

**RESOLUTION
of the
HOUSING AUTHORITY OF THE CITY OF LINDEN**

Resolution No. 2015-24

**RESOLUTION AMENDING THE PERSONNEL POLICY
REGARDING THE PROCEDURES OF THE MAINTENANCE DEPARTMENT**

Board Meeting Date: April 15, 2015

Date Adopted: April 15, 2015

WHEREAS, the Housing Authority of the City of Linden (“Housing Authority”), a public entity organized and existing pursuant to both Title 24 of the Code of Federal Regulations, the Department of Housing and Urban Development (“HUD”), and the laws of the State of New Jersey, has determined that it is need of amending its personnel policies to address the procedures of Linden Housing Authority’s Maintenance Department (the “Maintenance Department”);

WHEREAS, the Housing Authority’s personnel policies are contained in the document entitled Linden Housing Authority Personnel Policy dated April 26, 2012 (the “Personnel Policy”);

WHEREAS, the Personnel Policy as written requires all employees of the Maintenance Department to “clock in and out by using the Electronic Finger print scanner”;

WHEREAS, the Personnel Policy does not expressly provide for disciplinary action in the event that an employee of the Maintenance Department fails to “clock in and out”; and

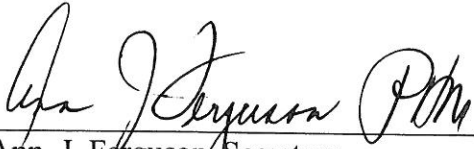
WHEREAS, the Housing Authority no longer requires that the employees of the Maintenance Department “clock in and out” using the Electronic Fingerprint Scanner;

NOW THEREFORE,

BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the City of Linden hereby amends the Linden Housing Authority Personnel Policy dated April 26, 2012 as annexed hereto;

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby directs the Executive Director of the Housing Authority of the City of Linden to amend the Personnel Policy in accordance with this resolution, to inform the employees of the Housing Authority of the amendment to the Personnel Policy, to distribute copies of the amendment to the Personnel Policy to all Linden Housing Authority employees, to require all Linden Housing Authority employees to sign an acknowledgement of their receipt of the amendment to the Personnel Policy, and to post copies of the Personnel Policy in prominent, easily accessible locations throughout the Housing Authority's facilities, work areas and offices; and

BE IT RESOLVED FURTHER, that the Board of Commissioners further authorizes and directs the Executive Director of the Linden Housing Authority to take any and all necessary administrative actions to implement this resolution.



Ann. J. Ferguson, Secretary
Housing Authority of the City of Linden

**AMENDMENT TO LINDEN HOUSING AUTHORITY
PERSONNEL POLICY DATED APRIL 26, 2012**

The first two paragraphs of "SECTION TWO" subsection "Maintenance Department" are replaced with the following:

"All employees of the LHA Maintenance Department are required to report in at the start of their shift in the manner and/or using the LHA equipment designated for clocking in and out. Each employee upon reporting to his/her scheduled shift must clock in and at the conclusion of his/her shift must clock out. Employees must also clock out at lunch time and clock in after lunch. In addition whenever an employee leaves the premises they must clock out upon leaving and clock in upon returning.

The LHA equipment for clocking in and out is located in the Maintenance Department of each building and is subject to change. Employees of the Maintenance Department will be provided with instructions on using the LHA equipment for clocking in and out.

In the event that any employee of the Maintenance Department fails, without written authorization from their supervisor, to clock in and out as required, the employee shall be subject to discipline in the discretion of the Executive Director. In addition to any other disciplinary action that the Executive Director deems appropriate, any employee that fails to clock in and out as required may have deducted one (1) day of pay from their regular pay for each day that such employee fail to clock in and out."