



CHA

CHICAGO HOUSING
AUTHORITY

EMPLOYEE HANDBOOK

November 21, 2023

Chicago Housing Authority
Employee Handbook
Table of Contents

Section 1: Introduction to Handbook

[Introduction](#) [1](#)

Section 2: Overview

[About The Chicago Housing Authority.....](#) [2.1](#)
[Mission and Vision Statement.....](#) [2.2](#)

Section 3: Employment Policies

[Employment at Will.....](#) [3.1](#)
[Equal Employment Opportunity](#) [3.2](#)
[Diversity.....](#) [3.3](#)
[Harassment, including Sexual Harassment](#) [3.4](#)
[Harassment Reporting.....](#) [3.5](#)
[Bullying.....](#) [3.6](#)
[Prohibition on Retaliation](#) [3.7](#)
[Reasonable Accommodation.....](#) [3.8](#)
[Immigration Compliance.....](#) [3.9](#)
[Personal Relationships in the Workplace.....](#) [3.10](#)
[Secondary Employment](#) [3.11](#)
[Ethics Policy](#) [3.12](#)
[Ethics Complaint Resolution](#) [3.13](#)
[Confidentiality in Investigations](#) [3.14](#)
[Office of the Inspector General](#) [3.15](#)

Section 4: Employee Conduct

[Performance Standards.....](#) [4.1](#)
[Standards of Conduct and Progressive Discipline.....](#) [4.2](#)
[Attendance Standards.....](#) [4.3](#)
[Smoking](#) [4.4](#)
[Drug Use and Alcohol Abuse.....](#) [4.5](#)
[Workplace Safety.....](#) [4.6](#)
[Workplace Violence.....](#) [4.7](#)

Section 5: Employment Status and Records

[Commencement of Employment.....](#) [5.1](#)
[Hours of Work.....](#) [5.2](#)
[Telework](#) [5.3](#)
[Employee Identification Cards.....](#) [5.4](#)
[Job Postings.....](#) [5.5](#)
[Reemployment](#) [5.6](#)

Probationary Period.....	5.7
Performance Appraisals	5.8
Personnel Records and Information	5.9
Information Requests and Employment References	5.10
Time Records.....	5.11
Termination of Employment.....	5.12
Resignation and Separation.....	5.13

Section 6: Compensation

Compensation.....	6.1
Payday and Direct Deposit	6.2
Payroll Deductions.....	6.3
Safe Harbor	6.4
Overtime Pay.....	6.5
Scofflaws Prohibition.....	6.6
Business Expense Reimbursement and Travel.....	6.7

Section 7: Employee Benefits

Employee Benefits and Services	7.1
Group Insurance	7.2
Insurance Continuation After Employment.....	7.3
Deferred Compensation Plan – 457(b).....	7.4
Retirement Plan.....	7.5
Vacation Leave	7.6
Sick Leave.....	7.7
Donated Sick Leave Bank	7.8
Personal Leave	7.9
Administrative Leave	7.10
Holidays	7.11
Family and Medical Leave Act (FMLA) and Servicemember Family Leave.....	7.12
Paid Parental Leave.....	7.13
Unpaid Personal Leave of Absence (UPLOA).....	7.14
Work from Home (separate from Telework).....	7.15
Jury or Witness Duty.....	7.16
Military Leave.....	7.17
Illinois Military Family Leave	7.18
Civil Air Patrol Leave (Non-Military)	7.19
Voting	7.20
School Visitation Leave	7.21
Emergency Response Leave.....	7.22
Blood Donor Leave	7.23
Paid Bereavement.....	7.24
Family Bereavement Leave.....	7.25
Child Extended Bereavement Leave.....	7.26
Victims Economic Security and Safety Act	7.27
Tuition Assistance Program	7.28
Professional Development.....	7.29
Other Benefits	7.30

Section 8: Work Environment and Conditions

[Workplace Etiquette.....8.1](#)
[Dress Code Policy8.2](#)
[Use of Equipment.....8.3](#)
[Return of Property.....8.4](#)
[Workers’ Compensation.....8.5](#)
[Security Inspections8.6](#)
[Confidentiality.....8.7](#)
[Obligation with Legal Matters, Investigations and Audits.....8.8](#)
[Solicitation or Distribution of Literature8.9](#)
[Social Media Policy8.10](#)
[Cell Phones8.11](#)
[Use of Phone & Computer Systems.....8.12](#)
[Public Relations8.13](#)
[Political Activities.....8.14](#)

Section 1: INTRODUCTION

1. Introduction

This Chicago Housing Authority Employee Handbook (the “Handbook”) provides policies, practices, and benefits that are essential to your employment. Please use this Handbook as a reference guide throughout your employment at the Chicago Housing Authority (“CHA” or “Authority”).

This Handbook was updated on November 21, 2023. It supersedes any previous policy guides, personnel policy manuals, or administrative policy manuals and procedures, except where expressly incorporated in this Handbook. If there is a conflict or inconsistency between benefits and requirements summarized in the Employee Handbook and the actual benefits plan documents, the benefits plan documents will control. Annually, any changes to the Handbook shall be brought to the Board for review and approval. Depending on the substance and timing of changes, Human Resources may recommend changes to the Board anytime during the calendar year, but Human Resources will attempt to limit the changes to less than three times per calendar year.

The CHA has entered into Collective Bargaining Agreements (“CBA”) with Local 73 and Local 399, covering certain employees’ terms and conditions of employment. Employees who are employed in a position covered by a CBA are subject to these policies. If there is any inconsistency between the CHA Employee Handbook and a CBA, the CBA governs for the employees covered by that Agreement.

The Board in the exercise of its discretion, may alter, amend or delete provisions, policies, benefits, and rules at any time. **This Handbook is not a contract.** CHA’s failure to take any action authorized by any provision of this Handbook does not constitute a waiver of the right to take such action in the future.

If you have any questions about what is expected of you or what you can expect from CHA, please ask your supervisor or Human Resources. The provisions in this Handbook have been approved by the CHA Board of Commissioners. The provisions of this Handbook may not be amended without the approval of the CHA Board of Commissioners.

Section 2: Overview

2.1 About the Chicago Housing Authority

The Chicago Housing Authority provides homes to more than **63,000** households while supporting healthy communities in neighborhoods throughout the city. Designated a Moving to Work agency by the U.S. Department of Housing and Urban Development, CHA has used that flexibility to create innovative partnerships that expand choices and opportunities for the low income families and individuals it serves.

2.2 Mission and Vision Statement

Mission

Create strong communities where seniors thrive, and families can achieve economic power.

Vision

Engaged seniors and families living in quality affordable housing that is integrated in every Chicago neighborhood.

Section 3: Employment Policies

3.1 Employment at Will

All CHA employees, except those covered by collective bargaining agreements approved by the Board of Commissioners, are employed “at will,” which means either the employee or the CHA can terminate the employment relationship at any time, for any reason, with or without cause, and without prior notice so long as there is no violation of applicable federal, state or local law. The employment of bargaining unit employees is governed by the terms of the collective bargaining agreement.

This Handbook is not a contract and is not intended to create any contractual rights or agreement, express or implied, nor does it guarantee any fixed terms and conditions of employment.

3.2 Equal Employment Opportunity

CHA is proud to be an equal opportunity employer. The CHA strictly prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants, without regard to race, color, religion, sex, national origin, ancestry, age, disability, genetic information, gender identity, gender expression, veteran status, pregnancy, parental status, marital status, sexual orientation, citizenship, military status, being a victim or a family member of a victim of domestic or sexual violence (as defined by law), or any other protected status. Any employee who engages in conduct that violates this policy will be subject to disciplinary action up to and including termination of employment.

3.3 Diversity

Valuing diversity is about respecting one another's differences. The CHA is committed to fostering an inclusive environment that recognizes the contributions and supports the success of all.

3.4 Harassment and Sexual Harassment

It is the CHA's policy that all employees have the right to work in an environment free of harassment. Everyone at CHA is responsible for ensuring that our workplace is free from harassment and is expected to avoid any behavior or conduct that could reasonably be interpreted as harassment.

The CHA will not tolerate harassing conduct in any form that creates an intimidating, hostile, or offensive working environment. This policy applies to conduct on the CHA's premises and in the course of CHA's business.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon an individual's legally protected characteristic, where the unwelcome conduct affects tangible job benefits, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment. This may include epithets; innuendoes; slurs; stereotyping; threatening, intimidating or hostile acts; written or graphic material that denigrates or shows hostility or aversion toward a protected classification; and joking, teasing, or kidding anyone based on a protected classification.

This policy also prohibits sexual harassment. Sexual harassment includes, but is not limited to:

1. Unwelcomed sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature;
2. Any statement suggesting that submission to or rejection of such sexual conduct constitutes a term or condition of employment or forms the basis for any employment decision affecting that individual; and
3. Any conduct, whether physical or verbal, written or electronic, which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment, including, but is not limited to: slurs, jokes, or degrading comments of a sexual nature; offensive sexual flirtation, sexual advances or propositions; abuse of a sexual nature; comments about an individual's body; sexual innuendo or suggestive comments; sexually-oriented "kidding" or "teasing"; conduct including staring, ogling, leering, gesturing, or whistling at a person; unwanted physical touching, such as touching, patting, hugging, pinching, or brushing against a person's body; displaying or posting online (internal or external) sexually suggestive materials, clothing, objects or pictures; or other physical or verbal conduct of a sexual nature.

3.5 Reporting Harassment

Employees should report allegations of sexual harassment to CHA's EEO & Ethics Officer, Human Resources, or member of management as soon as reasonably possible after the conduct occurs to help ensure an effective investigation. All efforts will be made to ensure the

confidentiality of the complaint to the extent possible; however, information, including the identity of the individual lodging the complaint, may be divulged where necessary to investigate the matter or comply with applicable law.

In addition to internal CHA reporting methods, employees have the right to file charges of sexual harassment with the government agencies listed below.

Chicago Commission on Human Relations 740
N. Sedgwick, 4th Floor
Chicago, IL 60654
312-744-4111
chr@cityofchicago.org

U.S. Equal Employment Opportunity Commission (EEOC)
Chicago District Office
230 South Dearborn St., Suite 1866
Chicago, Illinois 60604
321-872-9744
866-740-3953 (TTY)
<https://publicportal.eeoc.gov/Portal/Login.aspx>

Illinois Department of Human Rights 555
W. Monroe Street, Suite 700
Chicago, IL 60601
312-814-6200
312-740-3953 (TTY)

Sexual harassment may involve individuals of the same or different gender. Any employee who engages in conduct that violates this policy will be subject to disciplinary action up to and including termination of employment.

All employees must participate in annual compliance training(s) that addresses Anti-Harassment, Bystander Intervention, Ethics, and other topics as assigned by Human Resources or designee.

3.6 Bullying

CHA considers workplace bullying unacceptable and will not tolerate it. Bullying is unwelcome or unreasonable behavior that intimidates, degrades, humiliates, or undermines another person, whether verbal, physical, online or otherwise. Conduct which may be considered to undermine another person shall not be considered bullying so long as it is respectful and fair, and the primary motivation for which is to convey a supervisor's performance expectations and standards or improve performance.

3.7 Prohibition on Retaliation

CHA forbids any retaliation against an employee for filing a good faith complaint of harassment or discrimination, supporting or assisting, in good faith, another employee in filing or pursuing a complaint or charge of harassment or discrimination, or participating in any CHA investigation or inquiry. Similarly, CHA will not retaliate against any person for requesting a reasonable accommodation or for exercising any other legally protected workplace right. Any employee who engages in retaliation against another employee for utilizing these policies will be subject to discipline up to and including termination.

Anyone experiencing or witnessing any conduct he or she believes to be retaliatory should immediately report it to Human Resources, the EEO & Ethics Officer, or a member of management. Any employee who makes a report of harassment or discrimination that he or she knows to be false may be subject to disciplinary action.

3.8 Reasonable Accommodations

DISABILITIES

CHA will make reasonable accommodations for qualified individuals with a known disability when required by law, unless doing so would result in an undue hardship as defined by applicable law. A reasonable accommodation includes a change or adjustment to a job or work environment that permits a qualified person with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy the benefits and privileges of employment equal to those enjoyed by staff without disabilities, unless it creates an undue hardship.

PREGNANCY AND CHILDBIRTH

In addition to providing time off for prenatal care, childbirth and family leave under the Family and Medical Leave policy, CHA may provide reasonable accommodations, upon request, to employees when needed due to pregnancy, childbirth, or related conditions to the same extent that accommodations are provided for other medical conditions or disabilities, and to the extent required by applicable law, unless doing so creates an undue hardship or burden for CHA.

Additional information regarding pregnancy accommodation rights under Illinois law can be found at www.ilga.gov/legislation/publicacts/fulltext.asp?name=098-1050

NURSING MOTHERS

CHA supports mothers who choose to breastfeed and will provide reasonable break time in a suitable private location for expressing breast milk during the workday in accordance with applicable law. Employees who wish to make arrangements for break time and a private location to express milk during the workday should contact Human Resources.

RELIGIOUS ACCOMMODATIONS

CHA may grant employees reasonable accommodations when needed to avoid conflicts between work duties and their religious beliefs, if it can do so without undue hardship. Employees seeking time off for religious observances should provide as much advance notice of their need for time off as possible, as it may not be possible to honor last-minute requests. Employees may be required to use available leave time, if any, to cover absences for religious observances. Requests for additional leave or other accommodations will be evaluated on a case-by-case basis.

REQUESTING AN ACCOMMODATION

If you need a reasonable accommodation for a disability, due to pregnancy, childbirth or a related condition, for religious reasons, or for any other reason provided by applicable law, you must promptly bring the matter to Human Resources. CHA may require you to provide documentation or information supporting your request. If you seek an accommodation due to a medical condition, CHA may also require you to be evaluated by your own medical professional or a medical professional designated by CHA. After receiving an employee's accommodation request and subject to review of any related documentation, Human Resources will work with the employee to determine if a reasonable

accommodation can be provided without undue hardship on the CHA.

3.9 Immigration Compliance

The CHA is committed to employing only those who are authorized to work in the United States and does not unlawfully discriminate based on citizenship or national origin. All employees must possess legal authorization for employment in the United States.

3.10 Personal Relationships in the Workplace

When relatives or persons involved in a consensual romantic relationship and work in the same area of an organization, it may cause conflicts at work. CHA wishes to avoid misunderstandings conflicts of interest, complaints of favoritism, possible claims of sexual harassment, and the employee morale and dissension problems that can potentially result under these circumstances. For this policy, we define a relative as a person who is related to an employee as a spouse or as any of the following: parent, child, sibling, aunt or uncle, great aunt or great uncle, first cousin, niece or nephew, grandparent, grandchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, stepfather or stepmother, stepson or stepdaughter, stepbrother or stepsister, half-brother or half-sister and includes the grandfather or grandmother of the employee's spouse and the employee's fiancé or fiancée.

An employee may not work for, directly or indirectly, or supervise a relative. CHA also prohibits employees from engaging in any sexual or romantic relationship with any other employee over whom they have supervisory responsibility, or authority over terms or conditions of employment. Management and supervisory employees who have any sexual or romantic relationship with another employee must disclose the relationship to Human Resources and CHA reserves the right to take appropriate steps to ensure that the relationship does not create an actual or apparent conflict of interest.

Employees who have any type of romantic or sexual relationship with one another (including co-workers at the same level) should always act professionally while they are at work, work-related functions, or on CHA business. Employees who feel that a relationship between two other employees is creating a situation of favoritism or uncomfortable environment should notify Human Resources immediately so that the issue can be addressed. CHA maintains a strict policy against unlawful harassment of any kind, including sexual harassment. CHA will vigorously enforce this policy.

3.11 Secondary Employment

Any secondary employment held by employees that presents an interest or time conflict with an employee's job with CHA is prohibited. An interest conflict for the purpose of this policy exists when an employee engages in any secondary employment which may compromise the employee's judgment, actions or job performance or which conflicts with the policies, objectives or operations of CHA. A time conflict exists when the working hours of a secondary job directly conflict with an employee's scheduled working hours, or when the demands of the secondary job negatively affect the employee's job performance.

All CHA employees are annually required to complete and submit a Secondary Employment Report and Request Form. Employees may not engage in secondary employment without written approval. It is the employee's obligation to seek approval before commencing any secondary employment and may not wait until the subsequent January reporting period to meet the reporting requirement.

Employees are prohibited from obtaining secondary employment with the City of Chicago or any Sister Agency (Chicago Public Schools, Chicago Police Department, Chicago Park District, Metropolitan Water Reclamation District, City Colleges of Chicago, etc.).

Employees at the director level and above will be presumed ineligible for secondary employment unless the employment is self-employment, unrelated to the employee's professional responsibilities, or related to educational purposes, the employee satisfies all other requirements, and the secondary employment is approved by the CEO.

3.12 Ethics Policy

All employees are required to maintain high ethical and professional standards and treat each other with fairness, integrity, dignity, and respect. All employees must become familiar with, and strictly adhere to, the CHA's Ethics Policy. CHA Ethics Policy addresses issues including employee financial interest disclosures required by law, conflicts of interests, and gift acceptance. Employees who have questions regarding the Ethics Policy should contact the Office of the General Counsel or the EEO & Ethics Officer for guidance

3.13 Ethics Complaint Resolution Process

All Ethics complaints should be addressed to CHA's EEO & Ethics Officer, Human Resources, or a member of management. Retaliation against employees who make complaints, or participate in an investigation of a complaint, is prohibited. All CHA employees must provide their full cooperation to the CHA's EEO & Ethics Officer when that cooperation is requested. Failure to do so may be a violation of this policy. Contact information for the current EEO & Ethics Officer, as well as Human Resources, is as follows:

EEO & Ethics Officer
Office of the
General Counsel
Phone 312.913.7016
Chicago Housing Authority | 60 E.
Van Buren | Chicago, IL 60605

Dominick Maniscalco
Deputy Chief of Human Resources
Phone 312.913.7605
dmaniscal@thecha.org

All complaints and reports will be promptly and thoroughly investigated. If an investigation reveals that a violation has occurred, CHA may take disciplinary action, up to and including termination.

3.14 Confidentiality in Investigations

All efforts will be made to ensure the confidentiality of the complaint to the extent possible; however, information, including the identity of the individual lodging the complaint, may be divulged where necessary to investigate the matter or comply with applicable law. An employee may confidentially report any instance of harassment or discrimination or other violation of the provisions in this Handbook electronically as via the Ethics Hotline email address: EthicsHotline@thecha.org.

3.15 Office of the Inspector General

The purpose of the Office of Inspector General (OIG) is to investigate matters concerning fraud, theft, waste, abuse, and similar misconduct within or affecting the CHA. All CHA employees have a duty to cooperate with the OIG in any inquiries by the OIG, and each CHA department's respective premises shall be made available, upon request, including but not limited to equipment, employees, books, or records (in any form) as deemed relevant by the OIG.

Each employee has the responsibility to report to the OIG waste, fraud, and abuse within the CHA. If it is determined that an employee had knowledge of such acts and failed to report them, that employee may be subject to discipline, up to and including termination. The OIG Hotline is set up to receive reports of waste, fraud, and abuse within the Authority. Contact information is as follows:

Tele: (800) 544-7139

Fax: (312) 786-6623

fraud@thecha.org

Via mail:

Chicago Housing Authority

Attention: OIG 7th floor

60 E. Van Buren St.

Chicago, IL 60605

Section 4: Employee Conduct

4.1 Performance Standards

CHA employees are public employees that have a special obligation to conform their conduct to the highest standards of honesty, integrity, and competence when on and off duty. We are each responsible for performing our duties adequately and properly.

All employees are expected to respect their coworkers and not obstruct other employees from performing their duties. The CHA expects employees to act in a manner that is safe for themselves, their coworkers, and our residents and follow all CHA safety procedures.

4.2 Standards of Conduct and Progressive Discipline

To maintain a safe and productive work environment, all employees must abide by certain guidelines pertaining to conduct and relationships. Violations of the Standards of Conduct may subject employees to disciplinary action, up to and including termination. Supervisors have the responsibility to enforce day-to-day standards of conduct but shall consult with Human Resources before any formal discipline is given to an employee.

The CHA acknowledges the principle of progressive discipline, which may include verbal reprimand, written reprimand, suspension with or without pay and/or termination of employment. Serious infractions may warrant immediate suspension or discharge without following progressive discipline. Other formal discipline includes probation or a performance improvement plan. Human Resources will determine the appropriate level of corrective action in each situation depending on the pertinent circumstances.

All employees are responsible for being aware of CHA's policies and procedures as provided. Ignorance of a policy or procedure is not an acceptable excuse for unsatisfactory performance or conduct. While a complete list of all potential misconduct is not practical, the following are examples of conduct that is prohibited and may result in corrective action up to and including termination:

1. Poor performance of job duties
2. Theft or unauthorized removal, use, disclosure, or possession of CHA or employee property, information, services, equipment, or facilities
3. Intentionally misusing or damaging CHA property or the property of another employee
4. Falsification of personnel or any other company records
5. Sexual or other unlawful or unwelcome harassment or unlawful discrimination
6. Fighting or threats of violence in the workplace, including unauthorized possession of weapons on CHA property
7. Insubordination
8. Excessive unexcused absences
9. Willful mishandling of controlled substances
10. Failure to cooperate with a CHA investigation
11. Retaliation against any individual for his or her good-faith compliance with a CHA policy
12. Violation of any other CHA rule, regulation, policy or procedure including, but not limited to, the Ethics Policy, Fleet Policy, Communications/Equipment Policy, or Scofflaws Prohibition
13. Making false, inaccurate, or deliberately incomplete statements in an official inquiry, investigation or other official proceedings
14. Unauthorized or prohibited access, use, or disclosure of a resident/participant's personally identifiable information.
15. Engaging in any act or conduct prohibited by the Municipal Code of the City of Chicago, the Illinois Compiled Statutes, applicable laws of other states or federal statutes

4.3 Attendance and Punctuality Standards

Punctual and regular attendance are essential to the proper operation of CHA. Excessive employee absence or tardiness are unacceptable and will not be tolerated. Employees found to be in violation of CHA's attendance standards may be subject to disciplinary action, up to and including termination. Employees may also be required to make up time missed.

Failing to report to work (i.e. no call, no show) for three (3) consecutive workdays will constitute as job abandonment.

Employees are expected to report to work on time and remain at work for their entire work schedule. If an emergency arises and you cannot report to work as scheduled, notify your manager directly no later than 30 minutes before your regular starting time. Failure to follow absence reporting procedures may result in discipline.

Reporting Absences

Each employee must secure advance approval from their immediate supervisor for all anticipated absences, such as vacation or personal days.

For absences of three or more consecutive scheduled workdays due to an illness or other medical reason, the employee may be required to provide a written doctor's statement to their supervisor. Additionally, unless the employee is on an authorized leave of absence with a prescheduled return date, the employee must maintain communications with their supervisor throughout any absence extending beyond one day,

notifying him/her daily whether and when they will be returning to work, unless other arrangements have been made with the immediate supervisor. Failure to notify your supervisor or designee may result in disciplinary action up to and including termination.

4.4 Smoking

To comply with the 2005 Chicago Clean Indoor Air Ordinance and to provide employees and residents with a healthy environment, smoking and the use of electronic cigarettes are prohibited in all CHA buildings and facilities. Smoking is permitted outdoors at least 25 feet away from the entrance or enclosed area of any building.

4.5 Drug Use and Alcohol Abuse

PURPOSE AND GOAL

CHA is committed to protecting the safety, health and well-being of all employees and other individuals in the workplace. Alcohol abuse and drug use pose a significant threat to CHA's goals. We have established a drug-free workplace policy that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. We encourage employees to seek help voluntarily if they experience drug or alcohol problems.

PROHIBITED CONDUCT – DRUGS

No employee may use, possess, manufacture, distribute, sell, purchase, or be under the influence of illegal drugs during working hours, while on CHA premises, while conducting any business for CHA, in any CHA vehicle, while traveling in connection with CHA business, or at any other time or place that may affect their employment with CHA or CHA's business or operations.

Illegal drugs are those drugs or controlled substances the possession of which is unlawful under federal, state, or local law, and includes prescription drugs obtained without a lawful prescription or that are used in a manner inconsistent with prescription directions. For purposes of this policy, "illegal drugs" does not include cannabis, which is separately addressed below.

The legal use of prescribed drugs may be permitted on the job so long as it does not impair an employee's ability to safely and effectively perform the essential functions of the job.

ALCOHOL

Employees may not, at any time, use, or be under the influence of alcohol while on duty, while conducting any business for CHA, or in any CHA vehicle. In addition, employees are prohibited from reporting to work or working with alcohol in their system such that their performance or conduct is impaired. Alcohol use off-the-job that impairs performance or conduct on-the-job is prohibited.

CANNABIS (MARIJUANA)

Employees may not, at any time, use, possess, distribute, or be under the influence of cannabis while on duty, while conducting any business for CHA, in any CHA vehicle, or while traveling in connection with CHA business. In addition, employees are prohibited from reporting to work or working with cannabis in their system such that their performance or conduct is impaired. Cannabis use off-the-job that impairs performance or conduct on-the-job is prohibited. Before imposing discipline based upon a determination that an employee is under the influence of or impaired by cannabis, CHA will afford the employee a reasonable opportunity to contest the basis of the determination.

Where state or federal law prohibit an employee from using or being under the influence of cannabis, CHA will comply with all applicable legal requirements. Employees who are not eligible to work due to their failure to comply with legal requirements relating to use of cannabis will be subject to disqualification from employment and discipline, up to and including termination of employment. These restrictions apply regardless of whether cannabis is used for medical or recreational purposes.

DRUG AND ALCOHOL TESTING

Employees are required to participate in drug (including cannabis) and alcohol testing at a CHA designated testing facility in the following circumstances:

1. Upon the CHA's making a conditional offer of employment.
2. Upon re-employment or return from any period of continuous absence for more than 90 days or more.
3. Immediately, or as soon as practical but in no case later than twenty-four hours, after an employee being involved in an automobile accident during the course of employment, regardless of whether the automobile is a CHA vehicle or the employee's vehicle and regardless of whether the employee is injured. (The employee must also submit to a medical evaluation no later than twenty-four hours after the accident.)
4. Immediately, or as soon as practical but in no case later than twenty-four hours, after an employee has suffered an alleged accident while at the workplace or otherwise working on behalf of CHA, regardless of whether the employee is injured. (The employee must also submit to a medical evaluation no later than twenty-four hours after the accident.)
5. In instances where the employee's supervisor has a reasonable suspicion that the employee is at work under the influence of drugs, alcohol, or cannabis.

Employees whose performance or behavior gives rise to a reasonable suspicion that the individual is under the influence of illegal drugs, cannabis or alcohol in violation of this policy may be asked to undergo an immediate medical evaluation to determine their fitness for work and appropriate tests designed to detect the presence of illegal drugs, cannabis or alcohol. Such testing may be conducted by any means selected by CHA or the testing vendor administering the test, in their sole discretion. Such methods may include, without limitation, urine, hair, breath, and blood tests. Testing under this policy may also include an evaluation by a qualified health care provider to assess whether the employee is impaired.

Refusing to be screened or tested, failing to sign the required forms, or refusing to cooperate in the testing process in way that prevents timely completion of the test will be regarded as a violation of this policy. Attempting to falsify the result of a test, providing false information to the testing vendor, or any other dishonesty in connection with the testing process will result in discipline up to and including termination of employment or withdrawal of an offer of employment.

Under the Drug-Free Workplace Act, employees that perform work for a government contract or grant must notify CHA if you have a criminal conviction for a drug-related activity that happened at work. You must make the report within five (5) days of the conviction.

4.6 Workplace Safety

In compliance with the Illinois Occupational Safety and Health Act (OSHA), the Authority strives to provide reasonable protection for its employees' lives, health, and safety and furnish a workplace free of recognized hazards that would cause serious physical harm to its employees. Employees must immediately report all unsafe or unhealthy working conditions or practices and all alleged work-

related accidents to their supervisor or department head. Employees seeking further information about safety practices or emergency procedures should contact the Risk Management Department.

4.7 Workplace Violence

CHA recognizes the unfortunate increase in workplace violence in our society and has a strong commitment to ensuring that our workplace remains safe. The possession or use of weapons is prohibited on CHA property, or anywhere CHA conducts business unless authorized by the Authority

Any employee who attempts to intimidate or commits an act of violence toward any other employee, resident or vendor, or subtly or directly threatens or hints to such action, will be subject to discipline up to and including immediate termination.

If you have concerns about safety or have any knowledge of someone or something that may cause a threat to you, your co-workers, CHA residents, or CHA property, you should report this information immediately to Safety and Security, your supervisor, or Human Resources. CHA will promptly and thoroughly investigate any such report and if a violation of this policy occurred, it will take immediate appropriate corrective action.

If you believe that there is an imminent threat of physical harm, please dial 911 immediately.

Section 5: Employment Status and Records

5.1 Commencement of Employment

Your employment commencement date is the first day you report for work and are entered on the CHA's payroll record. Each completed year following your employment commencement date will be your anniversary date. If you begin at the Authority on a part-time or temporary basis and later accept a position of full-time employment, your anniversary date and year will be the date upon which you first commenced regular full-time employment.

5.2 Hours of Work

CHA's business hours will be from 8:00 a.m. to 5:00 p.m. However, based on operational needs some staff may have different start and end times as established by CHA. For most employees, the regular work schedule will be Monday through Friday, but some departments may operate 7 days per week, 24 hours per day. The CHA will provide a two-week notice of changes to the regular workday or work schedule if operationally practicable.

Full-time non-exempt staff who work more than 6 hours per day will receive two 15-minute paid breaks and a 30-minute unpaid lunch, which may be combined. Part-time non-exempt staff working at least four hours a day are entitled to one fifteen-minute break period.

The daily work schedule for most full-time non-exempt staff is 8.5 consecutive hours, which includes two 15-minute paid breaks and one 30-minute unpaid lunch.

5.3 Telework

CHA employees fall into one of the three work groups below, based on the operational responsibilities of both positions and divisions.

- 3 – Employees in this group will be in the office 3 days per week, with 2 days teleworking.
- 4 – Employees in this group will be in the office 4 days per week, with 1 day teleworking.
- 5 – Employees in this group have job duties that cannot be performed remotely or due to operational needs and will be in the office or work location 5 days per week.

Division Chiefs and Human Resources will work to determine scheduling options for their staff. Staff should refer to their direct supervisor with any questions.

5.4 Employee Identification Cards, Key Fobs, and Keys

All employees are required to display their employee identification card (ID) in the workplace. IDs are the property of CHA and are non-transferable. Employees who lose their ID must report it lost to Human Resources, so that the lost ID can be immediately replaced. The fee to replace an ID is determined by CHA management. When your employment with CHA ends, you must return the ID, key fobs, and keys to your supervisor or Human Resources.

5.5 Job Postings

Available positions are posted on CHA's Career website and at times advertised using other resources and outlets.

Employees are encouraged to pursue opportunities for professional growth within the organization. An internal candidate must follow the same application process as all other candidates and meet the minimum requirements for the position. In addition, an internal candidate must:

- have completed one year of continuous service in the current position; and
- have performed at a satisfactory level in his/her current position and not have received written corrective action within 90 days of applying (employees who have received a verbal warning within the same time frame may also be prohibited from applying).
- HR may grant an exception on the one-year of continuous service requirement in extenuating circumstances as determined by Human Resources.

5.6 Reemployment

Persons who have been terminated for cause from CHA are not eligible to re-apply for another CHA position.

5.7 Probationary Period

Your first ninety 90 days of employment are considered a Probationary Period for the purpose of evaluating your compatibility with your position and the organization to determine if your work performance meets the Authority's standards. The manager will monitor work performance, attitude, and attendance during this time and be available to answer any questions or concerns.

At the end of the Probationary Period, your supervisor or Manager will discuss your job performance with you. Completion of the Probationary period does not guarantee employment or change an employee's "at-will" status; either you or CHA may terminate your employment during or after the Probationary Period, for any reason or no reason at all.

5.8 Performance Appraisals

The annual performance evaluation process provides an opportunity to evaluate job performance, recognize accomplishments, and measure the success and progress of all staff in relation to job responsibilities and goals. Employees may be considered for a performance-based wage increase based on their review.

5.9 Personnel Records and Information

Human Resources maintains employee personnel files. Medical information and information regarding disabilities are kept in separate files in accordance with applicable law. Access to employee personnel files is restricted to Human Resources Personnel. However, information regarding employees, including employee wages and other data, may be subject to disclosure under the Freedom of Information Act (FOIA) or other laws and pursuant to lawfully issued subpoenas. Employees may review the contents of their file to the extent authorized in the Illinois Personnel Review Act by submitting an email request to the Human Resources Department. Photocopying charges may be imposed. CHA will release the contents of an employee's personnel files to an employee's representative (i.e., bargaining representatives and attorneys) only after the employee signs a CHA Release and Authorization form. Each employee is responsible for ensuring the Human Resources Department has their current address and telephone number. Any change in information should be communicated as soon as possible.

5.10 Information Requests and Employment References

Reference check information requests to verify employment dates, positions held, and salary history must be submitted in writing and must include a release signed by the current or former employee. **All external employment verification requests should be referred to Human Resources.**

5.11 Time Records

All employees must accurately report hours worked or time off using CHA's designated process and must accurately record all authorized time off such as vacation, sick, personal leave, leave without pay, and other leave (jury duty, FMLA, etc.) and holidays. Overtime hours must be approved in advance by your Supervisor. Inaccurate time reporting reflecting fraudulent hours for work or time off, or any failure to submit payroll corrections may result in disciplinary action, up to and including termination.

5.12 Termination of Employment

When employment ends for whatever reason, all benefits end on the last day of the month in which the employment terminates. If the terminating employee is eligible, continuation insurance coverage information (COBRA) will be provided in accordance with state and federal law. Employees will be responsible for full payment of their employee portion of COBRA.

An employee who is discharged or who voluntarily terminates their employment will be paid his or her full compensation by the next regular pay date. Accrued, unused vacation will be paid out upon separation of employment as indicated in section 7.6 and to the extent required by law. Other unused benefits will not be paid out upon separation of employment.

5.13 Resignation and Separation

Employees are requested, but not required, to give two weeks or more written notice of their intent to resign, in writing, to their supervisor/department head with a copy to Human Resources. Resignations made in writing to any manager or Human Resources are considered voluntary and irrevocable, except

in exceptional circumstances where the Chief Executive Officer determines that revocation of the resignation is necessary for operational or other articulable reasons.

The removal of certain “direct report” executives and chiefs occupying Grade 13 (formerly Grade 74) positions shall occur per Board approval or ratification (as applicable), subject and pursuant to CHA Bylaws.

Section 6: COMPENSATION

6.1 Compensation Philosophy

The CHA is committed to attracting, retaining, rewarding, and engaging a highly qualified and diverse workforce as it strives to provide compensation that is competitive and recognizes individual efforts. Our compensation philosophy is based on the following factors:

- Create and maintain a performance-based work culture.
- Builds the foundation for **career progression** and articulates pathways for those ready, willing and able to take on additional responsibilities
- Establishes and maintains **competitive salary opportunities** within relevant markets and total compensation packages.
- Promotes **fairness** and **internal equity** through a pay structure and clearly articulated administrative guidelines
- Allows for sufficient **flexibility** to respond and adapt to changing market conditions
- Emphasizes and encourages excellence by **rewarding individual** and **group contributions** that align with and support the organization’s mission and goals

Wage increases are neither automatic nor periodic. They are based on an employee’s performance.

6.2 Payday and Direct Deposit

Unless otherwise designated, employees will receive their payroll checks every other Friday (bi-weekly) for work performed during the previous time period; pay periods cover two consecutive weeks, Sunday through Saturday. When a payday occurs on a holiday, checks will generally be issued on the last workday before the holiday. Employees are encouraged to utilize the direct deposit program. To participate, you must complete the Direct Deposit Authorization Agreement form and forward a voided personal check from your bank account to Human Resources.

6.3 Payroll Deductions

Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and insurance. Deductions will be made for the following:

- Federal and State Income Tax Withholding;
- Social Security (FICA)/Medicare; and
- Other items designated by or for the benefit of the Employee or required by law.

CHA will make required legal deductions based on the information you provide. Following the end of each calendar year, you will be supplied with your Wage and Tax Statement (W-2) Form.

6.4 Safe Harbor Provision

Exempt employees are paid on a salary basis and deductions from their pay may only occur in limited circumstances, including disciplinary suspensions of at least one full day. If an employee believes an improper pay deduction has occurred, the employee must immediately contact Human Resources and request a review.

6.5 Overtime Pay

CHA's Overtime Policy conforms to the applicable provisions of the Fair Labor Standards Act. The Overtime Pay Policy includes the following principal elements:

- Non-exempt employees will be paid straight time for all actual hours worked up to and including forty hours in one workweek.
- Non-exempt employees will be paid time and one-half their regular rate for actual hours worked in excess of forty hours in one workweek.
- Only hours worked will be used to calculate overtime pay. Paid time off for holidays, bereavement, sick leave, and vacation will not be considered "hours worked."
- "Hours worked" for overtime purposes include the paid 15-minute breaks, but do not include the 30 minute unpaid lunch.
- Employees may be required to work overtime when necessary. Overtime worked by non-exempt employees must be authorized in writing in advance by your supervisor. Please note that overtime is never at the employee's discretion. **Failure to receive approval for overtime in advance may result in disciplinary action up to and including termination.**
- Exempt employees are not eligible for overtime pay.

If overtime is required, employees are expected to make themselves available to work. Advance notice will be given to employees whenever possible; however, employees should be aware that emergencies occasionally arise that do not permit advance notification. In an emergency, the supervisor in charge will make every effort, as soon as possible, to notify those employees who are scheduled for overtime work.

Employees are required to promptly review their paystubs to ensure all hours worked have been appropriately compensated. If an employee believes any compensation for hours worked is missing, the employee is required to contact Human Resources immediately with the details and request a review.

6.6 Scofflaws Prohibition

As a public employee, all CHA employees are responsible for paying any debt to CHA or the City of Chicago or other public fees imposed by federal, state, and local governments. Public charges may include municipal water bills, property taxes, vehicle sticker, license fees, parking ticket fines, driving violation fines, and other tax obligations. **Employees who violate this Policy are subject to discipline up to and including termination and other remedies provided by law.** Employees may utilize a Voluntary Wage Deduction Agreement to address outstanding indebtedness to the City of Chicago or CHA or provide evidence that the employee has addressed any indebtedness through a repayment agreement, an administrative or judicial proceeding, or bankruptcy.

6.7 Business Expense Reimbursement and Travel

The CHA Business Expense Reimbursement and Travel Policy is attached as an appendix to this Handbook, and is also available from Human Resources. Employees are required to review the policy and must comply with all applicable provisions.

Section 7: Employee Benefits

7.1 Employee Benefits and Services

CHA currently provides benefits for its eligible employees. The descriptions in this Handbook are only summaries for your general information. Contact Human Resources for additional information on current benefits. Full-time employees are eligible for most benefits the first of the month following their date of hire.

Each employee should read the current benefit plan documents for all relevant terms, conditions, eligibility requirements, rights, and benefits. The official benefit plan document solely determines your eligibility, rights, and responsibilities. Nothing in this Handbook can be construed to alter or amend those documents or the rights stated and defined therein. The CHA may change, modify, or discontinue these benefits at any time as permitted by law.

7.2 Group Insurance

CHA provides three types of benefits available to eligible employees:

Core Benefits: require no employee contribution for basic/base coverage. Subject to updates available from Human Resources and the Plan document, core benefits may include:

- life insurance, accidental death and dismemberment (AD&D) short-term disability, long-term disability, long-term care, employee assistance program (EAP), and retirement plan (401(b)/403(b) Plans). Costs for benefit coverage beyond the base/basic level, if available, must be borne by the employee.

Shared Benefits: the cost of base/basic coverage is shared (at a designated percentage) between the employer and the employee. Subject to any updates available from Human Resources and the Plan document, shared benefits may include:

- medical, dental and vision insurance; 457 (b) Plan.

Voluntary Benefits: the cost of coverage is borne entirely by the employee. Subject to any updates available from Human Resources and the Plan document, voluntary benefits may include:

- personal short term disability plans; pre-tax flexible spending accounts (FSA covering out-of-pocket medical and dental expenses, dependent care and transit and parking); additional life insurance for individual and specific family members; and legal services, critical illness, hospital indemnity, accidental and identity theft. Additional voluntary benefits may be available and employees are encouraged to contact Human Resources with any questions.

During new-employee orientation, all CHA current benefits are reviewed and instructions are provided as to how to enroll and/or opt out of benefits, as applicable. There is a thirty-day enrollment period from date of hire to ensure benefit coverage begins as soon as one is eligible.

Employees must provide notice of certain qualifying events, such as the birth of a child, if they seek to change coverage based on that event. Employees should contact Human Resources for further information.

7.3 Insurance Continuation After Employment (COBRA)

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) requires CHA to offer the opportunity to obtain a temporary extension of health coverage (Continuation Coverage), at group rates when coverage under the health plan ends. As an employee covered by our health plans, you have the right to choose Continuation Coverage (COBRA) due to loss of health coverage because of a qualifying event such as a reduction in hours of employment or termination of employment.

In connection with a qualifying event, CHA's Third-Party Provider will provide you with the information you need and with the necessary forms to continue your coverage. Employees must provide notice of certain qualifying events, such as the birth of a child, if they seek to change coverage based on that event. Employees should contact Human Resources for further information.

7.4 Deferred Compensation Plan– 457(b)

Subject to any updates available from Human Resources and the Plan document, active, full-time, regular employees may participate in a pre- and post-tax deferred savings plan through payroll deductions subject to the provider's eligibility criteria. A 2% employer match will apply to eligible staff. Automatic enrollment begins for new staff. Enrollment information is available from Human Resources.

7.5 Retirement Plan

Subject to any updates available from Human Resources and the Plan document, CHA's Employees' Retirement Plan, a private, governmental plan subject to Internal Revenue Code 401(a) and 403(b), provides retirement benefits to qualified employees as an additional form of compensation. An otherwise qualified employee becomes eligible to participate in the plan after completing twelve months of active employment.

CHA currently makes all contributions to the retirement plan on behalf of employees. The retirement plan benefit is determined by a formula based on regular compensation. Employees become vested in the retirement plan after completing 5 years of retirement plan participation and 6 years of employment.

Participants who are not vested at separation may be eligible for a certain portion of the employer contribution. Please contact Human Resources for a copy of the retirement plan documents.

7.6 Vacation Leave

Active, full-time employees are eligible to accrue (earn) paid vacation time on a calendar year basis in accordance with the accrual rates below. Vacation time will be advanced (loaned) to staff at the beginning of each calendar year with the expectation that staff work for the entire calendar year. If an employee separates from service before the end of the calendar year and has used vacation time advanced (loaned) at the start of the calendar year but not yet accrued, Human Resources will issue documentation to the employee regarding the outstanding balance.

New employees will be provided an advance (loan) on their vacation time pro-rated based on the remaining time in the calendar year, and their vacation time will begin accruing from the date of hire at the rate of 3.076 per pay period.. New employees may not take vacation time until 90 days after the date of hire. Upon the start of the calendar year after the employee's date of hire, vacation time will accrue per pay period on a calendar year basis.

Each employee may maintain up to a maximum of 30 work days (240 hours) of vacation time. A maximum of 10 work days (80 hours) may be carried over from calendar year to calendar year.

Upon separation of employment, accrued and unused vacation time is paid out up to a maximum of 240 hours.

First Five Years of Service

Employees may accrue a maximum of ten vacation days per calendar year.

After 5 Years of Service

On January 1 of the calendar year in which the employee starts the 6th year of continuous active pay status, the employee accrues vacation time at a rate of fifteen days per year or 4.615 hours per pay period. For example, if July 1, 2025, marked the first day of the employee’s sixth year of continuous active pay status, then at the start of the 2025 calendar year (January 1, 2025), the employee is advanced (loaned) the 15 vacation days and during the 2025 calendar year, the employee earns 4.615 hours per pay period.

After 10 Years of Service

On January 1 of the calendar year in which the employee starts the 11th year of continuous active pay status (at the end of 10 years of continuous active pay status), the employee accrues vacation time at the rate of twenty days per year or 6.153 hours per pay period.

	Number of Days per Year (advanced on January 1 of each calendar year)	Number of Hours Accrued Per Pay Period (starting on January 1 of each calendar year)
Years 0 to 5	10 days (pro-rated from start date until January 1)	3.076 hours (pro-rated from start date until January 1)
Beginning on January 1 of the calendar year covering start of the 6 th year through 10th year	15 days	4.615 hours
Beginning on January 1 of the calendar year covering the start of the 11 th year	20 days	6.153 hours

Executive-level staff (ELT members) are eligible to accrue up to twenty vacation days per year prorated during the first year of employment.

Non-ELT Deputy Chief positions are eligible to accrue up to fifteen vacation days per year prorated during the first year of employment.

Part-time and temporary employees are not eligible for vacation days.

All vacation time requests must be entered in CHA's human resources information system for their supervisor's review.

Any exceptions to this policy must be approved by Human Resources, Division Chief and CEO.

7.7 Sick Leave

This policy is administered consistent with the Chicago Minimum Wage and Paid Sick Leave Ordinance. Sick leave for employees is accrued at a rate of twelve days per year or 3.69 hours per pay period. An employee may carry over a maximum of 26 weeks or 1040 sick leave hours from the previous year.

Sick leave is not to be used as a substitute or extension for vacation or personal time off. Employees may use sick leave for the employee's own illness or injury, or for receiving medical care, treatment, diagnosis, or preventative medical care, and for absences due to a Family Member's (as defined below), illness or injury or to care for a Family Member receiving medical care, treatment, diagnosis, or preventive medical care. Employees may also use sick leave if they or a Family Member are a victim of domestic violence, sexual offense, or other violent crime, or if they need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency. Sick leave runs concurrently with FMLA, and any other applicable leave, unless otherwise prohibited by law.

"Family Member" means an employee's child, legal guardian or ward, spouse under the laws of any state, domestic partner, parent, spouse or domestic partner's parent, sibling, grandparent, grandchild, or any other individual related by blood or whose close association with the employee is the equivalent of a family relationship. A child includes not only a biological relationship, but also a relationship resulting from an adoption, step-relationship, and foster care relationship, or a child to whom the employee stands in loco parentis. A parent includes a biological, foster, stepparent or adoptive parent or legal guardian of an employee, or a person who stood in loco parentis when the employee was a minor child.

If the need for leave is reasonably foreseeable, employees must provide at least 7 days' notice. If the need for leave is not reasonably foreseeable, the employee must provide notice as soon as is practicable. Notice can be given by phone, email, or text message to the employee's manager. Additionally, if the employee is unable to provide notice in the case of unforeseeable leave, the employee may have someone provide notice on his or her behalf.

The CHA has the right to review how an employee is using sick leave. A pattern of using sick leave on days preceding or following scheduled time off indicates the possible misuse of sick time. In such circumstances, the CHA may require additional documentation to verify the legitimacy of the absence.

Accumulated and unused sick leave hours are not paid out upon termination of employment

All sick-day requests must be entered in CHA's human resources information system for their supervisor's review.

7.8 Donated Sick Leave Bank

CHA established a **Sick Leave Donation Bank** to provide additional paid sick leave hours to full-time employees for use during approved leave under the Family Medical Leave Act (FMLA) – but only to the extent the FMLA leave is used for the employee's own serious health condition.

Full-time employees may voluntarily donate accrued sick leave time to the Bank. Sick leave donations cannot be rescinded once contributed.

Sick Bank Donation will only be provided to an employee on continuous (not intermittent) FMLA. Employees requesting leave from the bank must submit a request to Human Resources. The maximum

leave that can be granted is up to ten days or up to 80 hours in a calendar year. Employees will only receive hours from the Sick Bank if they currently have no paid time off hours available. Sick Bank Donations may not be taken while the employee is receiving workers compensation or short-term disability.

Employees awarded donated sick days are not required to repay the leave time awarded.

7.9 Personal Leave

Active, full-time, regular employees shall earn and accrue paid personal days as follows:

- During the first and second calendar year of full-time, continuous, active employment, employees will be granted up to two paid personal leave days (on a prorated basis for the first calendar year).
- After completion of the second year of full-time continuous active employment, employees will be granted three paid personal leave days on January 1 of the following year.
- Employees hired prior to January 1, 1986 will be granted four paid personal leave days.

Unused paid personal days are not cumulative and shall be forfeited if not used by the last day of the last full pay period in December each year.

All personal day requests must be entered in CHA's human resources information system for their supervisor's review.

7.10 Administrative Leave

Leave with pay shall be granted on a temporary basis during certain internal investigations, but only in unique circumstances where deemed necessary by the Deputy Chief of Human Resources, in-consultation with the OIG, EEO & Ethics Officer, or General Counsel , to the extent applicable based on the allegations at issue.

7.11 Holidays

Active, full-time employees are eligible for the following paid holidays:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- Lincoln's Birthday
- Washington's Birthday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Day-Before Thanksgiving (1/2 Day)
- Thanksgiving Day
- Day after Thanksgiving

- Christmas Eve (1/2 day)
- Christmas Day
- New Year Eve (1/2 day)
- Birthday Holiday

A schedule of holiday observances is distributed annually to employees. Employees are eligible for the birthday holiday during their first year of employment. The birthday holiday is forfeited if unused in the year earned.

An eligible employee must be in pay status the day before and the day following the holiday in order to be paid for the holiday. Holiday paid time off is not counted as hours worked when calculating overtime. Part-time employees are not eligible for paid holidays.

7.12 Family and Medical Leave Act (FMLA) and Federal Servicemember Family Leave

Employees who have worked for the Authority for at least 12 months and at least 1,250 hours during the prior twelve (12) months may be eligible to take up to twelve (12) weeks of unpaid leave within a rolling twelve-month period for qualifying reasons under the FMLA, including the adoption or birth of the employee’s child, or placement with the employee for foster care; to care for a covered family member with a serious health condition; because of employee’s own serious health condition; or due to a qualifying military “exigency.”

Employees may be eligible for Servicemember Family Leave if serving as a “military caregiver” to a seriously ill or injured service member who is the employee’s spouse, parent, child, or next of kin. Employees who qualify for Servicemember Family Leave may be eligible for 26 weeks of leave in a 12-month period, cumulative with other federal FMLA leave. For more information on FMLA leave, Servicemember Family Leave, and your eligibility, please contact Human Resources.

7.13 Paid Parental Leave

In our commitment to support employees during one of their most significant life events, employees may receive the following paid parental leaves to run concurrently with FMLA:

1. Up to six weeks paid maternity leave to a birth mother to recover from a non-surgical delivery;
or
2. Up to eight weeks paid maternity leave to a birth mother to recover from a C-Section delivery;
or
3. Up to six weeks paid parental leave for the birth of a child or children to a spouse or domestic partner of the birth mother; or
4. Up to six weeks paid parental leave for the adoption of a child or children by the employee or the spouse or domestic partner of the employee.

Utilizing paid parental leave may be combined with other paid time-off such as vacation sick or personal leave time to achieve the maximum amount of paid time-off from work while taking FMLA.

7.14 Unpaid Personal Leave of Absence (UPLOA)

An unpaid personal leave of absence (UPLOA) of up to three months may be granted to full-time employees but only for an employee’s own serious health condition as that term is defined by the

FMLA. To be eligible, employees must have completed at least one year of continuous service and must have already exhausted FMLA leave covering the applicable 12-month period.

To take such leave without pay, you must have no remaining paid leave options available. Accrued sick leave and vacation time must be utilized before unpaid leave will be granted. For approved UPLOAs described here, medical, dental, and vision insurance benefits may be continued through COBRA if the employee continues to pay their portion of the premiums during the absence. No other employee benefits, such as vacation, accrue while an employee is on UPLOA.

A written request must be submitted to Human Resources as early as possible and is subject to approval by CEO or designee. Reinstatement to any position at the end of any extended leave of absence is subject to the availability of position openings and as such is not guaranteed, except as required by law.

Once the three-month unpaid leave is exhausted, an employee has the option of requesting an additional one-month unpaid leave of absence. Once this leave is exhausted and employee is unable to return to work, employee may be terminated from employment.

7.15 Work from Home-Outside of Telework

Any temporary arrangement to work from home (independent from the Telework policy) must be first discussed with your supervisor/ Chief. Upon concurrence, the request should be made in writing and forwarded to your Chief and Human Resources. Any temporary arrangement to work from home must be approved in writing by an official letter from Human Resources.

7.16 Jury or Witness Duty

If you are called for jury or witness duty on a scheduled workday, you must contact your supervisor promptly after receiving notification to appear and present the subpoena or jury summons. You should also notify your supervisor of your selection to serve on a jury as soon as possible.

For up to ten days, an employee will continue to receive regular pay while subpoenaed for jury or witness time.

7.17 Military Leave

If employment must be interrupted by active military duty, including the National Guard and Reserves, or by reserve training obligations, the CHA will grant the employee leave of absence and reinstatement rights as well as any continued pay and other benefits required by law, including the Uniformed Services Employment and Reemployment Rights Act (USERRA) and Illinois Service Member Employment and Reemployment Rights Act (ISERRA). Employees are to provide advance notice of military leave to Human Resources upon receipt, or as soon as practicable thereafter. In terms of return-to-work, employees participating in 1-30 days of military service are required to report to their supervisor (or as otherwise directed by Human Resources) on the first regularly scheduled work period following completion of service. Employees serving between 31-180 days must contact Human Resources and submit an application for reemployment within 14 days after completion of service; those serving 180 or more must contact Human Resources and submit an application for reemployment to Human Resources within 90 days after completion of service.

Except for extenuating circumstances recognized by law, employees shall be restored to the position of employment which the employee left, with the same increases in seniority, service requirements for promotion eligibility and any other rights or benefits of employment, as if the employee had

remained continuously employed. Employees are to contact Human Resources for further information, including eligibility requirements for full or differential compensation during certain periods of annual training or other active service.

7.18 Illinois Family Military Leave

Under the *Illinois Family Military Leave Act*, eligible employees who are the children, grandchildren, spouses or parents of a person called to state or federal military service lasting longer than 30 days may be eligible for leave up to 30 days. An employee is eligible if he or she has worked at least 12 months and at least 1,250 hours in the 12 months immediately preceding the requested leave. An employee must first exhaust all of his or her accrued paid time off (except sick or disability leave) before they are eligible for family military leave under the Act. This leave is in addition to Servicemember Family Leave for military caregivers under the federal FMLA. Unless military necessity or other reasons make it impossible, employees requesting this leave for more than 5 consecutive days must provide notice of the intent to take this leave 14 days before taking leave under this Act. Employees taking fewer than 5 consecutive days of leave under this provision must provide as much notice of the leave as is practicable. CHA may require certification from the military authority to verify the employee's eligibility for the family military leave requested.

Employees taking leave under this provision will be permitted to maintain their benefits for the duration of the leave, at their own expense. Employees returning from leave under this provision will be restored to the same position held before the leave, or to a position of equivalent terms and conditions of employment. However, reinstatement is not guaranteed if the employee's employment would have ended or the terms and conditions of employment would have changed because of conditions unrelated to the employee's use of leave under this provision.

For more information, please contact Human Resources.

7.19 Civil Air Patrol Leave (Non-Military)

Unpaid leave under this provision is separate and distinct from the military leaves referenced in this Handbook, as the Civil Air Patrol is a civilian non-governmental organization and not part of the military, National Guard or reserves. Employees who have been employed for at least 12 months and at least 1,250 hours during the 12 month period immediately preceding the start of their requested leave are eligible for Civil Air Patrol Leave. Employees participating in the Civil Air Patrol will be granted up to 30 days of unpaid leave to perform a Civil Air Patrol mission.

Employees requesting such leave must provide CHA with at least 14 days' notice if the leave will require more than five consecutive days of absence. Employees taking such leave, will not be required to exhaust any paid or other leave before being granted Civil Air Patrol leave. Employees may continue their benefits at their own expense. Upon returning from completion of a Civil Air Patrol mission, employees will be reinstated to their former positions with no loss in seniority, status, or pay.

7.20 Voting

If an employee's scheduled work hours begin fewer than two hours after polls open and end fewer than two hours before polls close, the employee may take up to two hours of leave with pay between the opening and closing time of the polls in order to vote. To take leave to vote, the employee must

notify their supervisor at least one day before the election. CHA will specify the time for the employee's voting leave.

Employees who serve as election judges will be granted unpaid leave from work to fulfill these obligations. Employees taking this leave are required to provide notice of the need for this leave at least 20 days prior to the election for which the employees will serve as election judges.

7.21 School Visitation Leave

Employees who have been employed for at least 6 months and who have exhausted all accrued PTO may take up to 8 hours of unpaid leave during a school year to attend necessary school conferences, classroom activities, behavioral meetings, or academic meetings related to the employee's child that the employee cannot schedule during nonworking hours. An employee may not take more than 4 hours in one workday of school visitation leave.

An employee who uses school visitation leave may choose to – but is not required to – make up the time off by working on a different day or shift as CHA directs. CHA will make good faith efforts to identify reasonable options to make up the time employees take for school visitation leave.

To take this leave, an employee must give CHA at least 7 days' notice of the need for school visitation leave. Where the need for the leave is an emergency, 24 hours will suffice. Upon completion of the school visitation, the employee must obtain documentation of the visit from the school administrator and provide a copy to CHA. If an employee does not provide CHA with documentation of the school visit within 2 working days of the visit, the employee may be subject to disciplinary action.

7.22 Emergency Response Leave

CHA will not terminate any employee who is absent or late to work because they are a volunteer emergency worker who responds to an emergency prior to the time the employee is scheduled to work. The CHA may charge against an employee's pay any time from work that the non-exempt employee loses because of the employee's response to an emergency while performing his/her duties as a volunteer emergency worker.

The employee must make reasonable efforts to notify CHA in advance that they will be absent from or late for work as a result of responding to an emergency. The CHA requires a written statement from the supervisor or governmental entity to verify that the employee was working as a volunteer emergency worker prior to or during work hours.

7.23 Blood Donor Leave

Full-time employees who have been employed by CHA for at least 6 months may take up to one hour of paid leave every 56 days to donate (or attempt to donate) blood. To request leave under this policy, employees must notify their manager of their intention to take Blood Donor Leave and also provide documentation of the blood donation appointment at the time of the request for leave. Employees must provide a written statement from the blood bank confirming that they kept the appointment.

7.24 Paid Bereavement

Full-time employees who suffer the loss of an immediate Family Member, may be absent from work at the regular rate of pay for up to three consecutive working days to attend the funeral and related matters. If the funeral/memorial service is 250 miles or more outside of the Chicago city limits, an employee is eligible for up to five consecutive working days off (one of which must be the day of the

funeral/memorial service) with pay. Satisfactory proof of attendance at the funeral/memorial service must be furnished upon request.

For the purposes of paid bereavement, a Family Member means an employee's child, legal guardian or ward, spouse under the laws of any state, domestic partner, parent, spouse or domestic partner's parent, sibling, grandparent, grandchild, or any other individual related by blood or whose close association with the employee is the equivalent of a family relationship. A child includes not only a biological relationship, but also a relationship resulting from an adoption, step-relationship, and foster care relationship, or a child to whom the employee stands in *loco parentis*. A parent includes a biological, foster, stepparent or adoptive parent or legal guardian of an employee, or a person who stood in *loco parentis* when the employee was a minor child.

Paid bereavement leave shall run concurrently with VESSA or any unpaid bereavement leave.

7.25 Family Bereavement Leave

If an employee suffers a loss identified below, the employee is entitled to up to ten unpaid workdays of family bereavement leave within sixty days after the employee learns of the loss: the death of a Family Member (see definition in Paid Bereavement section); a stillbirth; a miscarriage; an unsuccessful reproductive procedure; a failed adoption match or an adoption that is not finalized because it is contested; a failed surrogacy agreement; or a diagnosis that negatively impacts pregnancy or fertility.

Employees may use Family Bereavement Leave to: grieve; attend the funeral or alternative to a funeral of a Family Member; or make arrangements necessitated by the death of the Family Member.

To qualify, the employee must have worked at least 1,250 hours with the employer during the prior 12-month period. If an employee experiences more than one such loss in a 12-month period, the employee will be permitted to take up to 6 weeks of bereavement leave during the 12-month period. Employees may not take leave under this provision to the extent it causes the total unpaid leave time to exceed the amount allowed under the federal Family and Medical Leave Act of 1993. (29 U.S.C. 2601, *et seq.*). *For example, if an employee has taken four weeks of FMLA leave in the prior 12 months, only two weeks of Family Bereavement Leave would be available even if an employee experiences multiple qualifying losses.*

If an employee intends to take the leave, notice to the employer must be provided at least forty- eight hours in advance, if reasonable and practicable.

To the extent the loss also qualifies for Paid Bereavement, Family Bereavement Leave shall be taken concurrently with Paid Bereavement Leave.

Employees should check with Human Resources to identify the documentation required in connection with this leave.

7.26 Child Extended Bereavement Leave:

Employees who have worked for the employer for at least two weeks are entitled to a maximum of 12 weeks of unpaid leave in the event of the death of the employee's child by suicide or homicide.

Leave may be taken intermittently in increments of no less than four hours, and must be taken within one year after the employee notifies the employer of the loss. Notice to the employer must be provided at least forty-eight hours in advance of the leave, if reasonable and practicable.

For the purposes of this leave, an employee's child includes the employee's biological, adopted, foster, or stepchild, legal ward, or a child of a person standing in loco parentis.

Employees are to contact Human Resources to identify the documentation required in connection with this leave.

An employee using Family Bereavement Leave for the death of a child may not use the Child Extended Bereavement Leave for the death of the same child.

Child Extended Bereavement Leave shall be taken concurrently with Paid Bereavement Leave.

7.27 Victims Economic Security and Safety Act

The Illinois Victims' Economic Security and Safety Act (VESSA) provides up to 12 work weeks of unpaid leave and other reasonable accommodations to eligible employees who are, or whose family or household members are, victims of domestic violence, sexual assault, stalking or gender violence, or other violent crime, so they may obtain or assist with certain services. In the event of the death of a family or household member by violent crime, VESSA leave (with different time limitations) may be available for other reasons, such as funeral attendance. Please contact Human Resources to request leave or accommodations under VESSA and for further information about the parameters of the leave, applicable timeframes and documentation needed. When using leave under VESSA, you must notify Human Resources of your need for leave at least 48 hours before your leave is to start, unless it is not practicable for you to do so. If you cannot provide notice 48 hours in advance, you must notify Human Resources of your need for leave as soon as practicable. Employees may not take leave under this provision to the extent it causes the total unpaid leave time taken by the employee in the prior 12-months to exceed the amount allowed under FMLA.

CHA will not tolerate discrimination or harassment against any employee because of such employee's actual or perceived status as a victim of domestic or sexual violence, or family or household member of a victim of domestic or sexual violence. CHA also strictly prohibits retaliation against any employee for exercising their rights under VESSA. Employees who feel that they have been subjected to discrimination, harassment, or retaliation under this policy must immediately report the issue to Human Resources.

7.28 Tuition Assistance Program

The Tuition Assistance Program is available for regular full-time employees who have been continuously employed for at least six months. Eligible employees may apply for up to \$2,500 in Tuition Assistance per calendar year for post-secondary (college) course work. Effective January 1, 2024, eligible employees may apply for up to \$5,000 for all new requests. Tuition assistance requires the following:

- a. the course is offered by an accredited post-secondary educational institution.
- b. the course is relevant to the employee's CHA responsibilities or will assist the employee in developing skills or knowledge necessary for advancement in the CHA; and

- c. the employee is not enrolled in any course on a pass/fail or audit basis (unless participating in a doctoral program) and the employee earns a grade of *B* or higher.

To be eligible for reimbursement, employees must apply to Human Resources for pre-approval and receive pre-approval prior to enrolling in the course.

The annual maximum is based on the calendar year, January through December. Expenses such as textbooks and lab fees are not eligible for reimbursement. Reimbursement will be credited to the calendar year in which the class was completed.

7.29 Professional Development

The Chicago Housing Authority is committed to employee development as we strive to enhance our workforce. Most departments budget a limited amount of funds annually for workshops or professional job-related development activities. Training, professional education and attendance at seminars/conferences should:

- Increase work capabilities and competency
- Prepare for technological and legal developments (i.e. Oracle/Lawson/CHAMP, ADA – 504, etc.)
- Provide and enhance the skills and knowledge necessary for effective work performance in order to attain CHA goals; and
- Assist in the maintenance of continuing professional education requirements (CPE) to obtain or maintain professional certifications and licenses

Full-time employees are eligible to participate.. All external training must be pre-approved by the department Chief and Human Resources.

7.30 Other Benefits

A number of other benefits may be available to eligible employees:

- Pre-tax Commuter Reimbursement Account;
- Membership with Municipal, Numark, or South Division Credit Unions;
- 529 College Savings Program;
- Pre-paid Legal Services and Identity Theft Protection;
- Critical Illness Insurance Coverage; and,
- Health Club membership/reimbursement
- Pet Insurance
- Parking Discount

See Benefits for more information about these programs.

Section 8: Work Environment and Conditions

8.1 Workplace Etiquette

All employees must show respect and courtesy to each other. Employees experiencing difficulties with colleagues or supervisors are encouraged to resolve problems or challenges with their supervisor or

Department Chief. If such efforts are unsuccessful or impractical, employees may contact the Human Resources Department.

8.2 Dress Code

The CHA has established a business casual dress code. All employees are expected to practice good personal hygiene and wear clothing that is appropriate for their job, professional, neat, clean, and in good business taste. CHA is a professional organization that interfaces with a variety of individuals, agencies, residents, and the business community. Employees should make reasonable efforts to project a professional public image. Example of business casual dress include:

- Shirts with collars, crewneck or V-neck shirts, blouses, golf and polo shirts. T-shirts, shirts with slogans, tank tops and crop tops are not allowed.
- Casual slacks and trousers. Jeans and shorts are not allowed.
- Uniforms as approved by CHA

Employees may wear “casual” attire on Fridays of each week. “Casual” attire does not mean that employees may look sloppy or unprofessional. Examples of acceptable casual attire include:

- Jeans without holes, frays, rips, etc.;
- T-shirts;
- Casual footwear, which may include athletic shoes.

Unacceptable casual attire include:

- Shirts with inappropriate depictions;
- Tank tops, muscle shirts, and crop tops.
- Slippers or attire normally worn for sleeping or loungewear.
- Political names, slogans, or any political attire

8.3 Use of Equipment

All equipment including (but not limited to) laptops, phones, computer accessories, monitors issued to CHA employees are the property of CHA, should be treated with care, and must be returned to the CHA immediately upon request and in the same condition as when issued except for normal wear and tear. Employees are responsible for replacement costs due to loss, damage or theft of CHA equipment in their possession and may consider adding equipment to their homeowners or renter’s insurance policies to cover any loss sustained. There is no expectation of privacy when using CHA business equipment.

The CHA Policy ensures the proper care and control of all CHA vehicles and provides guidelines for employees who use personal vehicles for official CHA business. Employees utilizing CHA or personal vehicles in connection with their employment must do so in accordance with the *CHA Fleet Policy*. Employees who become ineligible to drive or are convicted for any driving-related offense at any time while holding a position with driving requirements must immediately inform their department head of such information and immediately relinquish the assigned vehicle.

8.4 Return of Property

You must promptly return any CHA property when requested or immediately upon the conclusion of your employment. You may be subject to legal action to recover CHA property and any associated fees or costs permitted by law.

8.5 Workers' Compensation

Workers' Compensation benefits are intended to compensate workers with job-related injuries or illnesses. If you are injured on the job, no matter how minor the injury, or become ill with a job-related illness, you should notify your supervisor and Human Resources immediately.

Failure to immediately report an injury or job-related illness occurring while on the job, in accordance with this policy, is considered a violation of CHA's safety policy and may result in disciplinary action. The amount and length of workers' compensation benefits is established by state law.

8.6 Security Inspections

Subject to applicable law, employees should have no privacy expectation in the CHA facilities, offices, cubicles, or containers such as desks, filing cabinets, and credenzas. These areas and containers may be subject to searches and inspection by the CHA without notice.

8.7 Confidentiality

Employees who have access to confidential or privileged information regarding CHA employees, residents/participants, policies, or programs are prohibited from disclosing such information and must maintain confidentiality. **Employees who violate confidentiality are subject to discipline up to and including termination.** Nothing in this policy or any other policy prohibits accurate and truthful reporting in connection with a report to or investigation by a law enforcement agency or pursuant to regulatory authority.

8.8 Obligation with Legal Matters, Investigations, and Audits

CHA employees are required to assist the General Counsel in advising the Board of Commissioners and in CHA litigation by providing the General Counsel staff with accurate and complete information within the employee's knowledge and timely access to documents within the employee's custody or control.

The CHA's Office of the Inspector General is responsible for conducting audits and certain investigations. All CHA employees must cooperate with audits and investigations subject to constitutional protections. Employees must provide requested information and interviews to the Office of the Inspector General. Employees may bring a representative to interviews.

8.9 Solicitation or Distribution of Literature

Solicitation for any purpose is not allowed on CHA property during work time. Working time does not include scheduled rest breaks or meal breaks. Non-employees may not solicit for any purpose or engage in the distribution of literature of any kind on CHA premises. However, CHA employees are subject to the Hatch Act and employees may not distribute literature in any working area at any time.(See Ethics Policy)

8.10 Social Media

You are solely responsible for any information that you post on social media. Employees are responsible for behaving lawfully, ethically, and responsibly. Posting of comments or materials (including photographs, videos or audio) that are obscene, unlawfully defamatory or libelous, threatening, abusive, or in violation of the CHA's policy against harassment is prohibited, whether done during work hours or outside of work. Also, participation in social networking activities during a time that you are scheduled to be working, as opposed to break or meal periods, can interfere with your work

duties and be cause for appropriate disciplinary action, as well as possibly in violation of our policies on usage of the Internet and other Company communications equipment.

When discussing CHA or CHA-related matters, you must make it clear that you are speaking for yourself and not on behalf of CHA. Where appropriate, use a disclaimer such as: “The postings on this site are my own and do not necessarily represent CHA’s positions, conclusions or opinions.” Employees are not permitted to discuss or divulge confidential CHA information. However, nothing in the policy precludes employees from discussing or disclosing terms and conditions of employment relating to themselves or their fellow employees, such as for example, wages and working conditions.

Users who violate the Policy may be subject to discipline, including termination of employment. Users who access the Internet via any CHA network, or users CHA Equipment, have no expectation of privacy rights. The CHA reserves the right to monitor use of its systems networks without prior notice or disclosure.

8.11 Cell Phones

While at work, employees are expected to exercise the same discretion in using personal cell phones as is expected for the use of CHA phones. Personal calls, text messages, and personal social media use (*e.g., Facebook, Twitter, etc.*) during work hours can interfere with employee productivity and be distracting to others. Employees may make limited personal calls, texts, or use social media during breaks and lunch periods. **Operating a cell phone while driving a CHA vehicle or personal vehicle for CHA-related business is strictly prohibited.** The CHA is not liable for the loss of personal cellular phones brought into the workplace.

8.12 Use of Phone & Computer Systems

CHA electronic devices, including the telephone system (and voicemail) is the Authority's property and are provided for business purposes. CHA may periodically monitor the usage of the telephone systems and other electronic devices. Employees should not consider their activity on CHA electronic devices, including computer/internet usage and conversations on CHA’s telephone system to be private.

8.13 Public Relations

External inquiries, including online, broadcast, and print media and academic researchers seeking CHA comment or information, must be referred to the CHA’s Department of Communications and Marketing. Employees are not authorized to make or represent themselves as CHA spokespersons without the Chief Executive Officer or Deputy Chief of Communication’s written approval. Employees have the same rights as all citizens to speak out on matters of public concern to the extent provided by law if they do so without representing themselves as CHA spokespersons.

8.14 Political Activities

All CHA employees are subject to The Hatch Act. Employees may not use their position or CHA facilities, equipment, property, or supplies to engage in political activities as provided in the Hatch Act (5 U.S.C. §7321). Employees are not prohibited from expressing opinions on political issues or taking part in a political campaign but may not use their office, employment, work time, facilities, or equipment of the CHA for political purposes. Employees should consult the CHA’s Ethics Policy or contact HR.

Conclusion

We hope you will find the CHA Employee Handbook to be a useful resource during your employment. If you have any questions about these or any CHA policies, please contact your supervisor or Human Resources.

References: FMLA (29 U.S.C. 2601, *et seq.*), Political Activities (5 U.S.C. §7321), 7.27 VESSA, 3.8 Pregnancy and Childbirth

Employee Handbook History:

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