (2) the employee or former employee authorizes the (Edison Housing Authority) in writing to furnish this information and releases the (Edison Housing Authority) from liability.

Continuing Education Procedure:*

The Edison Housing Authority, in conjunction with the Employment Attorney will arrange for employment practices seminars at least annually to train all managerial/supervisory personnel. The Edison Housing Authority will also offer non-mandatory training to all other employees

with special emphasis on employee rights and protections under various Federal and State laws as well as Edison Housing Authority employment practices. Records will be maintained in the official personnel files of all employees trained under this procedure.

Managerial and supervisory personnel will also update employees periodically by department meetings and memos that should address specific problems and concerns that may arise. Every effort will be made to encourage employee suggestions about ways to avoid employer-employee disputes and violations of employment rights.

SECTION SIX:

Model Forms

- Notice of Personnel Discussion*
- Employee Letter Concerning Employee Complaint Procedure*
- Sample Notices Concerning Whistleblower Act*
- Application for Employment*
- NJ Division of Civil Rights Guide on Pre-Employment Inquiries*
- Performance Appraisal*
- Counseling Action Plan*
- Employee Evaluation Checklist*
- Fingerprint and Background Check Consent Form For Employees, Job Applicants, and Volunteers That May Work or Have Contact with Minors

EDISON HOUSING AUTHORITY
NOTICE OF PERSONNEL DISCUSSION

To: _____

Address: _____

This is to notify you, pursuant to the Open Public Meeting Act, that the (body name) plans to discuss the subject matter(s) checked below relating to your employment.

- ☐ Application for Employment
- ☐ Promotion or Transfer
- ☐ Compensation
- ☐ Performance Evaluation
- ☐ Special Leave Request
- ☐ Grievance
- ☐ Discipline
- ☐ Possible Termination
- ☐ Other (Specify): _____

The discussion will take place at the following meeting(s):

Date of Meeting(s): _____

Time: _____

Location: _____

The discussion will be in closed session, not open to the public, unless before the meeting the (body name) Clerk receives a request, in writing, in which you ask that the discussion be held in public. If the discussion will affect other employees or potential employees, it may be closed to the public unless all such affected persons submit such signed requests. You are not required to attend this meeting.

Notice Date: _____ Signed: _____ (title) _____

Need to insert updated CEPA poster.

Edison Housing Authority Employee Complaint Form

Date _____

Attach additional sheets if necessary to fully complete all questions

NAME: _____ DEPARTMENT: _____

TITLE: _____ SUPERVISOR: _____

Time period covered by this complaint: _____

Individuals who allegedly committed the acts being complained of:

Describe the nature and dates of the acts allegedly committed by each individual:

Identify all persons with knowledge of the complained conduct:

Are there any documents or other evidence that supports the occurrences described above?

If you previously complained about this or related acts to a supervisor or official, please identify the individual to whom you complained, the date of the complaint, and any action taken.

Have you missed any time from work or incurred any un-reimbursed medical expenses as a result of the alleged acts?

Are you afraid that someone may retaliate against you because you filed this complaint? If so, please identify the person(s) and indicate the reasons why you feel the person(s) may retaliate against you.

What is your requested remedy for this complaint?

ACKNOWLEDGMENT

The information provided above is true and correct to the best of my knowledge.

BY: _____ DATE: _____

To investigate your complaint, it will be necessary to interview you, the accused party, and any witnesses with knowledge of the allegations or defenses. All persons involved in the investigation will be notified that (1) the complaint is confidential, (2) that any unauthorized disclosures of information concerning the investigation or retaliation could result in disciplinary action up to and including discharge.

I am willing to cooperate fully in the investigation of my complaint and to provide whatever evidence is deemed relevant.

BY: _____ DATE: _____

Edison Housing Authority

Date: _____

(Address) _____

Employment Application:

Applicant Information:

Name (Last, First, Middle): _____

Address: _____

City/Town: _____

Phone (Work): () _____ (Home): () _____

Social Security Number: _____ - _____ - _____

Position applied for: _____

Have you ever applied to the (Edison Housing Authority) before: ____ Yes ____ No If yes, give date _____

Date you can start: _____ Salary desired: _____

Are you available to work: ____ Full time ____ Part time ____ Shift work ____ Temporary

Are you currently employed: ____ Yes ____ No May we contact you at work: ____ Yes ____ No

May we contact your current employer: ____ Yes ____ No

Are you currently on layoff status and subject to recall: ____ Yes ____ No

Do you possess a current driver's license: ____ Yes ____ No

Do you possess a current commercial driver's license: ____ Yes ____ No

Please list any endorsements: _____

If you are under eighteen years of age, can you provide proof of eligibility to work: ____ Yes ____ No

Are you legally eligible to work in the United States of America: ____ Yes ____ No

Pursuant to Federal Law, proof of US Citizenship or immigration status will be required if you are hired.

The Edison Housing Authority is an Equal Opportunity Employer M/F

Employment History: This section must be completed even if you attach a resume. List your last four employers, major assignments within the same employer. Begin with the most recent. Include any military service. Explain any gaps in employment in the space on this form marked comments located on the bottom of this page.

Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: Yes No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: Yes No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: Yes No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: Yes No			

Comments:

Education: Provide information on your formal schooling and education. Include elementary, secondary, and post-secondary education, if any. Include any formal vocational or professional education. For high school and post-secondary education, indicate any major or specialty, such as Academic, Business, or Trade.

School:	Years completed: (Circle)	Graduated: (Circle)	Major Field:
High:	1 2 3 4	Yes No	
College:	1 2 3 4	Yes No	
Other:	1 2 3 4	Yes No	

Languages: List any foreign languages you know and indicate your level of proficiency.

Language:	Speak Some:	Speak Fluently:	Read:	Write:

Special Skills & Experience: State any special skills, experience, training, licenses, certifications or other factors that make you especially qualified for the position for which you are applying.

Comments & Additional Information: Is there any additional information about you we should consider?

References: Provide the names, addresses and phone numbers of three people whom we may contact as a reference. They should not be relatives or former supervisors.

Name & Address:	Phone Number:	Years Known:

Understandings and Agreements:

As an applicant for a position with the (Edison Housing Authority), I understand and agree that I must provide truthful and accurate information in this application. I understand that my application may be rejected if any information is not complete, true and accurate. If hired, I understand that I may be separated from employment if the (Edison Housing Authority) later discovers that information on this form was incomplete, untrue, or inaccurate. I give the (Edison Housing Authority) the right to investigate the information I have provided, talk with former employers (except where I have indicated they may not be contacted). I give the (Edison Housing Authority) the right to secure additional job-related information about me. I release the (Edison Housing Authority) and its representatives from all liability for seeking such information. I understand that the (Edison Housing Authority) is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the (Edison Housing Authority) will make reasonable accommodations as required by the Americans with Disabilities Act and New Jersey Law Against Discrimination. I understand that, if employed, I may resign at any time and that the (Edison Housing Authority) may terminate me at any time in accordance with its established policies and procedures. No representatives of the (Edison Housing Authority) may make any assurances to the contrary. I understand that any offer of employment may be subject to job-related medical, physical, drug, or psychological tests. I also understand that some positions may involve complete background and criminal checks. *For your application to be considered, you must sign and date below.*

Applicant's Signature _____ Date _____

Voluntary Affirmative Action Information

You are not required to provide this information. Provide only if you wish.

If you provide information on this page, it will be filed separately from the job application. This information will be used only for purposes of the affirmative action program

Applicant Information:

Name: _____

Address: _____
City/town: _____
Phone: () _____

Position Applied For: _____

How did you learn about this position? ☐ Advertisement ☐ Employment Agency
☐ Friend ☐ Relative ☐ Walk-in ☐ Other (Explain) _____

Information Regarding Status:

Gender:

☐ Male
☐ Female

Equal Employment Opportunity identification groups:

☐ White
☐ African-American (non-Hispanic)
☐ Hispanic
☐ American Indian/Alaskan native
☐ Asian/Pacific Islander
☐ Other _____

Other protected Groups:

☐ Individual with a disability
☐ Vietnam-era veteran (served between 1964 and 1975)
☐ Disabled veteran

Hired: ☐ Yes ☐ No Position _____ For Edison Housing Authority use only Date _____

Which EEO job classification best describes the position for which the applicant applied?

- | | | |
|---------------------------|--------------------------------|-----------------------------|
| 1. Officials and Managers | 4. Sales workers | 7. Operators(semi-skilled) |
| 2. Professionals | 5. Office and clerical workers | 8. Laborers (unskilled) |
| 3. Technicians | 6. Craft workers (skilled) | 9. Service workers |

(Edison Housing Authority) Official _____
Date _____

This page for (Edison Housing Authority) use only!
Results of interview

Interviewer: _____

Date: _____ **Time:** _____

NJ DIVISION ON CIVIL RIGHTS GUIDE ON PRE-EMPLOYMENT INQUIRIES

Category	It is discriminatory to inquire about:	Some examples of acceptable inquiries:
Name	<ul style="list-style-type: none"> a) The fact of a change of name or the original name of an applicant whose name has been legally changed b) Maiden name 	Whether or not the applicant has ever worked under another name or was the applicant educated under another name. (Allowable only when the data is needed to verify the applicant's qualifications)
Birthplace and Residence	<ul style="list-style-type: none"> a) Birthplace of applicant b) Birthplace of applicant's parents c) Requirement that applicant submit birth certificate, naturalization or baptismal record d) Own home, rent, board or live with parents e) Citizenship 	<ul style="list-style-type: none"> a) Are you in the United States on a visa, which prohibits you from working here? b) Are you either a US citizen or a permanent resident alien?
Creed and Religion	<ul style="list-style-type: none"> a) Applicant's religious affiliation b) Church, parish, or religious holidays observed by applicant 	
Race or Color	<ul style="list-style-type: none"> a) Applicant's race b) Color of applicant's skin, eyes, hair, etc. c) Driver's license number 	
Photographs	<ul style="list-style-type: none"> a) Photographs with application b) Photographs after interview, but before a hiring 	
Age	<ul style="list-style-type: none"> a) Date of birth or age of applicant b) Age specifications, limitations, or implications in a newspaper advertisement which might bar workers under or over a certain age c) Driver's license number 	Applicant may be asked if he/she is over the minimum legal age and under a bona fide mandatory retirement age
Language	<ul style="list-style-type: none"> a) Applicant's mother tongue b) Language commonly used by applicant at home c) How the applicant acquired ability to read, write, or speak a foreign language 	Language applicant speaks and/or writes fluently (only if job related)
Relatives	Name and/or address of any relative of the applicant	Name and address of person to be notified in case of accident or emergency
Military Experience	<ul style="list-style-type: none"> a) Applicant's military experience in other than United States Armed Forces b) National Guard or Reserve Units of applicant c) Draft classification or other eligibility for military service d) Applicant's whereabouts during periods of armed conflict e) Dates, conditions and type of discharge 	<ul style="list-style-type: none"> a) Military experience of applicant in Armed Forces of United States only when used for employment history b) Whether applicant has received any notice to report for duty in Armed Forces

Category	It is discriminatory to inquire about:	Some examples of acceptable inquiries:
Organizations	Any clubs, social fraternities, sororities, societies, lodges, or organizations to which the applicant belongs	Membership in a union, professional or trade organization
References	The name of applicant's pastor or religious leader	Names of persons willing to provide professional and/or character references for applicant
Sex and Marital Status	a) Sex or marital status or any questions which would be used to determine same b) Number of dependents, number of children c) Spouse's occupation	
Arrest and Conviction Record	The number and kind of arrests of an applicant	Convictions which bear a relationship to the job
Height and Weight	Any inquiry into height or weight of applicant	
Physical Disabilities	Any inquiry as to physical disability, which has no direct bearing on satisfactory performance of the specific job in question. (For example, questions as to the mobility of a person without the use of his or her legs, when the job in questions involves working in a stationary position.)	Does applicant have any physical disability, which would prevent him or her from satisfactorily performing the job? (For example, questions concerning hearing impairment are acceptable on applications for a telephone operation position.)
Education	Whether or not the applicant is a high school graduate	a) Show highest grade completed b) Detail your educational background

EDISON HOUSING AUTHORITY PERFORMANCE APPRAISAL

EMPLOYEE NAME: _____ SUPERVISOR: _____

DEPARTMENT/JOB TITLE: _____ DATE OF HIRE: _____

PRESENT REVIEW DATE: _____ LAST REVIEW DATE: _____ TIME IN POSITION (YRS.): _____

Use the Comments section to note goals being appraised and to provide future goals.

Overall Rating (circle)

1 – Does not meet minimum standards 2 – Needs Improvement 3 – Meets Job Requirements 4 – Exceeds Expectations

TRAINING/ JOB KNOWLEDGE: *Consider knowledge of methods, techniques, procedures, tools, and maintenance of certifications necessary to perform the position.*

☐ Lets certification expire. No desire to improve skills. Insufficient knowledge and understanding of the job.

☐ New in a position and still learning. Often requires additional instruction. Making progress, but not fully proficient. Needs to improve certain skills or job knowledge.

☐ Fully understands job responsibilities. Maintains needed certification. Can operate all equipment required to perform his or her job.

☐ Takes the initiative to improve job through evaluation of job processes. Can lead work group through unusual or unique situations.

Comments:

PERFORMANCE: *Consider dependability, communication skills, and the quality and quantity of work based on established standards.*

☐ Frequently damages government property and/or equipment. Work not up to expectations.

☐ Needs a better grasp of job. New employee still in learning process, not yet proficient. Not always as productive as expected.

☐ Completely performs job meeting all job standards. Consistently provides quality work requiring minimal revision to correct errors.

☐ Job output continuously above standards and before deadlines. Takes initiative to take on other tasks whenever possible.

Comments:

WORK CONDUCT: *Consider employee's interest in the position, commendations received, organizational support, personal appearance, and disciplinary actions.*

☐ Frequently or repeatedly receives disciplinary actions and substantiated complaints from the community and co-workers.

☐ Occasionally has disciplinary problems, but is working to correct behavior. Needs to project a positive outlook and pleasant manner.

☐ Never has any discipline problems. Supervisor has complete trust in employee. Always conforms to dress code.

☐ Consistent positive methods and behaviors, which translates into quality work. Has pride in work. Influences others in a positive way.

Comments:

COOPERATION: *Consider teamwork, or the ability to work with others in a cooperative and productive manner.*

☐ Seldom works well with others. Difficult to work with. Does not promote teamwork. Files unsubstantiated grievances.

☐ Slow to help others. Does not readily accept additional assignments required of job. Lack of tact or consideration for others.

☐ Fully cooperates with co-workers. Accepts new ideas. Helps others. Willing to work overtime as needed.

☐ Continually goes out of way to help co-workers. Learns other job responsibilities to aid in coverage. Fosters teamwork.

Comments:

SAFETY: *Consider the respect shown for self, co-workers and public.*

☐ Does not adhere to safety rules. Repeatedly reprimanded for safety rule infractions.

☐ Sometimes disregards safety procedures or misuses equipment.

☐ Operates equipment and performs tasks within applicable safety standards. Reports all safety hazards.

☐ Pays special attention to unsafe working conditions. Helps increase awareness of safety issues in work group. Suggests safety improvements.

Comments:

CUSTOMER SERVICE: Consider responsiveness to public the needs and requests.

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Responds inappropriately to questions, requests, or situations. | <input type="checkbox"/> Occasionally does not respond tactfully or completely. | <input type="checkbox"/> Exhibits courtesy and tact. Answers questions or refers to the appropriate party. | <input type="checkbox"/> Responds to requests with enthusiasm and a sense of commitment. Always follows through by providing or obtaining complete information. |
|--|---|--|---|

Comments:

JUDGMENT: Consider ability to produce quality work in a cost conscious manner without needing guidance from manager.

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Constantly uses poor judgment occasionally increasing costs. Requires close and constant supervision. | <input type="checkbox"/> Often afraid to make and take responsibility for decisions. Needs to better identify and communicate problems. | <input type="checkbox"/> Exemplifies good sense of judgment. Not afraid to make decisions when provided information. Learns from mistakes. | <input type="checkbox"/> Anticipates potential problems. Takes full responsibility for mistakes. Takes initiative to obtain information. |
|--|---|--|--|

Comments:

ATTENDANCE: Consider absenteeism and punctuality.

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Frequently arrives to work late. Excessive absenteeism beyond allotted time. | <input type="checkbox"/> Occasionally arrives late. Uses nearly all allotted sick time each year. | <input type="checkbox"/> Always arrives on time. Takes an average amount of sick time. | <input type="checkbox"/> Always prepared for work. Highly reliable attendance. |
|---|---|--|--|

Comments:

VOLUNTEER : Consider willingness to volunteer at work and in the community.

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Never volunteers to help. Puts down others who do volunteer work. | <input type="checkbox"/> Usually not interested in volunteering for projects, teams, etc. | <input type="checkbox"/> Willing to volunteer if asked to volunteer. | <input type="checkbox"/> Actively seeks opportunities to volunteer at both work or in the community. |
|--|---|--|--|

Comments:

DIRECTING WORK: Consider planning, organizing, problem solving, leadership, and supervisory skills.

Does this person have supervisory responsibilities?

- [] All the time as part of job requirement.
[] Supervises on an as needed basis.

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Continually fails as a supervisor. Lack of leadership, planning, and organizational skills. Unit does not achieve objectives. Does not treat subordinates fairly. | <input type="checkbox"/> New supervisor and still learning. Making progress, but not fully proficient. Having trouble making leap from co-worker to supervisor. | <input type="checkbox"/> Fully proficient and competent leader. Delegates when needed. Solves problems and makes decisions. Is in complete control of department and sets an example. | <input type="checkbox"/> Goes out of way to help subordinates. Consistently treats all employees fairly. Develops highly effective work plans. Assumes responsibility for solving problems. |
|--|---|---|---|

Comments:

EMPLOYEE COMMENTS:

I have reviewed the appraisal and discussed its contents with my supervisor.

EMPLOYEE SIGNATURE: _____ DATE: _____

SUPERVISOR SIGNATURE _____ DATE: _____

(Edison Housing Authority) COUNSELING ACTION PLAN

EMPLOYEE NAME: _____ **DATE:** _____

DEPARTMENT: _____ **POSITION:** _____

I met with the above employee to discuss performance regarding the following problem(s):

This is a ☐ verbal, ☐ written, ☐ final meeting with this employee concerning this matter.

State the reason for the counseling session:

Employee's performance is not acceptable for the following specific reasons:

Employee must achieve the following goals in order to reach acceptable standards:

Employee should reach these goals by:

- ☐ Immediately
- ☐ Employee is on a probationary status and will be re-evaluated on _____
- ☐ Employee is Suspended: Dates: _____

Consequences of failure to improve or achieve goals:

- ☐ May result in further disciplinary action, up to and including termination.
- ☐ Termination.

Employee's Comments:

I have read the above. I understand that it constitutes a warning and I understand the amount of time I have to attain the stated performance goals. I also understand the consequences of my failure to improve or attain the above goals.

Employee Signature: _____ **Date:** _____

Department Head Signature _____ **Date:** _____

Executive Director Signature: _____ **Date:** _____

(Edison Housing Authority) EMPLOYEE EVALUATION CHECKLIST

☐ **BE PREPARED**

- Know the objectives and goals of the meeting.

☐ **TIME AND PLACE**

- Choose a quiet, private spot with as few interruptions as possible.

☐ **CONDUCTING THE INTERVIEW**

- Create a positive environment and help the employee feel at ease.
- Give balanced feedback, both positive and negative, but start with the positive.
- Focus on the job, NOT the person.
- Ask questions and allow the employee to provide feedback.
- When discussing areas for improvement, discuss methods and objectives for improving.
- Discuss possibilities for advancement, the employee's aspirations and professional development necessary to be a candidate for such future positions.

☐ **CONCLUSION**

- Summarize and review the important points of the discussion.
- Restate the action steps that have been recommended and provide a time frame for completion.
- Make sure employee reviews the appraisal and provides comments.
- Have employee sign the acknowledgement that the employee has read the appraisal (does not signify agreement with the content).

☐ **FOLLOW-UP**

- Follow-up with the employee to see how plans are proceeding within the given time frames.
- Offer the employee assistance in achieving objectives and encourage discussion of successes and obstacles.

Fingerprint and Background Check Consent Form
For Employees, Job Applicants, and Volunteers That May Work or Have
Contact with Minors

In accordance with (Edison Housing Authority and Name) Ordinance No. ____ and N.J.S.A. 15A:3A-1 et seq, I understand that, as a condition of continued employment, new employment, or my volunteer service, the (Edison Housing Authority) requires background checks on all individuals who will be working with children. .

By signing this form, I agree to be fingerprinted and consent to a criminal background record check as a condition of new employment, continued employment, or voluntary service. I also represent, attest, and certify that I have never been convicted of any of the following crimes or disorderly persons offenses as defined by New Jersey law or the law of any other state, or that the guilty disposition of any of the crimes and/or offenses has been amended to a status of not guilty, or that any previous charges, as listed below, have been expunged:

2C:11 HOMICIDE all offenses

2C:12 ASSAULT, ENDANGERING, THREATS all offenses

2C:13 KIDNAPPING all offenses

2C:14 SEXUAL OFFENSES all offenses

2C:15 ROBBERY all offenses

2C:20 THEFT all offenses

2C:24 OFFENSES AGAINST THE FAMILY, CHILDREN AND INCOMPETENTS
all offenses

2C:35 CONTROLLED DANGEROUS SUBSTANCES
all offenses **except** paragraph (4) of subsection a. of NJS.2C:35-10

Name (please print)

Applicant's signature

Date

Parent's signature (if applicant is under 18)

Date

INDEX

(insert page numbers)

Access to Personnel Files Policy
Attendance Policy
Americans with Disabilities Act Policy
Anti-Discrimination Policy
Anti-Sexual Harassment Policy
Background Checks
Breaks
Bulletin Board Policy
Communications Media Policy./Social Media Policy
Conference and Seminar Policy
Conflict of Interest Policy
Contagious or Life Threatening Illnesses Policy
Continuing Education Procedure
Deferred Compensation Policy
Disciplinary Action Procedure
Domestic Abuse Leave Policy
Dress Code Policy
Drugs and Alcohol Policy
Early Closing and Delayed Opening Policy
Educational Assistance and Training Policy
Employee Assistance Policy
Employee Complaint Policy
Employee Complaint Investigation Procedure
Employee Discipline Policy
Employee Handbook Procedure
Employee Evaluation Policy
Employee Termination Policy
Employment Procedure
General Ant-Harassment Policy
General Personnel Policy
Grievance Policy
Health insurance Policy
Initial Employment Period Procedure
Job Description Policy
Jury Duty Policy
Leave of Absence Policy
Nepotism Procedure
No Smoking Policy
Open Public Meetings Act Procedure Concerning Personnel Matters
Overtime Compensation policy
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Political Activity Policy
Prescription Eye Glasses Policy
Processing and Orientation of New Employees Procedure
Recreational Benefit Policy

Retirement Policy
Requests for Employment Verification Procedure
Resignation Policy
Safety Policy
Transitional Duty Policy
Use of Internet
Use of Vehicles Policy
Video Surveillance Policy
Whistle Blower Policy
Workforce Reduction Policy
Workplace Violence Policy
Workers Compensation Policy

Receipt for Personnel Policies and Procedures Manual

I acknowledge that I have received a copy of (Edison Housing Authority)'s Personnel Policies and Procedures Manual. I agree to read it thoroughly. I agree that if there is any policy or provision in the manual that I do not understand, I will seek clarification from my supervisor, the Executive Director or the (Personnel Administrator title). I understand that (Edison Housing Authority) is an "at will" employer and consistent with applicable Federal and State law (including the New Jersey Civil Service Act), (as well as applicable bargaining unit agreements), employment with the (Edison Housing Authority) is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. No supervisor or other representative of the (Edison Housing Authority) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. In addition, I understand that this manual states (Edison Housing Authority)'s personnel policies in effect on the date of publication. I understand that nothing contained in the manual may be construed as creating a promise of future benefits or a binding contract with (Edison Housing Authority) for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

Please sign and date this receipt and return it to the (Personnel Administrative Assistant).

Date: _____

Signature: _____

Print Name: _____

Department: _____

RESOLUTION # 2-10-2021

Resolution Adopting the Municipal Excess Liability Joint Insurance Fund Model Personnel Policies and Procedures Manual 2021

WHEREAS, the Edison Housing Authority has adopted the Municipal Excess Liability Joint Insurance Fund's model Personnel Policies and Procedure Manual; and

WHEREAS, the Authority's program must be updated every two years to remain eligible for premium and deductible incentives.

NOW, THEREBY, BE IT RESOLVED by the Board of Commissioners that the Personnel Policies and Procedures Manual attached hereto is hereby adopted.

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all Authority officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

BE IT FURTHER RESOLVED that this manual is intended to provide guidelines covering public service by Authority employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Board of Commissioners.

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the Authority shall operate under the legal doctrine known as "employment at will."

BE IT FURTHER RESOLVED that Richard J. Shaklee, Esq. is hereby appointed as Employment Attorney to advise the Authority in personnel matters.

BE IT FURTHER RESOLVED that the Executive Director and all managerial/supervisory personnel are responsible for these employment practices. The Employment Attorney shall assist the Executive Director in the implementation of the policies and procedures in this manual.

MOVED: Commissioner Koperwhats

SECONDED: Commissioner Louis Mangione, Jr.

RESOLUTION # 2-10-2021

<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
Chairman N. Sanchez	X			
Commissioner Telesnick				X
Commissioner Johnson	X			
Commissioner Jones	X			
Commissioner Koperwhats	X			
Commissioner Louis Mangione, Jr.	X			
Commissioner Small				X

PASSED AND ADOPTED THE 19 day of October, 2021

I, Deborah M. Hurley, Secretary of the
Housing Authority of the Township of
Edison, hereby certify that the foregoing
is a true copy of a resolution of the
Authority adopted at a regular meeting
October 19, 2021



Deborah M. Hurley, Secretary, Exec. Director



Master Technology Policy

Version 2.2

MEL Cyber Risk Management Program

Document Management

Document Owner:	Edison Housing Authority
Document Name:	Master Technology Policy
Version No:	2.2
Adoption Date:	3/8/2021
Distribution Date:	3/8/2021
Author (Source):	Lou Romero, Secure Data Consulting Services Lromero@SecureDataCS.com
Last Review Date:	3/8/2021
Next Review Date:	1/1/2022
Data Classification:	Sensitive



MEL Cyber Risk Management Program

Tier	Subject	Requirements	Comments
1	Information Backup	<ol style="list-style-type: none"> 1. Use of standardized system images or virtualized desktops 2. Application, Operating System and Network Configuration Software: Back-up copy of current versions must always be available with a copy stored off-premises 3. Locally Stored Data (including MS 365, Google Workspace and similar): <ol style="list-style-type: none"> a. Daily incremental backups with minimum of 14 days of versioning on off-network device. b. Weekly, off-network, off-premises full backup of all data. c. All backups are spot-checked monthly. 4. Cloud-Based Applications and Data: Must meet the same standards as the Locally Stored Data. 5. Third-Party Application Data: Vendor must meet the same standards as the Locally Stored Data. 	<ol style="list-style-type: none"> 1. Images and virtual desktops must be kept current with manufacturer patches. 2. Back-up such software or have current installation files available. 3. Backup all locally stored data to local, cloud or off-network devices. MS 365/Google cloud-based and locally stored files require a separate local or cloud-based backup. As this applies to all non-application software, consider cloud storage data. 4. Includes Azure, Google Cloud, AWS, etc. Cloud service application and data files must be backed-up using appropriate cloud services. 5. Obtain in writing the backup practices used by application vendors, and ensure they meet these practices or provide equivalent protection.
1	Patch Management	<ol style="list-style-type: none"> 1. Keep all operating software, application software and infrastructure equipment current with latest versions. 2. Use automatic updating where practicable, particularly as related to security patches. 3. Install all security and critical updates and patches as soon as prudent and practicable following release. 4. Annually review all non-standard applications for possible replacement/upgrade. 	<p>Consider utilizing FedRamp certified service providers/products.</p> <ol style="list-style-type: none"> 1. No comment 2. No comment 3. System administrators need to coordinate patch upgrades with applications residing on systems managed by third parties to ensure upgrades will not disable their applications. Consider a procedure for these upgrades/patches when Technology Manager may not be available (i.e. vacation). 4. Outdated or non-supported operating systems and software should not be used unless there is no practical alternative available, in which case appropriate steps must be taken to mitigate potential security threats.
1	Defensive Software	<ol style="list-style-type: none"> 1. Antivirus and firewalls enabled for all desktops and laptops 2. Antispam and antivirus filters enabled for the mail server 3. Firewall enabled on all active ports, unused ports closed, antivirus enabled and antimalware enabled for network servers that connect to the internet 4. Firewall rules and policies need to be reviewed or reassessed at least twice per year 5. Microsoft Office applications open all downloaded files in "Protected Mode" 	<ol style="list-style-type: none"> 1. Should have automatic updates. Microsoft Windows comes with a preloaded firewall. 2. No comment 3. All network servers must have antimalware software running with automatic updates. 4. No comment 5. No comment



MEL Cyber Risk Management Program

1	Security Awareness Training	All computer users receive annual training of at least one hour. Training includes, but is not limited to: 1. Malware identification 2. Password construction 3. Identifying and responding to security incidents 4. Social engineering attacks	An expert should perform the training in either virtual or in-person format, which includes the various online training services. Best practice (although not required) is to perform training each quarter. Phishing testing is highly recommended twice per year. You may want to work with your counsel on an employee policy whereby access is removed or other actions taken for not completing/failing the training
1	Password	Must adopt a Technology Password Policy that at least meets the standards set in the MEL's Password Policy, at a minimum, or meet the NIST Password Standards 800-63B (03/02/2020 Updates).	NIST: https://pages.nist.gov/800-63-3/sp800-63b.html
1	Email Warning	Add a clear and obvious automatic warning label to all emails coming from outside of your organization.	No comment
1	Cyber Incident Response Plan	Management/Governing Body adopts a cybersecurity incident response plan to direct staff and guide technology management decision making when a cybersecurity incident takes place, which must include at a minimum the items in the MEL Cybersecurity Incident Response Plan.	See the MEL's template Incident Response Plan. The Plan should be annually reviewed, tested and updated.
1	Technology Practices Policy	Management/Governing Body adopts a Technology Practices Policy, which must include at a minimum each of the subject items outlined in the MEL Cyber Risk Management Program, as respects Tier 1.	See the MEL's Technology Practices Policy template. The Policy should be annually reviewed and updated.
1	Government Cyber Memberships	1. Register with New Jersey Cybersecurity & Communications Integration Cell (NJCCIC) 2. Register with Multi-State Information Sharing & Analysis Center (MS-ISAC)	1. IT'S FREE! 2. ALSO FREE! If you are/have a utility authority/department, also register for your respective ISAC, such as ICS CERT (industrial controls), Water-ISAC (water/wastewater) or E-ISAC (electric).



MEL Cyber Risk Management Program

Tier	Subject	Requirements	Comments
2	Servers	Servers are physically protected from unauthorized access	Access-controlled rooms, locked cages, etc.
2	Access Privilege Controls	<ol style="list-style-type: none"> 1. Users with administrator rights are limited to those who need them 2. Non-administrator users are granted limited rights based on job function and responsibility 3. Access rights are updated upon any personnel status change action 4. Access rights for each individual are reviewed at least every six (6) months 	<ol style="list-style-type: none"> 1. No comment 2. No Comment 3. This should be added to your personnel action form and routed to technology management 4. No comment
2	Technology Support	Staff or contractors are available for technology guidance	For vendors, a contract needs to be in place. It does not suffice that the organization has the ability to call someone.
2	Logging	Logging must be setup for entire network/all devices, such as System, Application and Security logs.	Consider utilizing log-monitoring tools.
2	Protected Information	Files with personally identifiable information (PII) and protected health information (PHI) are password protected or encrypted	No comment
2	Remote Access	Utilize a Virtual Private Network (VPN) for all remote connections.	This is only applicable if you allow remote access to your network (i.e. employees, vendors, etc.).
2	Leadership Expertise	Organization leadership has access to expertise that supports technology decision making (i.e., risk assessment, planning, and budgeting)	This can be any combination of officials, employees, contractors/consultants or citizen volunteers
2	Technology Business Continuity Plan	Update your organization's Emergency Management/Continuity of Government (CoG) plan to include digital assets and technology management.	Address most items in your CoG in the Technology Practices Policy. Periodically perform tabletop exercises to ensure effective and efficient disaster response.
2	Banking Controls	Implement internal controls and controls with your bank: <ol style="list-style-type: none"> 1. Establish procedures requiring multiple approvals for requests to change banking information. 2. Establish procedures requiring multiple approvals and source verification for financial transaction requests over a certain threshold. 	Ensure compliance with NJDLGS Electronic Payroll and EFT/P-Card rules. <ol style="list-style-type: none"> 1. No comment 2. Consider setting a low amount, such as \$5,000
2	Technology Practices	Adopt a Technology Practices Policy, which must include at a minimum each of the subject items in the MEL Cyber Risk Management Program, as respects Tier 1 and 2.	See the MEL's template Technology Practices Policy. Annually review and update the Policy.
2	Remote Access	Adopt a Remote Access practice policy, which must at a minimum include the items in the MEL's Remote Access Policy	



MEL Cyber Risk Management Program

Tier	Subject	Requirements	Comments
3	Network Segmentation	Network segmentation.	Consider separating business units, but especially critical/sensitive units, such as finance, police and utilities. Utilities should consider an air-gap for their Industrial Control (ICS) / SCADA systems.
3	Logging	Spot-check logs on at least a monthly basis.	Virtual and/or physical segmentation is acceptable. Logs should be spot-checked for accuracy and usability.
3	Remote Access	Enable MFA for login to the organization's network, organization's email service (if cloud-based) and with third-party applications passing/storing Protected Information.	This is only applicable if you allow remote access to your network (i.e. employees, vendors, etc.). It is also recommended to limit remote network access to only pre-approved devices with Network Access Control (NAC).
3	Password Integrity	Periodically test all email addresses against HaveIBeenPwned or a similar email breach service to determine if any emails have been compromised, and take necessary action to ensure integrity.	MS-ISAC, NJCCIC and some vendors may be able to provide this testing.
3	Third Party Risk Management	Utilize the MEL's 3 rd Party Risk Assessment Tool for new/renewing contracts.	This is most applicable to certain vendors transmitting/storing confidential data, such as technology provider, payroll, HR, etc. You may also consider asking the vendor to become compliant with the MEL's Cyber Risk Management Program.



MEL Cyber Risk Management Certification

Tier 1

Information Back-Up

1. Use of standardized system images or virtualized desktops. YES
2. Back-up copy of all application, operating and network configuration software must be available. YES
3. Daily incremental back-ups with a minimum of 14 days of versioning on off-network device of all data files. YES
4. Weekly, off-network, full back-up of all data files. YES
5. All back-ups are spot-checked monthly. YES
6. Third-party and cloud-based application data is backed-up to the same standards YES

Patch Management

1. The municipality patches all operating an application software with the latest versions YES
2. The municipality uses automatic updating where applicable, particularly as related to security patches. YES
3. All security and critical updates and patches are installed as soon as prudent and practicable following release. YES
4. The municipality annually reviews all non-standard applications for possible replacement/upgrade. YES

Defensive Software

1. The municipality's antivirus and firewalls are enabled for all desktops and laptops. YES
2. The municipality's antispyware and antivirus filters are enabled for the email server. YES
3. The municipality's firewalls are enabled on all active ports, and unused ports are closed. YES
4. Antivirus and antimailware enabled for network servers connecting to the internet. YES
5. Firewall rules and policies are reviewed or reassessed at least twice per year. YES
6. Microsoft Office applications open all downloaded files in "Protected Mode". YES

Security Awareness Training

1. All computer users receive annual training of at least one (1) hour on at least the following topics: YES
 - a. Malware Identification
 - b. Password Construction
 - c. Identifying Security Incidents
 - d. Social Engineering



MEL Cyber Risk Management Certification

Tier 1

Password Strength

1. The municipality has a password policy that minimally meets the requirements outlined in the Password Policy under the MEL's Master Information Technology Policy v 2.2

yes

Email Warning

1. The municipality has implemented an automatic warning label to all emails coming from outside of your organization

yes

Cyber Incident Response Plan

1. Management/Governing Body adopts a cybersecurity incident response plan to direct staff and guide technology management decision making when a cybersecurity incident takes place. This must include at a minimum the items in the MEL's Cybersecurity Incident Response Plan

yes

Technology Practices Policy

1. Management/Governing Body adopts a technology practices policy, which must at a minimum include the items in the MEL's Master Information Technology Policy v 2.2 respective to Tier 1

yes

Government Cyber Memberships

1. Registered with the New Jersey Cybersecurity & Communications Integration cell (NJCCIC).
2. Registered with the Multi-State Information Sharing & Analysis Center (MS-ISAC) and any other ISAC relevant to your organization's operations.

yes

yes

3rd Party Risk Management

1. The municipality has access to the MEL's 3rd Party Risk Assessment Tool to assess a vendor's risk when issuing new or renewing contracts

yes



MEL Cyber Risk Management Certification

Tier 1

This document must be signed by the mayor, municipal administrator, or municipal clerk (or director of entity if not a municipality) AND your technology expert.

MEMBER ENTITY

Deborah Hardy, Edison Housing Authority
Print Name

[Signature]
Signature

Executive Director
Title

10/14/21
Date

TECHNOLOGY EXPERT

Enzo Riva Plotkowski
Print Name

[Signature]
Signature

V.P. Sales
Title

10/14/2021
Date



MEL Cyber Risk Management Certification

Server Security

1. The municipality's servers and network equipment are protected from unauthorized access. YFS

Access Privilege Controls

1. Users with administrative rights are limited to those who need them. YFS
2. Non-administrator users are granted limited access rights based on job function and responsibilities YFS
3. Access rights are updated upon any personnel status change action. YFS
4. Access rights for each individual are reviewed at least every six (6) months. YFS

Technology Support

1. The municipality has qualified staff or contractor(s) to provide technology support and guidance. YFS

System / Event Logging

1. The municipality has appropriate system and event logging in place to detect and/or capture system/network performance and security anomalies. YFS

Protected Information

1. The municipality has a process that ensures all files containing Personally Identifiable Information (PII) or Protected Health Information (PHI) are password protected or encrypted. YFS

Remote Access

1. The municipality requires the use of a Virtual Private Network (VPN) when remotely accessing the municipal network or cloud-based applications. This also includes adopting a Remote Access Policy. (refer to Remote Access Policy – VPN in the Master Information Technology Policy v2.2) YFS

Leadership Expertise

1. The municipality's senior management has access to resources with expertise in their respective fields to support technology decision making, i.e., risk assessments, planning, budgeting, etc. YFS



MEL Cyber Risk Management Certification



IT Business Continuity

1. The municipality's Emergency Management/Continuity of Government (CoG) plan shall include an IT Business Continuity Plan as part of their Disaster Recovery section.

YES

Banking Controls

1. The municipality has implemented internal controls to minimize fraudulent banking transactions.

YES

Technology Practice Policy

1. The Management/Governing Body has adopted the MEL's Information Technology Policy as respects to Tier 2.

YES



MEL Cyber Risk Management Certification

This document must be signed by the mayor, municipal administrator, or municipal clerk (or director of entity if not a municipality) AND your technology expert.

MEMBER ENTITY

Deborah Hurley, Edison Housing Authority

Print Name

Deborah Hurley

Signature

Executive Director

Title

10/14/21

Date

TECHNOLOGY EXPERT

Melvin - Kim Blum

Print Name

Melvin

Signature

VP Sales

Title

10/14/2021

Date



MEL Cyber Risk Management Certification

Tier 3

Network Segmentation

- 1 The municipal network is segmented, separating critical units (finance, police, utility, etc.) to minimize the spread of a cyber-attack. YES

Remote Access

- 1 The municipality has implemented the use of Multi Factor Authentication (MFA) when remotely accessing municipal resources and/or accessing third-party applications that pass or store protected and or financial information. YES

Remote Access Policy

- 1 The municipality has adapted a Remote Access Policy that includes Multi-Factor Authentication and minimally includes the items in the Remote Access Policy – MFA in the MEL's Master Information Technology Policy v2 2. YES

Password Integrity

- 1 The municipality has implemented a process where employees can periodically validate their credentials against HaveIBeenPwned or a similar email breach service. YES

System and Event Logging

- 1 Logs are reviewed every three (3) months by the IT professional. YES



MEL Cyber Risk Management Certification

Tier 3

This document must be signed by the mayor, municipal administrator, or municipal clerk (or director of entity if not a municipality) AND your technology expert.

MEMBER ENTITY

Deborah Hurley, Executive Director
Print Name

Deborah Hurley
Signature

Executive Director
Title

10/14/21
Date

TECHNOLOGY EXPERT

William J. Silva
Print Name

William J. Silva
Signature

VP, Security
Title

10/14/2021
Date

RESOLUTION # 3-10-2021

Resolution Adopting the Municipal Excess Liability Joint Insurance Fund Cyber Risk Management 2021 Program

WHEREAS, the Edison Housing Authority has adopted the Municipal Excess Liability Joint Insurance Fund's Cyber Risk Management 2021 Program; and

WHEREAS, the Authority's Cyber Risk Management program is required in order to remain eligible for the MEL JIF deductible incentives; and

WHEREAS, the Authority's computer maintenance service provider, NetConnect has been consulted and has verified that the authority meets all tiers, subjects, and requirements of the Cyber Risk Management 2021 Program; and

NOW, THEREBY, BE IT RESOLVED by the Board of Commissioners that the Cyber Risk Management 2021 Program attached hereto is hereby adopted.

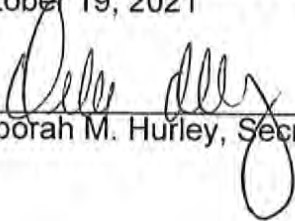
MOVED: Commissioner Jones

SECONDED: Commissioner Johnson

<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
Chairman N. Sanchez	X			
Commissioner Telesnick				X
Commissioner Johnson	X			
Commissioner Jones	X			
Commissioner Koperwhats	X			
Commissioner Louis Mangione, Jr.	X			
Commissioner Small	X			

PASSED AND ADOPTED THE 19 day of October, 2021

I, Deborah M. Hurley, Secretary of the Housing Authority of the Township of Edison, hereby certify that the foregoing is a true copy of a resolution of the Authority adopted at a regular meeting October 19, 2021


Deborah M. Hurley, Secretary, Exec. Director

Resolution# 4-10-2021

Resolution to approve staff and commissioners to travel to the NJNAHRO Annual Fall Conference Nov. 15, 2021 - Nov. 18, 2021, Tropicana Casino & Resort, Atlantic City, NJ

WHEREAS, the Edison Housing Authority has determined that it is in the Authority's best interest to provide continuing education for its Commissioners and Staff, and

WHEREAS, Authority commissioner desire to attend NJNAHRO Annual Fall Conference Nov. 15, 2021 to Nov 18, 2021, Tropicana Casino & Resort, Atlantic City, NJ and

WHEREAS, the staff and Executive Director have determined that budgeted funds are available to pay the expenses of attendance.

NOW THEREFORE, BE IT RESOVLED by the Board of Commissioners of the Edison Housing Authority, that Resolution Number 4-10-2021, authorizing staff and commissioners to attend NJNAHRO Annual Fall Conference is hereby approved.

MOVED: Commissioner Koperwhats

SECONDED Commissioner Jones

<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
Chairman N. Sanchez	X			
Commissioner Telesnick				X
Commissioner Jones	X			
Commissioner Johnson	X			
Commissioner Koperwhats	X			
Commissioner Mangione, Jr.	X			
Commissioner Small	X			

PASSED AND ADOPTED THE 19 day of October, 2021

I, Deborah M. Hurley, Secretary of the Housing Authority of the Township of Edison, hereby certify that the foregoing is a true copy of a resolution of the Authority adopted at a regular meeting October 19, 2021



Deborah M. Hurley, Secretary, Executive Director

2021 NJNAHRO ANNUAL FALL TRAINING CONFERENCE AGENDA

Monday, November 15, 2021

3:30 PM-4:30 PM Early Registration – Havana Registration Area

Tuesday, November 16, 2021

8:00 AM-9:00 AM **Registration** -Havana Registration Area

10:00 AM-11:30 AM **Registration**-Havana Registration Area

9:00 AM-4:00 PM *State Mandated Training-Ethics-Samba (Separate Registration & Cost)
Instructor: John Clarke
You must be separately registered for this training to attend.

12:00 PM-1:00 PM **Lunch** – Mambo

1:00 PM-3:00 PM **Leadership Training-Introduction to Management Skills** - Bongo
Instructor: Don Ruprecht, Assistant Director Training and Communication;
J.A. Montgomery Consulting
This class will discuss current research concerning setting goals, delegating,
and scientific method to problem-solving. Students will also discuss soft skills
such as establishing trust, building teams, and being self-aware.

1:00 PM-3:00 PM **Project Based Vouchers/RAD Management Issue** - Tango
(William F. Snyder & William Katchen, CPA)
Information on management issues to be aware of if you administer Project Based
Vouchers will be discussed. Specifically, the requirements for an “Independent
Entity” to perform HQS, rent reasonableness, OCAF calculation & penalties for
Noncompliance will be addressed.

2:30 PM-4:00 PM **Registration** - Havana Registration Area

3:00 PM-4:00 PM **NJ Public Housing Joint Insurance Fund** - Tambora
NJPHAJIF Board of Trustees Meeting

5:00 PM-7:00 PM **Reception- (TICKETS REQUIRED!!!)** - Olon
Come and enjoy some food & drink while networking with your peers.

2021 NJNAHRO ANNUAL FALL TRAINING CONFERENCE AGENDA

Wednesday, November 17, 2021

- 8:00 AM-9:00 AM Registration - Havana Registration Area
- 8:00 AM-9:00 AM **Continental Breakfast** - Bossa Nova
- 9:00 AM-11:00 AM **Leadership Training - Introduction to Communication Skills** -Bongo
Instructor: Don Ruprecht, Assistant Director Training and Communication;
J.A. Montgomery Consulting-Bongo Room
At the heart of being an effective manager and leader is communication. Topics in this class include aligning the mission of the team with the mission of the organization, giving feedback, and acknowledging conflict.
- 9:00 AM-11:00 AM **Clean Energy/Bedbugs**-Tambora
This session will be presented by Rutgers University and be in 2 parts. **Part 1** will provide information on Healthy Homes and the health & safety hazards Associated with many of the products we utilize in our renovation work (VOCs, lead, mildew/mold, ventilation). **Part 2** will provide information on pest control by Dr. Changlu Wang (bedbugs, roaches, rodents and other integrated pest control management issues
- 11:00 AM-12:00 PM **NJNAHRO Meeting** –Samba
- 12:00 PM-1:30 PM **Buffet Luncheon** - Mambo
HUD Officials-Invited
- 2:00 PM-5:00 PM **League of Municipalities**

Thursday, November 21, 2019

- 9:00 AM-10:30 AM **Breakfast and Closing Session** - Mambo
- 11:00 AM-4:00 PM **League of Municipalities**



**HOUSING AUTHORITY OF THE TOWNSHIP OF EDISON
PRELIMINARY FINANCIAL SUMMARY**

SEPTEMBER 30, 2021 FISCAL YTD OPERATING SUMMARY PUBLIC HOUSING AND COCC				
	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance</u>	<u>% Var</u>
OPERATING REVENUE				
Tenant Rental Revenue	\$ 205,456	\$ 175,000	\$ 30,456	17.4%
Operating Subsidy	219,840	222,742	(2,902)	-1.3%
CDBG Grant Revenue	-	16,250	(16,250)	-100.0%
Other Revenue	23,062	27,021	(3,959)	-14.7%
Year-to-Date Operating Revenue	448,358	441,013	7,345	1.7%
OPERATING EXPENSES				
Salaries & Benefits	212,720	199,383	(13,337)	-6.7%
Utilities Expense	78,535	87,500	8,965	10.2%
Maintenance Materials & Contract Costs	56,774	57,500	726	1.3%
Protective Services Contract	10,959	13,750	2,791	20.3%
Other Operating Expenses	73,023	82,138	9,115	11.1%
Year-to-Date Operating Expenses	432,011	440,271	8,260	1.9%
Net Operating Surplus / (Deficit)	\$ 16,347	\$ 742	\$ 15,605	2103.1%

SEPTEMBER 30, 2021 FISCAL YTD OPERATING SUMMARY HCV PROGRAM			
	<u>Admin</u>	<u>HAP Subsidy</u>	<u>Total Program</u>
Operating Revenue	\$ 96,136	\$ 855,869	\$ 952,005
Operating Expenses:			
Salaries & Benefits	(29,441)	-	(29,441)
Other Admin. Expense	(49,139)	-	(49,139)
Housing Assistance Payments	-	(855,869)	(855,869)
Net Operating Surplus / (Deficit)	\$ 17,556	\$ -	\$ 17,556

UNRESTRICTED CASH & INVESTMENTS	<u>September</u>	<u>August</u>	<u>Variance</u>
Public Housing & Business Activities	\$ 1,634,789	\$ 1,614,555	\$ 20,234
Housing Choice Voucher / SPC	682,185	672,616	9,569
Housing Authority Total	2,316,974	2,287,171	29,803
Component Unit EHA	553,733	546,695	7,038
UNRESTRICTED CASH & INVESTMENTS	\$ 2,870,707	\$ 2,833,866	\$ 36,841

GRANT SUMMARY				
	<u>CFP 2018</u>	<u>CFP 2019</u>	<u>CFP 2020</u>	<u>CFP 2021</u>
Total Budget (excl. debt service)	\$ 218,108	\$ 234,240	\$ 253,968	\$ 267,529
Total Funds Obligated	218,108	91,097	-	-
Total Funds Expended	212,452	91,097	-	-
Unobligated Funds	-	143,143	253,968	267,529
Unexpended Funds	5,656	143,143	253,968	267,529

HOUSING AUTHORITY OF THE TOWNSHIP OF EDISON
PRELIMINARY FINANCIAL SUMMARY NOTES
September 30, 2021

Low Rent Public Housing and COCC Programs

EHA's LRP/COCC fiscal YTD net operating profit through September 30, 2021 (3 months of the fiscal year) is \$16,347.

Operating Revenues – YTD operating revenues are \$448,358, or \$7,345 (1.7%) better than budget.

- Tenant rental revenue is \$142,143, or \$25,476 (21.8%) better than budget. The monthly rental revenue for AMP 1 and AMP 2 is approximately \$41,000 and \$27,000, respectively. The Authority must make every effort to collect rents as the tenant accounts receivable balance is now above \$125,000.
- Operating subsidies are \$219,840, or \$2,902 (1.3%) below budget.
- Edison HA budgeted \$65,000 of annual CDBG grant revenue. We will recognize the revenue when the Authority uses funds and requests reimbursement from the Township of Edison. The Authority received \$10,000 in August, however that was for expense reimbursements related to the prior fiscal year.
- Other revenue is \$23,062 or \$3,959 (14.7%) below budget. Other revenue includes management fees from the HCV program, interest and other miscellaneous revenues.

Operating Expenses – YTD operating expenses are \$432,011, or \$8,260 (1.9%) better than budget.

- Salaries and benefits are \$212,720, or \$13,337 (6.7%) higher than budget. This unfavorable budget variance is primarily because there were three pay periods last month. Please keep in mind unbudgeted bonuses will be paid in October.
- Utilities expenses are \$78,535, or \$8,965 (10.2%) better than budget. The weather has been mild so far, therefore we expect utility expenses to increase as the colder weather sets in.
- Maintenance materials/contracts expenses are \$56,774, or \$726 (1.3%) better than budget.
- Protective services contract expenses are \$10,959, or \$2,791 (20.3%) better than budget.
- Other operating expenses are \$73,023, or \$9,115 (11.1%) better than budget. These expenses include legal, staff training/travel, accounting, telephone, miscellaneous office expenses, tenant services expenses, PILOT, etc.

Housing Choice Voucher Program

EHA's Housing Choice Voucher program's fiscal YTD net operating profit through September 30, 2021 is \$17,556. The Authority's HAP expenses are covered by funding received from HUD. The administrative funding received by the Authority is \$17,556 more than the YTD actual expenses incurred.

Unrestricted Cash & Investments

The Housing Authority and the Edison Affordable Housing Corporation continue to maintain strong cash and investment balances in each of its programs. Total unrestricted cash and investments is \$2,870,707.

Grant Summary

The Authority has approximately \$670,000 of capital funds available for upcoming capital improvement projects – some upcoming projects that are included in this year's budget are heating upgrades, a maintenance truck, security cameras, lighting, a new basketball court and the RAD physical needs assessment. All of the required documents for Capital Fund 2021 were submitted and approved, therefore these funds are now available.