



TACOMA HOUSING AUTHORITY

RESOLUTION 2017-12-13 (4)

Date: December 13, 2017
To: THA Board of Commissioners
From: Michael Mirra
Executive Director
Re: Agency-Wide Special Recognition Award

This resolution would authorize Tacoma Housing Authority's (THA) Executive Director to issue a one-time Special Recognition Award to all eligible staff in recognition of their exceptionally hard work throughout 2017.

Background

The past year, 2017, has been hard on THA staff. Their work included the following, in addition to the normal effort it takes to keep THA and all its programs operating:

- software conversion
- Bay Terrace completion
- Arlington Drive Youth Campus
- redesigning our wait lists
- a clean state audit
- software conversion
- a clean HUD MTW audit
- hiring or transferring 36 staff positions
- property and liability insurance change
- changing health care insurance plans
- an OIG audit of RAD
- redesign and expand ESHAP
- CHAP expansion
- writing a budget that accounts for the imponderables of Congress, HUD, our rising costs, and our ambitions
- Highland Crest purchase
- James Center North purchase

With the approval of the Board chair, the Executive Director has told staff at the Employee Appreciation Lunch on December 1st that THA will recognize this hard work by all eligible

employees with a one-time Special Recognition Award (SRA) of \$1,000.

Section 7.2.3(c) of THA policy HR-20.35 Variable Pay authorizes the Executive Director to make this decision. Eligible employees are those that meet the following criteria at the time of the award payment:

- have successfully passed Probation; and
- must be a currently employed, regular status employee; and
- must not have received a formal Disciplinary notice in the past six (6) months; and
Temporary and Probationary employees are not eligible.

The 2017 budget authorizes 2% of salaries for use in accordance with the Variable Pay policy. As these SRA payments will exceed this percentage, the Board's formal approval will be necessary. Even with these payments THA remains within the overall 2017 budgeted amount for salaries.

Recommendation

I recommend that the Board approve this resolution.



TACOMA HOUSING AUTHORITY

RESOLUTION 2017-12-13 (4) (Agency-Wide Special Recognition Award)

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

WHEREAS, The agency has an established and defined Variable Pay policy; and

WHEREAS, Section 7.2.3(c) of the Variable Pay policy authorizes the Executive Director to make this decision; and

WHEREAS, THA has required staff to continually meet exceptionally demanding work requirements in 2017; and

WHEREAS, In recognition of doing this hard work, some extra compensation would be appropriate; and

WHEREAS, Salary payments for 2017 will remain within the existing budget including these SRAs; 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 a one-time Special Recognition Award in the amount of \$1,000.00 for all regular employees based on the following criteria:

- All employees must have successfully passed Probation; and
- All employees must be a currently employed, regular status employee; and
- Eligible employees must not have received a formal Disciplinary notice in the past six (6) months; and
- Temporary and Probationary employees are not eligible.

The board also authorizes an increase of up to 4% of the 2017 salary budget for Special Recognition Awards.

Approved: December 13, 2017



Janis Flauding, Chair