

**HOUSING AUTHORITY OF NEW ORLEANS
BOARD OF COMMISSIONERS
ANNUAL MEETING
DECEMBER 12, 2017**

RESOLUTION NO. 2017-23

WHEREAS, the Housing Authority of New Orleans seeks to provide the agency staff with a revision to the current employee policies and procedures to continue to serve as a comprehensive guideline for employees throughout the term of their employment with the Authority; and

WHEREAS, the Personnel Manual of the Housing Authority of New Orleans was last revised in August, 2010; and

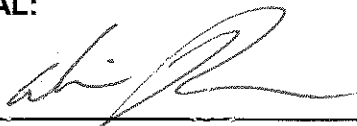
WHEREAS, the Housing Authority of New Orleans needs to update its existing policy to ensure compliance with legislation governing personnel issues, identify the agency's expectations of employee performance and conduct, and to incorporate up-to-date best practices; and

WHEREAS, the purpose of these policies is to reiterate the broad framework of policies and guidelines to ensure that HANO's human resources function continues to promote administrative flexibility and efficiency, delivers accuracy and consistency in making recommendations with respect to personnel management decisions, and provides employees with a revision to the established standards for conduct.

THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of New Orleans hereby adopts for immediate implementation, the Employee Handbook of the Housing Authority of New Orleans, dated December 2017.

Executed this 12th day of December, 2017

APPROVAL:



**ALICE RIENER
PRESIDENT, BOARD OF COMMISSIONERS**



December 12, 2017

MEMORANDUM

To: Board of Commissioners
President Alice Riener, Vice President Andreanecia M. Morris,
Commissioner Toni Hackett Antrum, Commissioner Donna Johnigan,
Commissioner Debra Joseph, Commissioner Vonda Rice and
Commissioner Cantrese Wilson

Through Gregg Fortner
Executive Director

From: Kelly Walker
Human Resources Director

Re: Revision to HANO's Existing Personnel Manual

The Housing Authority of New Orleans (HANO) hereby submits for approval the revision to the existing Personnel Manual. The current Personnel Manual was adopted in August 2010. HANO's revised Personnel Manual, now titled as the Employee Handbook, includes up-to-date and robust policies and procedures that comply with federal and state laws regarding employment. The revision also reflects the current standards of the agency's operations.

The following policies have been included and/or updated in the revised Employee Handbook...

- Equal Employment Opportunity
- Americans with Disabilities Act (ADA) and Americans with Disabilities Amendments Act (ADAAA)
- Reasonable Accommodations
- Immigration Law Compliance
- Hiring Procedures
- Salary Progression
- Paid Time Off (PTO)
- Workplace Dress and Grooming
- Social Media Acceptable Use
- Bulletin Boards
- Solicitation
- Due Process
- Harassment and Complaint Procedure
- Commitment to Safety
- Reporting Work-Related Injuries/Illnesses
- Smoke Free Work Environment
- Workplace Violence
- Children in the Workplace

The revised Employee Handbook sets forth employment policies and procedures for employees that are intended to fairly, equitably, and most efficiently facilitate the needs of the agency. This handbook provides comprehensive guidelines related to appropriate handling of matters concerning policies and procedures for HANO.

The Human Resources Department has the responsibility of ensuring prompt and fair enforcement of this Employee Handbook. The revisions to the Employee Handbook will ensure the quality of the workforce and maintain consistency in providing comprehensive guidelines that set the standards for the employer/employee relationship.