



RESOLUTION NO. 23-25

RESOLUTION ADOPTING JUNE 2023 REVISIONS TO HARRIS COUNTY HOUSING AUTHORITY'S EMPLOYEE HANDBOOK

WHEREAS, Harris County Housing Authority (HCHA), having full-time and part-time employees, has adopted certain employment policies and procedures, the most significant of which are included in an Employee Handbook distributed to its employees; and

WHEREAS, occasionally, HCHA's staff reviews and recommends revisions to the Employee Handbook; and

WHEREAS, during its most recent review HCHA's staff recommended revising four parts of the Employee Handbook that appear under its "Compensation and Performance" and "Time Off" sections; and

WHEREAS, the original title of the subject in the Employee Handbook, any revised title, the section, the page number in the relevant section, and a brief summary of each revision is as follows:

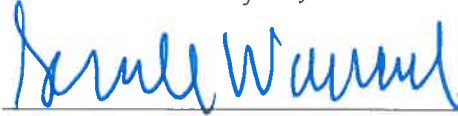
- **"Flexible Schedules"** revised to **"HCHA Work Week and Work Day"** (Compensation and Performance, page 2) – Adds a description of what is HCHA's standard work week and work day, the 4/10 work week, and informs employees that HCHA may later change the work schedules to a traditional five day/40-hour work week or again implement the 9/80 work schedule;
- **"Holidays"** (Time Off, page 1) – Adds Juneteenth National Independence Day;
- **"Time Off for Exempt Employees"** (Time Off, page 3) – Clarifies that employees classified as exempt are expected to work 40 hours per week, but HCHA may, subject to HCHA's needs, adjust the work schedule so that the employee may make up for missed hours and not have to work more than 40 hours;
- **"Jury Duty"** revised to **"Jury Duty and Court Appearances"** (Time Off, page 5) – Changes prior HCHA policy to provide paid leave for employees serving as a juror or if required to testify in court; and

WHEREAS, the complete text of the proposed revisions to the Employee Handbook are attached to this resolution; and

WHEREAS, HCHA's staff believes these revisions will improve the morale of current employees and make employment at HCHA more attractive to prospective employees.

NOW, THEREFORE, BE IT RESOLVED, by HCHA's Board of Commissioners, that the Board finds HCHA's staff recommendations are appropriate and the proposed June 2023 revisions to the HCHA Employee Handbook are hereby adopted effective immediately.

PASSED, by the Board of Commissioners this 21st day of June 2023.



Gerald Womack, Chair



Melissa Quijano, Acting Secretary

Attachment: Employee Handbook Revisions – June 2023