



TACOMA HOUSING AUTHORITY

RESOLUTION 2016-11-16 (1)

Date: November 16, 2016
To: THA Board of Commissioners
From: Michael Mirra
Executive Director
Re: Agency-Wide Leave Adjustment

This resolution would grant additional paid leave for employees, agency-wide, in recognition of 2016 accomplishments and year-end work objectives still to be accomplished.

Background

This has been a hard year for THA staff and it is about to get harder. Two projects in particular are a challenge. First, the software conversion required staff to design the new system, test it, learn it and implement it, along with the accompanying new business processes. Second, the RAD refinancing project and the associated construction and relocation required extra work on a detailed schedule from the entire agency. As a result, THA had to ask staff to forego using annual leave this year.

Recommendation

We recommend the following consideration for staff:

THA would provide staff with up to 40 hours of additional Annual Leave, based on their hire date:

- All regular employees hired on or before March 31, 2016, will receive forty (40) hours of Annual Leave.
- All regular employees hired between April 1, 2016, and June 30, 2016, will receive thirty-two (32) hours of Annual Leave.
- All regular employees hired between July 1, 2016, and October 31, 2016, will receive twenty-four (24) hours of Annual Leave.
- All regular employees hired November 1, 2016, and December 31, 2016, will receive eight (8) hours of Annual Leave.
- Employees cannot access the additional leave until February 1, 2017.
- Temporary staff, interns and key holders are not eligible.



TACOMA HOUSING AUTHORITY

RESOLUTION 2016-11-16 (1) (Agency-Wide Leave Adjustment)

A RESOLUTION of the Board of Commissioners of the Housing Authority of the City of Tacoma

WHEREAS, The agency has an established and defined leave policy; and

WHEREAS, THA has required staff to meet especially demanding workloads in 2016 and be available for the remainder of the year, which will be demanding; and

WHEREAS, In recognition of doing this hard work, some extra vacation time would be appropriate; now, therefore, be it

Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington as follows:

The Board authorizes additional Annual Leave for all regular employees' Annual Leave banks as follows:

1. All regular employees hired on or before March 31, 2016, will receive forty (40) hours of Annual Leave.
2. All regular employees hired between April 1, 2016, and June 30, 2016, will receive thirty-two (32) hours of Annual Leave.
3. All regular employees hired between July 1, 2016, and October 31, 2016, will receive twenty-four (24) hours of Annual Leave.
4. All regular employees hired November 1, 2016, and December 31, 2016, will receive eight (8) hours of Annual Leave.

Approved: November 16, 2016



Dr. Arthur C Banks, Chair