



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2009-11-18(3)

DATE: November 18, 2009  
TO: Board of Commissioners  
FROM: Michael Mirra, Executive Director  
RE: Adoption of 27 revised HR policies

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### Background

Our THA HR policies have not been completely revised for many years. In 2007, the board adopted two new policies:

THA HR-15.15 Performance Evaluation and Job Objectives

THA HR-20.10 Domestic Partner Benefits

Staff as finished the revision of our basic Human Resource policies. Your notebook contains the policies for your review and approval. These policies have had a thorough vetting- our attorney, directors, supervisors, both unions and all THA employees have had a chance to comment on them.

The policies may be new, but the practices are not. These policies simply put into writing what we have been doing now for five years. Your notebook includes a recap of the policies with the notebook so that you can see what is covered in each. It highlights the critical points of each policy. Nothing in these policies is a big change from any policy THA has had in the past.

Once these policies are adopted, we will take the following steps to make them accessible and understandable to all staff:

- HR staff will visit with each department's staff to review them
- All policies appear on THA's Share Drive that is accessible to all
- Hard copies will be available in binders
- HR will also be drafting an employee's handbook that will summarize these policies.

### Recommendation

I recommend the Board's approval of this resolution.



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2009-11-18 (3)

### ADOPTION OF 27 REVISED HR POLICIES

**Whereas,** The Authority needs updated formal personnel policies to govern its many employment activities;

**Whereas,** The following draft policies are attached;

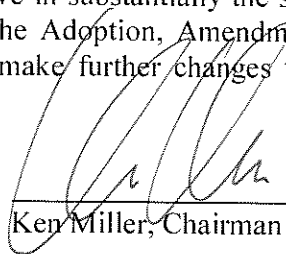
	<b>01 Recruitment and Hiring</b>		<b>20 Benefits</b>
1	Recruitment, Selection and Hiring	15	Employment Benefits
2	Employment of Relatives		<b>25 Administrative Policies</b>
3	Probation for Newly Hired or Transferred Staff	16	Authority of Personnel Decisions
	<b>10 Work Place Expectations</b>	17	Working Hours
4	Employment At Will	18	Job Descriptions and Employment Status
5	General Conduct		<b>35 Time Away From THA</b>
6	Business, Political or Religious Activities	19	Time Away From THA
7	THA Equipment and Facilities	20	Family and Medical Leave
8	Staff Driving on THA Business	21	Military Leave
9	Workplace Attire and Assigned Uniforms		<b>40 Workplace Health &amp; Safety</b>
10	Use of Computing & Electronic Resources	22	Workplace Violence and Domestic Violence
11	Inclement Weather	23	Smoke Free Workplace
12	Discipline of Regular Employees	24	Drug and Alcohol Free Workplace
13	Employee or Job Applicant Complaint	25	Worker's Compensation and Modified Duty
	<b>15 Staff Development &amp; Performance Evaluation</b>		<b>45 Labor Relations</b>
14	Training	26	Relationship Between Personnel Policies and CBA's
			<b>50 Employment Separation</b>
		27	Employment Separation

**Whereas,** The draft policies set forth reasonable policies on which to base employment decisions;

**Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington that:**

The Board adopts the draft HR policies listed above in substantially the same form and content as they appear. Pursuant to THA Policy G-01 on the Adoption, Amendment and Promulgation of Policies, the Executive Director is authorized to make further changes to these policies that are minor or nonsubstantive or that relate to procedure.

**Approved: November 18, 2009**

  
 Ken Miller, Chairman