

**ADOPTED COPY**

*Authority Budget of:*

**ADOPTED COPY**

*Jersey City Housing Authority*

State Filing Year

2019

*For the Period:*

*April 1, 2019*

*to*

*March 31, 2020*

<http://www.jcha.gov.us>

Authority Web Address

Department Of



Community  
Affairs

**ADOPTED COPY**  
**ADOPTED COPY**

*Division of Local Government Services*

ACCTG & FINANCE DEPT

2018 FEB 20 PM 2: 17



U.S. POSTAGE PITNEY BOWES

ZIP 08628 \$ 007.85<sup>0</sup>  
02 1W  
0001389439 FEB 14 2019

**2019 HOUSING AUTHORITY BUDGET**

**JERSEY CITY HOUSING AUTHORITY**

**Certification Section**

2019

**JERSEY CITY HOUSING AUTHORITY**  
**HOUSING AUTHORITY BUDGET**

FISCAL YEAR: FROM April 1, 2019 TO March 31, 2020

*For Division Use Only*

**CERTIFICATION OF APPROVED BUDGET**

*It is hereby certified that the approved Budget made a part hereof complies with the requirements of law and the rules and regulations of the Local Finance Board, and approval is given pursuant to N.J.S.A. 40A:5A-11.*

*State of New Jersey  
Department of Community Affairs  
Director of the Division of Local Government Services*

By: Paul D. Cwert CPA, RMA Date: 2/6/2019

**CERTIFICATION OF ADOPTED BUDGET**

*It is hereby certified that the adopted Budget made a part hereof has been compared with the approved Budget previously certified by the Division, and any amendments made thereto. This adopted Budget is certified with respect to such amendments and comparisons only.*

*State of New Jersey  
Department of Community Affairs  
Director of the Division of Local Government Services*

By: Paul D. Cwert CPA, RMA Date: 2/11/2019


**2019 PREPARER'S CERTIFICATION**  
**JERSEY CITY HOUSING AUTHORITY**

**HOUSING AUTHORITY BUDGET**

**FISCAL YEAR:**    **FROM:**    April 1, 2019    **TO:**    March 31, 2020

It is hereby certified that the Housing Authority Budget, including both the Annual Budget and the Capital Budget/Program annexed hereto, represents the members of the governing body's resolve with respect to statute in that: all estimates of revenue are reasonable, accurate and correctly stated; all items of appropriation are properly set forth; and in itemization, form and content, the budget will permit the exercise of the comptroller function within the Housing Authority.

It is further certified that all proposed budgeted amounts and totals are correct. Also, I hereby provide reasonable assurance that all assertions contained herein are accurate and all required schedules are completed and attached.

Preparer's Signature:			
Name:	Arlyn Agustin		
Title:	Acting Chief Financial Officer / Comptroller		
Address:	Jersey City Housing Authority 400 US Highway #1 (Marion Gardens Bldg. #7) Jersey City, NJ 07306		
Phone Number:	(201) 706-4607	Fax Number:	(201) 547-8955
E-mail address	aagustin@jcha.us		



# 2019 APPROVAL CERTIFICATION


## JERSEY CITY HOUSING AUTHORITY

### HOUSING AUTHORITY BUDGET

**FISCAL YEAR:**    **FROM:**    April 1, 2019    **TO:**    March 31, 2020

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Jersey City Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 14<sup>th</sup> day of January, 2019.

It is further certified that the recorded vote appearing in the resolution represents not less than a majority of the full membership of the governing body thereof.

Officer's Signature:			
Name:	Vivian Brady-Phillips		
Title:	Interim Executive Director		
Address:	Jersey City Housing Authority 400 US Highway #1 (Marion Gardens Bldg. #7) Jersey City, NJ 07306		
Phone Number:	(201) 706-4600	Fax Number:	(201) 547-6702
E-mail address	vbrady-phillips@jcha.us		

# INTERNET WEBSITE CERTIFICATION

Authority's Web Address: http://www.jcha-gov.us

All authorities shall maintain either an Internet website or a webpage on the municipality's or county's Internet website. The purpose of the website or webpage shall be to provide increased public access to the authority's operations and activities. N.J.S.A. 40A:5A-17.1 requires the following items to be included on the Authority's website at a minimum for public disclosure. Check the boxes below to certify the Authority's compliance with N.J.S.A. 40A:5A-17.1.

- ☒ A description of the Authority's mission and responsibilities
- ☒ The budgets for the current fiscal year and immediately preceding two prior years
- ☒ The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information
- ☒ The complete annual audits of the most recent fiscal year and immediately two prior years
- ☒ The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the authority to the interests of the residents within the authority's service area or jurisdiction
- ☒ Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time, date, location and agenda of each meeting
- ☒ The approved minutes of each meeting of the Authority including all resolutions of the board and their committees, for at least three consecutive fiscal years
- ☒ The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority
- ☒ A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

It is hereby certified by the below authorized representative of the Authority that the Authority's website or webpage as identified above complies with the minimum statutory requirements of N.J.S.A. 40A:5A-17.1 as listed above. A check in each of the above boxes signifies compliance.

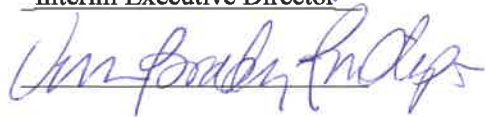
Name of Officer Certifying compliance

Vivian Brady-Phillips

Title of Officer Certifying compliance

Interim Executive Director

Signature



# 2019 HOUSING AUTHORITY BUDGET RESOLUTION

## JERSEY CITY HOUSING AUTHORITY

**FISCAL YEAR: FROM: April 1, 2019 TO: March 31, 2020**

WHEREAS, the Annual Budget and Capital Budget for the **Jersey City Housing Authority** for the fiscal year beginning April 1, 2019 and ending March 31, 2020 has been presented before the governing body of the Jersey City Housing Authority at its open public meeting of January 14<sup>th</sup>, 2019; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$83,291,432, Total Appropriations, including any Accumulated Deficit, if any, of \$83,291,432 and Total Unrestricted Net Position utilized of “-0-”; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$4,701,459 and Total Unrestricted Net Position planned to be utilized as funding thereof, of “-0-”; and

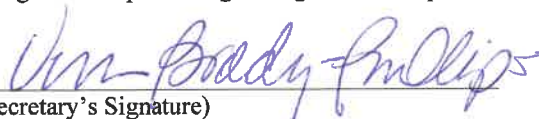
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Jersey City Housing Authority, at an open public meeting held on January 14, 2019 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Jersey City Housing Authority for the fiscal year beginning April 1, 2019 and ending March 31, 2020 is hereby approved; and

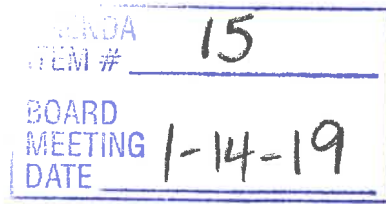
BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Jersey City Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on February 6, 2019.

  
(Secretary's Signature)

1/15/19  
(Date)

GOVERNING BODY MEMBER:	RECORDED		VOTE	
	AYE	NAY	ABSENT	ABSTENTION
<b>J. Dublin</b>	✓			
<b>H. Fuentes</b>			✓	
<b>A. Herbold</b>	✓			
<b>R. Jones</b>			✓	
<b>F. Kitchens</b>	✓			
<b>A. Abdullah</b>	✓			
<b>R. Mukherji</b>	✓			



**RESOLUTION AUTHORIZING THE APPROVAL OF JCHA'S FY 2020 ANNUAL OPERATING AND CAPITAL BUDGETS FOR THE SUBMISSION TO NJ DIVISION OF LOCAL GOVERNMENT SERVICES.**

**WHEREAS**, the Annual Budget and Capital Budget for the **Jersey City Housing Authority ("JCHA")** for the fiscal year beginning, April 1, 2019 and ending, March 31, 2020 has been presented before the Board of Commissioners of the JCHA ("Board") at its open public meeting of January 14, 2019; and

**WHEREAS**, the Annual Budget as introduced reflects Total Revenues of \$ 83,291,432, Total Appropriations, including any Accumulated Deficit if any, of \$ 83,291,432 and Total Unrestricted Net Position utilized of zero "-0-"; and

**WHEREAS**, the Capital Budget as introduced reflects Total Capital Appropriations of \$4,701,459 and Total Unrestricted Net Position planned to be utilized as funding thereof, of zero "-0-"; and

**WHEREAS**, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the JCHA, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

**WHEREAS**, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of JCHA's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

**NOW, THEREFORE BE IT RESOLVED**, by the Board , at an open public meeting held on January 14, 2019 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the JCHA for the fiscal year beginning, April 1, 2019 and ending, March 31, 2020 is hereby approved; and

**BE IT FURTHER RESOLVED**, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in JCHA's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

**BE IT FURTHER RESOLVED**, that the Board will consider the Annual Budget and Capital Budget/Program for adoption on February 6, 2019.

**RESOLUTION AUTHORIZING THE  
APPROVAL OF JCHA'S FY 2020  
ANNUAL OPERATING AND  
CAPITAL BUDGETS FOR THE  
SUBMISSION TO NJ DIVISION OF  
LOCAL GOVERNMENT SERVICES.**

PAGE 2 of 2

**DATED: January 14, 2019**

COMMISSIONER	MOTION	2 <sup>nd</sup>	AYE	NAY	ABSENT	ABSTENTION
J. Dublin			✓			
H. Fuentes					✓	
A. Herbold			✓			
R. Jones					✓	
F. Kitchens		✓	✓			
A. Abdullah	✓		✓			
R. Mukherji			✓			

I hereby certify that the herein above Resolution accurately memorializes the Resolution of the Board of Commissioners of the Housing Authority of the City of Jersey City as presented at its meeting of January 14, 2019 in the presence of a legally binding quorum.


  
Vivian Brady-Phillips  
Interim Executive Director/Secretary

S E A L

**2019 ADOPTION CERTIFICATION**  
**JERSEY CITY HOUSING AUTHORITY**  
**HOUSING AUTHORITY BUDGET**

**FISCAL YEAR: FROM: April 1, 2019 TO: March 31, 2020**

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the **Jersey City Housing Authority**, pursuant to N.J.A.C. 5:31-2.3, on the **6<sup>th</sup>** day of **February, 2019**.

Officer's Signature:			
Name:	Vivian Brady-Phillips		
Title:	Interim Executive Director		
Address:	400 US Highway #1 (Marion Gardens), Jersey City, NJ 07306		
Phone Number:	(201) 706-4600	Fax Number:	(201) 547-6702
E-mail address	<a href="mailto:vbrady-phillips@jcha.us">vbrady-phillips@jcha.us</a>		

# 2019 ADOPTED BUDGET RESOLUTION

## JERSEY CITY HOUSING AUTHORITY

### HOUSING AUTHORITY BUDGET

**FISCAL YEAR:**    **FROM:**    April 1, 2019    **TO:**    March 31, 2020

WHEREAS, the Annual Budget and Capital Budget/Program for the **Jersey City Housing Authority** for the fiscal year beginning April 1, 2019 and ending March 31, 2020 has been presented for adoption before the governing body of the Jersey City Housing Authority at its open public meeting of February 6, 2019; and

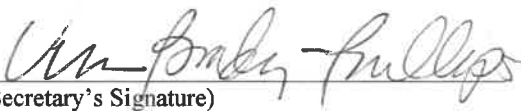
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of **\$83,291,432**, Total Appropriations, including any Accumulated Deficit, if any, of **\$83,291,432** and Total Unrestricted Net Position utilized of “-0-”; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of **\$4,701,459** and Total Unrestricted Net Position planned to be utilized of “-0-”; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Jersey City Housing Authority, at an open public meeting held on February 6, 2019 that the Annual Budget and Capital Budget/Program of the Jersey City Housing Authority for the fiscal year beginning April 1, 2019 and ending March 31, 2020 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

  
(Secretary's Signature)

  
(Date)

GOVERNING BODY MEMBER:	RECORDED		VOTE	
	AYE	NAY	ABSENT	ABSTENTION
J. Dublin	✓			
H. Fuentes	✓			
A. Herbold	✓			
R. Jones	✓			
F. Kitchens	✓			
A. Abdullah	✓			
R. Mukherji	✓			



AGENDA ITEM #	13
BOARD MEETING DATE	2-6-2019

**RESOLUTION AUTHORIZING THE ADOPTION OF JCHA'S FY 2020  
ANNUAL OPERATING AND CAPITAL BUDGETS FOR THE SUBMISSION  
TO NJ DIVISION OF LOCAL GOVERNMENT SERVICES.**

**WHEREAS**, the Annual Budget and Capital Budget for the **Jersey City Housing Authority ("JCHA")** for the fiscal year beginning, April 1, 2019 and ending, March 31, 2020 has been presented for adoption before the governing body of the Jersey City Housing Authority at its open public meeting of February 6, 2019; and

**WHEREAS**, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

**WHEREAS**, the Annual Budget as presented for adoption reflects Total Revenues of \$83,291,432, Total Appropriations, including any Accumulated Deficit if any, of \$83,291,432 and Total Unrestricted Net Position utilized of zero "-0-"; and

**WHEREAS**, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$4,701,459 and Total Unrestricted Net Position planned to be utilized as funding thereof, of zero "-0-"; and

**NOW, THEREFORE BE IT RESOLVED**, by the governing body of Jersey City Housing Authority, at an open public meeting held on February 6, 2019 that the Annual Budget and Capital Budget/Program of the Jersey City Housing Authority for the fiscal year beginning, April 1, 2019 and, ending, March 31, 2020 is hereby adopted and shall constitute appropriations for the purposes stated; and



**RESOLUTION AUTHORIZING THE  
APPROVAL OF JCHA'S FY 2020  
ANNUAL OPERATING AND  
CAPITAL BUDGETS FOR THE  
SUBMISSION TO NJ DIVISION OF  
LOCAL GOVERNMENT SERVICES.**

PAGE 2 of 2

**BE IT FURTHER RESOLVED**, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

**DATED:** February 6, 2019

COMMISSIONER	Motion	2 <sup>nd</sup>	AYE	NAY	Absent	Abstention
J. Dublin			✓			
H. Fuentes			✓			
A. Herbold			✓			
R. Jones			✓			
F. Kitchens		✓	✓			
A. Abdullah	✓		✓			
R. Mukherji			✓			

I hereby certify that the hereinabove Resolution accurately memorializes the Resolution of the Board of Commissioners of the Housing Authority of the City of Jersey City as presented at its meeting of February 6, 2019 in the presence of a legally binding quorum.

  
Vivian Brady-Phillips  
Executive Director/Secretary

S E A L

**2019 HOUSING AUTHORITY BUDGET**  
**JERSEY CITY HOUSING AUTHORITY**

**Narrative and Information Section**

# 2019 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

## JERSEY CITY HOUSING AUTHORITY

(Name)

### AUTHORITY BUDGET

FISCAL YEAR: FROM: April 1, 2019 TO: March 31, 2020

*Answer all questions below. Attach additional pages and schedules as needed.*

1. Complete a brief statement on the 2019/2019-2020 proposed Annual Budget and make comparison to the 2018/2018-2019 adopted budget for each operation. Explain any variances over +/-10% (**As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%**) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide documentation of how the increase occurred (Example Rate Increase authorized by resolution or by HUD).

**Salary & Wages – Tenant Services increased by 76.8%.** This is based on a reclassification of job type from Administrative to Tenant Services. The positions in the prior year were classified under Administration but should have been Tenant Services. If Administration Salary & Wages & Tenant Services Salary & Wages were combined and compared to the prior FY 2019 Adopted Budget, the variance would only be 8.24%.

**Salary & Wages – Maintenance & Operation increased by 11.5%.** It is based on an increase in hiring staff to back fill the positions due to the 41 vacant units demonstration & modernization plan at Booker T. Washington. Please see attached HUD Approval/Resolution of the Vacancy Demonstration. ***Please see Attachment N-1 (1 & 2).***

**Administration Fringe Benefits increased by 18.2% & Cost of Providing Services' Fringe Benefits increased by 44%.** This is due to the increase of hiring maintenance/labor staff, medicare reimbursements, pension appropriation costs and active employees' health care. See N-4 Schedule of Benefits – Detailed Cost Analysis.

**Legal Fees & Fees for Service increased by 24.0%.** We anticipate additional contracts for Development in the near future to be reviewed by the Development Director/In-house Counsel. Legal Fees for Service will be charged accordingly to the Operating Fund or Capital Fund.

**Staff Training increased by 219% & Related Travel Costs increased by 50.4%.** JCHA will train and re-train new and existing staff to ensure successful implementation of new programs and that staff is equipped to deliver existing programs and services. For example, the HCV Department anticipates training over 10 Housing Assistant Technicians and JCHA plans to train staff agency-wide on Microsoft Excel, Word, etc.

**Maintenance & Operation increased by 104.3%** Due to staffing shortage, the JCHA has not completed all open work orders, including those created in response to the most recent REAC inspections conducted by HUD. In order to remediate and bring the facilities into compliance, JCHA will undertake the necessary steps and make the required maintenance and/or repairs including capital improvements. JCHA will monitor the progress being made by each AMP with the completion of work orders and will meet with each site manager monthly to monitor work order completion.

In addition, the increase in Maintenance & Operation is due to the need to hire additional staff to back fill the positions due to the 41 vacant units demonstration & modernization plan at Booker T. Washington approved by HUD. Please see attached HUD Approval of the Vacancy Demonstration. ***Please see Attachment N-1 (1 & 2).***

**Insurance increased by 57.4%** due to an increase in actual Workers Compensation Premiums, Liability, Property, Auto, Boiler and Flood. The amounts used are actuals with a 2% inflation factor only on Workers Compensation. All others are actuals based on FY 2019 Billing.

**Terminal Leave Payments increased by 47.2%** This increase is due to scheduled retirements after April 1, 2019. In anticipation of these scheduled retirements, JCHA has budgeted \$71,172.00 for those individuals based on at least 25 years of service with JCHA.

**Extraordinary Maintenance** is not budgeted for FY2020 under the Operating Budget. This part line item will be budgeted as part of any capital improvements under the Capital Fund Program.

2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% (**As shown on budget page F-2 explain reason for change for each revenue changing more than 10%**) from the current year adopted budget.

**Excess Utilities increased by 35.8%**. There will be an increase in occupancy especially with the Booker T Washington Vacancy Demonstration of 41 units. ***Please see Attachment N-1 (1 & 2).***

**Non-Dwelling Rental increased by 12.1%**. JCHA anticipates to lease all vacant commercial spaces to non-profits or other agencies.

**CFP Operations Income increased by 197.5%**. In order to cover the anticipated expenses, the JCHA will need to utilize the Capital Fund Operations for 2018 and 2019.

**Developer Fees increased by 15.4%**. This is an estimated amount based on any future developments within the FY 2020 Budget to cover the Development Department's Operating Expenses.

**COCC Fees increased by 23.9%**. Due to the increase in servicing all sites/ AMPS / Departments, the Central Office Cost Center will increase the collection of fees for Skilled Trades, IT/MIS, Management, Asset Management, Bookkeeping Fees, Mixed Financed Oversight Fees and CFP Program Admin Fees.

**HCV Inspection Fees increased by 112.4%**. The HCV Department anticipates to charge other Housing Authorities for inspections.

**Sale of Dwellings increased by 20.0%**. The JCHA anticipates to sell 3 properties at Dwight St. Homes.

Continuum of Care Grants were reported under the HCV Program in the past as other income. Continuum of Care grants (Village of Families, Women Rising & York St) are not new grants for the agency. Due to the increase of participants in this grant, it is designated and separated from the HCV Program and classified as “Other Programs”.

Special Needs Assistance Programs were reported under the HCV Program in the past as other income. Due to the increase of participants in this grant, it is designated and separated from the HCV Program and classified as “Other Programs”.

CFP Force Account Labor of \$428,571 covers for the 41 vacant units demonstration & modernization plan at Booker T. Washington. Please see attached HUD Approval of the Vacancy Demonstration. *Please see Attachment N-1 (1 & 2).*

3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program.

**We do not anticipate that the local/regional economy will have a major effect on the proposed Annual Budget.**

4. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget, i.e. rate stabilization, debt service reduction, to balance the budget, etc. If the Authority’s budget anticipates a use of Unrestricted Net Position, this question must be answered.

**Unrestricted Net Position is not utilized in the proposed budget, since it is a balanced budget.**

5. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.).

**Not Applicable.**

6. The proposed budget must not reflect an anticipated deficit from 2019/2019-2020 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. **(Prepare a response to deficits caused by the implementation of GASB 68, 45 )**

**The financial reports are prepared in accordance with GAAP and full accrual basis. GASB 68 was implemented in FYE March 31, 2016 and JCHA recorded over \$35 million of unfunded pension liability published by the State of New Jersey Division of Pensions and Benefits. Based on the KPMG LLP’s audit report of the State of New Jersey Division of Pensions and Benefits for FYE June 30, 2017, the Jersey City Housing Authority’s current balance is \$29,938,043.**

JCHA's long term pension liability and retirees' post-employment benefits (medical & Medicare reimbursements) have been funded on a pay-as-you-go basis. The Jersey City Housing Authority ("JCHA") is pursuing various strategies to generate additional revenue and will complete several cost analyses to identify ways the JCHA can further reduce expenses in order to increase its ability to fund its long- and short-term liabilities. The JCHA is considering all possible alternatives in generating new revenue and cost savings, not just to fund the long term GASB 68 liability of over \$122,000,000, but also to meet the ongoing retirees' post-employment benefit costs and the uncompensated absences/terminal leave.

- a) HUD recently approved the use of Force Account Labor utilizing JCHA's Capital Fund to modernize 41 vacant units at Booker T Washington. When completed, this demonstration project will increase JCHA's operating revenue for Booker T Washington substantially once completed by approximately \$429,000 annually.
- b) The JCHA has applied for funding to deliver the City of Jersey City's Housing Opportunities for Persons with AIDS (HOPWA) program. If awarded this grant, the JCHA will obtain a new revenue stream that will create opportunities, growth and expansion for the HCV/Sec8 Department.
- c) The JCHA continues to promote Housing Quality inspection services to other housing authorities in Hudson County in order to generate more revenue for the HCV/Section 8 Department.
- d) One of the incentives for high performers, as per Section 902.71, is the High Performer bonus for the Capital Fund formula calculation. Therefore, the JCHA is putting in best efforts towards becoming a high performer.
- e) The JCHA leases COCC space and the sites' community rooms. The proposed FY2020 Budget reflects just 50% of the potential rental income at full capacity. The COCC is currently receiving annual rental income of \$95,152 from the COCC's leased space, which is 50% of the full potential income of \$190,304. Similarly, Curries Woods' leased spaces is budgeted at \$36,400, which is also at 50%.
- f) The Accounting & Finance Department will engage staff and department directors in ongoing monthly assessments and the budget process to further identify cost saving opportunities.
- g) The JCHA will perform a cost analysis that compares the cost of engaging independent contractors versus hiring new employees for short-term projects, taking into consideration, salaries, benefits, employer liabilities and annual workers' compensation premiums versus independent contractors' fees and charges.
- h) The JCHA will also perform a cost analysis of each public housing site and department, considering staff size, and reviewing staff duties and responsibilities. Use the 33% of revenue rule as a guideline for staffing costs, JCHA will continue to evaluate the costs and benefits of participating in the State Health Benefits Program and whether its current level of employee benefits is appropriate. The JCHA will also ensure that employees understand the various health plans, and health plan alternatives, including the health benefit waiver incentive, which is a mutual benefit for both eligible employees and the JCHA.

- i) JCHA's Information Technology Department is implementing and upgrading current software and training to create efficiencies for the sites and departments. They are also looking into an automation tablet form and mobile work order system in order to reduce and eliminate paper and paper-related costs.
- j) The Asset Management Department (which includes skilled trades) is creating an aggressive preventive maintenance program to reduce major maintenance costs.
- k) The Asset Management Department is looking into investing in the purchase of fleet trucks for the sites using the Management Improvements budget line item of the Capital Fund, thus eliminating truck leases currently in place, subject to JCHA Board and HUD approval.
- l) The Development Department has several ongoing projects, including six approved potential RAD conversions, and a new phase of site revitalization at a former public housing site. The JCHA is also exploring revitalization of another public housing site. These projects, if they move forward, will offer new revenue streams.
- m) Part of the FY2020 Budget includes a Grant Writer to seek funds additional grants from HUD and other federal, state, local and philanthropic funds.
- n) The JCHA has and will continue to confer with other housing authorities nationally to identify other potential revenue sources that have proven successful

The following have not yet been proposed and may require and subject to HUD and/or JCHA Board approval:

- a) Purchase additional properties/buildings with non-federal funds to increase cash flow and build equity.
- b) Consider working with other organizations such as Habitat for Humanity and with banks that need Community Reinvestment Act (CRA) credits

With the costs savings and net income (revenue less expenses) from the above activities, the JCHA will be able to open separate bank accounts (to avoid inter-fund issues) for each site and the Central Office, thus creating a reserve account; and consequently necessitating a funding policy. The reserves would be invested in safe and sound investments covered by FDIC and Treasury, like Certificate of Deposits (CDs), treasury bills and bonds even if the interest rate is low. This reserve account is for the JCHA to meet and cover the employees' uncompensated absences, the annual pension liability and the retirees' monthly post-employment benefits, enabling the JCHA to have more equity and positive net position.

# Attachment

## N-1

### (1 & 2)



**RESOLUTION APPROVING IMPLEMENTATION OF  
THE FORCE ACCOUNT LABOR DEMONSTRATION TO  
REHABILITATE VACANT UNITS AT BOOKER T.  
WASHINGTON APARTMENTS**

**WHEREAS**, the JCHA received a Substandard Management PHAS score from HUD as a result of having a Vacancy Rate that exceeds HUD's vacancy standard; and

**WHEREAS**, Booker T. Washington Apartments (BTW) consists of 319 family designated apartments of which 44 are vacant; and

**WHEREAS**, these vacancies require substantial repair and replacement of fixtures and mechanical systems, rendering them uninhabitable in their present condition; and

**WHEREAS**, the JCHA informed HUD representatives that it planned to utilize Force Account Labor pursuant to 24 CFR §968.120 to address BTW's vacancies; and

**WHEREAS**, the JCHA's proposed project plan includes a 14 employee workforce of qualified full-time JCHA employees to repair those vacant units in accordance with the project plan which outlines the scope, cost, timeline, critical path, and Work Breakout Structure of the work to be accomplished; and

**WHEREAS**, the JCHA calls this project plan the JCHA Vacancy Demonstration; and

**WHEREAS**, the JCHA amended its 5 Year Capital Plan to include \$750,000 towards the cost of the Vacancy Demonstration, and

**WHEREAS**, the JCHA applied for \$750,000 in Affordable Housing Trust Funds ("AHTF") from the City of Jersey City, which the JCHA anticipates will be approved; and

**WHEREAS**, on October 4, 2018 HUD approved the Vacancy Demonstration as submitted.

**RESOLUTION APPROVING IMPLEMENTATION OF THE FORCE  
ACCOUNT LABOR DEMONSTRATION TO REHABILITATE VACANT  
UNITS AT BOOKER T. WASHINGTON APARTMENTS**  
Page 2 of 2

**NOW THEREFORE BE IT RESOLVED** that the JCHA Board of Commissioners approves implementation of the JCHA Vacancy Demonstration, subject to review of General Counsel and approval of AHTF.

**DATED: November 7, 2018**

COMMISSIONER	Motion	2 <sup>nd</sup>	AYE	NAY	Absent	Abstention
H. Fuentes			✓			
A. Herbold		✓	✓			
R. Jones					✓	
F. Kitchens	✓		✓			
T. Kukla					✓	
A. Abdullah			✓			
R. Mukherji					✓	

I hereby certify that the hereinabove Resolution accurately memorializes the Resolution of the Board of Commissioners of the Housing Authority of the City of Jersey City as presented at its meeting of November 7, 2018 in the presence of a legally binding quorum.

  
Vivian Brady-Phillips  
Interim Executive Director/Secretary

SEAL

**Inter-Departmental Memorandum**

**Date:** November 7, 2018

**To:** JCHA Board of Commissioners

**From:** Vivian Brady-Phillips, Interim Executive Director  
Stephen Cea, Director of Development & Design

**Subject:** **RESOLUTION APPROVING IMPLEMENTATION OF THE FORCE  
ACCOUNT LABOR DEMONSTRATION TO REHABILITATE VACANT  
UNITS AT BOOKER T. WASHINGTON APARTMENTS**

Booker T. Washington Apartments (BTW) consists of 319 family designated apartments of which 44 are vacant. These vacancies require substantial repair and replacement of fixtures and mechanical systems, rendering them uninhabitable in their present condition.

The JCHA submitted a project management plan ("Plan") to HUD requesting authorization to utilize Force Account Labor pursuant to 24 CFR §968.120 to address BTW's vacancies. The 300 page Plan includes a 14 employee workforce of qualified full-time JCHA employees to repair those vacant units in accordance with the Plan which outlines the scope, cost, timeline, critical path, and Work Breakout Structure of the work to be accomplished. The JCHA calls the Plan the JCHA Vacancy Demonstration.

In order to effectuate HUD's approval the JCHA amended its 5 Year Capital Plan to include \$750,000 towards the cost of the Vacancy Demonstration, and applied for \$750,000 in Affordable Housing Trust Funds ("AHTF") from the City of Jersey City, which the JCHA anticipates will be granted.

On October 4, 2018 HUD approved the Vacancy Demonstration as submitted. A copy of HUD's approval is attached hereto as Exhibit A.



**U.S. Department of Housing and Urban Development**  
Newark Field Office- Region II  
One Newark Center 13<sup>th</sup> Floor  
Newark, New Jersey 07102-5260  
Office (973) 622-7900  
Fax (973) 645-2270

**OCT 04 2018**

Mrs. Vivian Brady-Phillips, Interim Executive Director  
Jersey City Housing Authority  
400 US Highway # 1 (Marion Gardens)  
Jersey City, New Jersey 07306-6731

Dear Mrs. Vivian:

**Subject: Approval of Force account labor work for Booker T. Washington  
41-units modernization plan for Vacancy Demonstration**

In association with the subject FAL work to be performed at Booker T Washington development on 41 vacant units, our office has reviewed the submitted document during our quarterly meeting on August 30, 2018. The Jersey City Housing Authority (JCHA) has provided following items in compliance with FAL requirements.

**A. Cost Benefit Analysis**

1. JCHA has described in its cost analysis that the agency can yield considerable savings as opposed to issuing bid requests.
2. The budget for each unit described with required work to be performed by capable and skilled maintenance and procurement staff
3. Cost and administration of all related equipment and materials are clearly identified

**B. Skillful Workforce: The JCHA will comply with applicable Federal and state labor standards.**

- a. The JCHA will hire employees for FAL and use internal PHA employees as describe The JCHA employees will perform their regular duties are either suspended or reassigned
- b. Maintenance of the properties are continuously managed and are not compromised
- c. Employees' regular work assignments are not adversely affected
- d. Newly hired employees will be on a temporary basis and will be absorbed for permanent status.
- e. Employees' contracts should outline the labor skills required, licensing requirements, duration of assignment, wages earned, fringe benefits, etc.

Visit Our Web Site at: [www.hud.gov](http://www.hud.gov)

**C. Management and Supervision of FAL work**

Chief Financial Officer (CFO), Contract Coordinator, Regional Asset Manager (RAM), Director of Development and Project managers will be responsible for planning and implementation of FAL work.

**Based on the plan provided by JCHA, our office has no objection to approve the FAL work as it is cost-effective and appropriate to the scope and type of physical improvements and the PHA has the capacity to serve as its own main contractor and to maintain an adequate level of routine maintenance during force account activity.**

The JCHA must contact local Contractor Industrial Relation Specialist (CIRS) for FAL request with the final scope of project, the numbers of internal and external workforce, managers, supervisors, etc. and outline of management control system. Also, JCHA must contact CIRS for a wage decision or non-routine maintenance. In addition, the funds must be obligated at a reasonable rate after work activity commences. The JCHA will maintain all files for labor and material payments, Inspection reports and final acceptance of unit report.

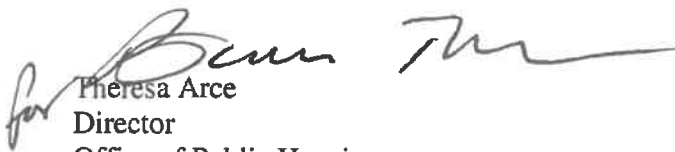
Please be advised that the JCHA must follow the restrictions described below.

**A. Unacceptable Labor Workforce/Conflicts of Interest**

1. Present or former members or officers of the PHA's governing body or their immediate family members
2. Employees of the PHA who form policies or influence decisions with respect to the project or their immediate family members or business partners
3. Any public official, member of a local governing body, state or local legislator, or their immediate family, who exercise functions or responsibilities with respect to the project or PHA

You may contact Raj Patel of my staff at (973)-776-7228, should you have any further questions.

Sincerely,

  
Theresa Arce  
Director  
Office of Public Housing

# HOUSING AUTHORITY CONTACT INFORMATION

## 2019

### JERSEY CITY HOUSING AUTHORITY

Please complete the following information regarding this Housing Authority. All information requested below must be completed.

<b>Name of Authority:</b>	Jersey City Housing Authority		
<b>Federal ID Number:</b>	22-6002501		
Address:	400 US Highway #1 (Marion Gardens, Bldg. #7)		
City, State, Zip:	Jersey City	NJ	07306
Phone: (ext.)	(201) 706-4600	Fax:	(201) 547-6702

<b>Preparer's Name:</b>	Arlyn Agustin, Acting Chief Financial Officer / Comptroller		
Preparer's Address:	400 US Highway #1 (Marion Gardens, Bldg. #7)		
City, State, Zip:	Jersey City	NJ	07306
Phone: (ext.)	(201) 706-4607	Fax:	(201) 547-8955
E-mail:	<a href="mailto:aagustin@jcha.us">aagustin@jcha.us</a>		

<b>Chief Executive Officer:</b>	Vivian Brady-Phillips, Interim Executive Director		
Phone: (ext.)	(201) 706-4600	Fax:	(201) 547-6702
E-mail:	<a href="mailto:vbrady-phillips@jcha.us">vbrady-phillips@jcha.us</a>		

<b>Chief Financial Officer:</b>	Arlyn Agustin, Acting Chief Financial Officer / Comptroller		
Phone: (ext.)	(201) 709-4607	Fax:	(201) 547-8955
E-mail:	<a href="mailto:aagustin@jcha.us">aagustin@jcha.us</a>		

<b>Name of Auditor:</b>	Richard Larsen		
Name of Firm:	Novogradac & Company LLC		
Address:	1433 Hooper Avenue, Suite 329		
City, State, Zip:	Toms River	NJ	08753
Phone: (ext.)	(732) 503-4257	Fax:	(732) 341-1424
E-mail:	<a href="mailto:rich.larsen@novoco.com">rich.larsen@novoco.com</a>		

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

## JERSEY CITY HOUSING AUTHORITY

(Name)

**FISCAL YEAR:**    **FROM:**    April 1, 2019    **TO:**    March 31, 2020

Answer all questions below completely and attach additional information as required.

- 1) Provide the number of individuals employed in **(Use Most Recent W-3 Available 2017 or 2018)** as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 202
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, **(Use Most Recent W-3 Available 2017 or 2018 )**Transmittal of Wage and Tax Statements: \$10,299,009.45
- 3) Provide the number of regular voting members of the governing body: 7
- 4) Provide the number of alternate voting members of the governing body: None
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? No *If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.*
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year **(Most Recent Filing that March 31, 2018 or 2019 deadline has passed 2018 or 2019)** because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) Yes **If "no,"** provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No *If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.*
- 8) Was the Authority a party to a business transaction with one of the following parties:
  - a. A current or former commissioner, officer, key employee, or highest compensated employee?  
No
  - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? No
  - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner?  
No*If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.*
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's

family, or any other person designated by the transferor. Yes If “yes,” attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.

**Marvin Walton: \$13,975.37 (\$9,291 for Life Insurance; \$4,684.37 for DCRP)**

- 10) Explain the Authority’s process for determining compensation for all persons listed on Page N-4. Include whether the Authority’s process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. ***Attach a narrative of your Authorities procedures for all employees.***

**Please see Attachment N-3 (10). N4 is commissioners and highly compensated individuals –**

**None of the Authority’s commissioners receive compensation. With regard to all staff members listed, including the Executive Director, compensation is determined by reviewing compensation data for comparable positions in similarly-sized entities and by annual performance evaluations. The Executive Director also had a written employment contract. Please also see attached Jersey City Housing Authority Personnel Policies Attachment N-3.**

- 11) Did the Authority pay for meals or catering during the current fiscal year? Yes If “yes,” ***attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed. Please see Attachment N-3 (11).***

- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? Yes If “yes,” ***attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed. Please see Attachment N-3 (12)***

- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:

- a. First class or charter travel No
- b. Travel for companions No
- c. Tax indemnification and gross-up payments No
- d. Discretionary spending account No
- e. Housing allowance or residence for personal use No
- f. Payments for business use of personal residence No
- g. Vehicle/auto allowance or vehicle for personal use Yes
- h. Health or social club dues or initiation fees No
- i. Personal services (i.e.: maid, chauffeur, chef) No

***If the answer to any of the above is “yes,” attach a description of the transaction including the name and position of the individual and the amount expended. Please see Attachment N-3 (13g).***

- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? Yes If “no,” ***attach an explanation of the Authority’s process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)***

- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? Yes If “yes,” ***attach explanation including amount paid.***

**Marvin L. Walton, Termination, \$83,311.66; William LeClaire, Retirement Separation Payout 7/1/18, \$52,795.56**



- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? \_ No \_ If “yes,” *attach explanation including amount paid.*
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board’s Electronic Municipal Marketplace Access (EMMA) as required? Not Applicable If “no,” attach a description of the Authority’s plan to ensure compliance with its Continuing Disclosure Agreements in the future.
- 18) Did the Authority receive any notices from the Department of Housing and Urban Development or any other entity regarding maintenance or repairs required to the Authority’s facilities to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? \_ Yes \_ If “yes,” attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority’s plan to address the conditions identified.  
**“Due to staffing shortage, the JCHA has not completed all open work orders created from the past REAC inspection. JCHA will monitor the progress being made by each AMP with the completion of work orders and will meet with each site manager monthly.”**
- 19) Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations ? \_ No \_ If “yes,” attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.
- 20) Has the Authority been deemed “troubled” by the Department of Housing and Urban Development? \_ No \_ If “yes,” attach an explanation of the reason the Authority was deemed “troubled” and describe the Authority’s plan to address the conditions identified.

# **Attachment**

## **N-3**

### **(10)**

# Personnel Policies

*For*

Jersey City Housing Authority

Employees

## Personnel Policies

1. Preamble
2. Americans with Disabilities
3. Policy Against Harassment
4. Attendance & Promptness
5. COBRA -Post Employment Medical Insurance Options
6. Code of Ethics
  - a. Guidelines regarding Employees' Use of Computers & Related Equipment
7. Conscientious Employee Protection
8. Disciplinary Action
9. Domestic Partnership Medical Coverage
10. Dress Code
11. Drug Free Workplace
12. Employee Evaluation
13. Employee's Right to Know
14. Family & Medical Leave
15. Furlough Policy
16. Immigration
17. Organization
18. Probationary Period
19. Recruitment & Appointment
20. Smoke Free Workplace
21. Travel & Meetings
22. Uniform & Safety Equipment

*Please also see bargaining agreements with Independent Service Workers of America (ISWA) and Housing Authority Supervisors' Union (HASU) for additional employment benefits and conditions and work rules not listed above.*

## **PREAMBLE: BASIC PRINCIPLES AND STATUTE REFERENCES**

### ***A. STATE AND FEDERAL LAWS***

The Personnel Policies conform to any and all federal and state laws and municipal ordinances affecting employment practices and all of the rules and regulations attendant to such. These laws include, but are not limited to, to United States Housing Act of 1938, as amended, the Civil Rights Act of 1964 and 1968, as amended, the Americans with Disabilities Act of 1990, the New Jersey Local Housing Authorities Law and the New Jersey Civil Service Law.

If any change in any law affects a portion of this document, the JCHA will ensure that the policies are so amended.

### ***B. NEW JERSEY DEPARTMENT OF PERSONNEL (CIVIL SERVICE)***

The Personnel Policies are in accordance with the New Jersey Civil Service Law and all the rules and regulations promulgated by the New Jersey Department of Personnel affecting Local Government Service.

The New Jersey Department of Personnel classifies JCHA positions, writes, announces and conducts examinations, certifies lists of eligible and qualified persons to the JCHA for appointment to established positions and provides for minimum requirements regarding paid and unpaid leaves of absences, parameters for disciplinary actions, procedures for demotions and terminations of employment and an appeal process for the above actions.

(A complete copy of the governing statute inclusive of all regulations is on file in the Personnel Office).

### ***C. EQUAL OPPORTUNITY AND NON-DISCRIMINATION***

The JCHA's employment policy is to recruit and hire employees without discrimination because of race, religion, color, sex, age, physical or mental handicap, marital status, or national origin and to treat them equally with respect to compensation and opportunities for advancement. The JCHA will provide reasonable accommodations to qualified handicapped individuals. Equal employment opportunity shall apply to all personnel actions including, but not limited to, recruitment, hiring, upgrading, promotion, demotion, transfer, layoff or termination.

***D. COMPARABILITY WITH LOCAL PUBLIC PRACTICE***

The Personnel policies, practices, benefits, qualifications and compensation are comparable to local public practice in accordance with the provisions of Section 307 of the HUD Annual Contributions Contract. These policies also comply with the requirements set forth in HUD's Personnel Handbook, 7401.7, 10/87. The JCHA's most recent Comparability Analysis, as approved by HUD's Field Office, is on file in the Personnel Office.

***E. UNION REPRESENTATION & COLLECTIVE BARGAINING AGREEMENTS***

The JCHA recognizes the employee organizations formed by the employees to negotiate the terms and conditions of their employment -- namely the International Service Workers of America, Local 101 (ISWA), and the Housing Authority Supervisor's Union (HASU). The Personnel Policies are in accordance with the provisions of the union contracts and the New Jersey Public Employees Relations Law.

On December 4, 1991, the JCHA's Board of Commissioners approved resolutions adopting the most recent ISWA and HASU collective bargaining agreements as amendments to the JCHA's Personnel Policies.

When a change in the contracts occurs which affects portions of these policies, the policies are amended to insure consistency.

***F. MERIT***

Within the parameters of the above, the employment of personnel and all actions affecting employees shall be based on merit, including qualifications and performance.

***G. AMENDMENTS***

Amendment of any of the following policies shall be by resolution of the Board of Commissioners.

***H. SEPARABILITY AND SAVINGS CLAUSE***

Should any part of this policy statement be rendered or declared invalid by reason of any existing or subsequently enacted legislation, or any decree of a court of competent jurisdiction, such invalidation of a portion shall not affect the remaining portions.

***I. NULLIFICATION CLAUSE***

These revised policies rescind and supercede all previous Personnel Policies and constitute the JCHA's current policy and practice.

## DISABILITIES

This policy, derived from the Americans With Disabilities Act (ADA), ensures that individuals with disabilities, including both JCHA applicants and current employees, are treated in the same manner and provided the same opportunities as individuals without disabilities. The anti-discrimination provisions of this policy include but are not limited to the following areas: hiring, promotions, terminations, transfers, job training, fringe benefits, leaves of absence or other terms of employment.

A disability under the ADA is defined as a known physical or mental impairment which substantially limits one or more of an individual's major life activities. Therefore, this policy protects not only the blind and individuals in wheelchairs but also those with less obvious disabilities such as: hearing impairments, mental illness and conditions like acquired immune deficiency syndrome. Current or recent use of illegal drugs or alcohol related problems are not disabilities under ADA; however, once individuals have successfully completed a rehabilitation program they are protected under the Act.

When hiring or working with a qualified individual with a disability, the JCHA shall determine whether there are any reasonable accommodations that could be made which would permit the individual to compete on the same level as those without disabilities. A qualified individual is defined as: one who can perform the essential functions of the job, with or without reasonable accommodations. Accommodations that may be requested include, for example, reassignment to vacant positions, new or modified equipment, modified work schedule, etc.

The JCHA shall make a reasonable effort to accommodate the qualified individual unless it can be proven that doing so would cause undue hardship. Undue hardship is defined as "requiring significant difficulty or expense" and is subject to interpretation on a case by case basis. The JCHA can; however, refuse to accommodate those who can be proven to pose a direct threat to the safety of themselves or others.

In recognition of and compliance with the ADA, the following policy provisions shall be followed:

1. The JCHA shall not discriminate against a "qualified individual with a disability" as that term is defined in the ADA, in any of the areas set forth above in accordance with the provisions of the legislation.
2. The JCHA shall not conduct pre-employment physicals, but shall conduct medical examinations after offers of employment are made and will condition said offers of employment upon the results of such physicals.
3. The JCHA shall maintain such medical information on separate forms and in separate medical files and shall maintain the same as confidential information subject only to disclosure in accordance with the ADA.
4. The JCHA shall make reasonable accommodations to the known physical and mental disabilities of otherwise qualified individuals with handicaps, except in those cases where the accommodation would impose a hardship on the operation of the JCHA's business.
5. The JCHA shall adopt the provisions of Section 104 of Title I, "Illegal Use of Drugs and Alcohol", and incorporate same into its personnel policy.
6. The JCHA shall post notices describing the applicable provisions of the ADA in accordance with the terms of the law.

The Equal Employment Opportunity Commission (EEOC) is responsible for monitoring compliance with the ADA. Remediation and enforcement procedures are defined under Title VII of the 1964 Civil Rights Act, and the Rehabilitation Act of 1973.



## POLICY PROHIBITING HARASSMENT IN THE WORKPLACE

The Jersey City Housing Authority (the "JCHA") is committed to providing a work environment for all employees that is free of discrimination and/or harassment. The JCHA will not tolerate harassment of or by JCHA employees toward anyone.

### *Applicability*

This policy applies to all people employed by the JCHA, and its officials and representatives, including, but not limited to full and part-time, hourly, seasonal and temporary employees, Commissioners, and volunteers working on behalf of the JCHA, and prohibits such conduct by or towards all such employees/Commissioners/volunteers. Independent contractors, vendors and all other parties, engaged in a professional business relationship with the JCHA are also expected to abide by this policy. In addition, no JCHA employee shall be required to withstand behavior from the public that violates this policy.

### *Purpose*

This policy is designed to ensure all employees of the JCHA a work environment free of any type of discrimination based upon a protected group status, including freedom from sexual harassment. The purpose of this policy is to inform employees that harassment based upon a protected group status is prohibited, to educate employees about harassment based upon a protected group status and to provide employees with a procedure to bring complaints to management's attention.

## **A. PROHIBITIONS AND PROTECTED GROUPS OF EMPLOYEES:**

### **1. Protected Groups of Employees:**

All JCHA employees are expected to avoid any behavior or conduct of a harassing nature. The JCHA prohibits any form of harassment or discrimination related to an employee's protected group status, including:

- race or color
- creed or religion
- national origin or ancestry
- sex, gender identity or expression or affectional or sexual orientation
- age
- marital status, civil union status or domestic partnership status
- familial status
- disability (including perceived disability, physical, mental, and/or intellectual disabilities)
- genetic information or atypical hereditary cellular or blood trait
- liability for service in the Armed Forces of the United States,
- veteran status
- citizenship status, or other protected group status.

**2. Prohibitions:**

Harassment includes, but is not limited to the following:

- Treating an individual less favorably based on a person's protected group status;
- Using derogatory or demeaning slurs to refer to a person's protected group status;
- Calling another by an unwanted nickname which refers to one or more protected group statuses, or telling ethnic jokes that harass an employee or create a hostile work environment;
- Using derogatory references regarding a protected group status in any job-related communication;
- Engaging in threatening, intimidating, or hostile acts, in the workplace, based on a protected group status; or
- Displaying or distributing material in the workplace that contains language or images that are derogatory or demeaning, based on any protected group status.

Any form of harassment or discrimination related to an employee's protected group status, (including email, text-messaging or any other form of electronic communications), violates this policy. This policy applies to all employment practices such as recruitment, selection, hiring, training, promotion, transfer, assignment, layoff, return from layoff, termination, compensation, fringe benefits, working conditions and career development. Violations of this policy will result in appropriate disciplinary action up to and including termination of employment.

**B. SEXUAL HARASSMENT:**

The JCHA prohibits sexual harassment of its employees in any form. Such conduct shall result in appropriate disciplinary action up to and including dismissal from employment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct, gestures or communication (including email or other electronic messages), expressed or implied, of a sexual nature when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment; or
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, or
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment, or creating an intimidating hostile or offensive employment environment.

*Sexual Harassment (continued)*

No supervisory employee shall threaten or insinuate either directly or indirectly, that an employee's refusal to submit to sexual advances will adversely affect the employee's continued employment, evaluation, compensation, assignment, advancement, or any other condition of employment. Similarly, no supervisory employee shall promise or suggest either directly or indirectly, that an employee's submission to sexual advances will result in any improvement in any term or condition of employment for the employee.

Other sexually harassing conduct in the work place, whether committed by supervisory or non-supervisory personnel is also prohibited. This includes, but shall not be limited to:

- Sexual flirtations, advances, propositions, subtle pressure for sexual activity, flirtatious whistling, discussing sexual activities;
- Verbal abuse of a sexual nature including sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, and foul or obscene language or gestures;
- The display of sexually graphic pictures or pictures of an offensive nature, or object in the work place, including sexually suggestive written or electronic materials such as letters, notes, facsimiles, text messages and e-mails;
- Any unwelcome sexually motivated touching, including, for example, patting, pinching, hugging, cornering and repeated brushing against another employee's body.

Sexual harassment also occurs when one person harasses another solely because of the victim's gender. This type of sexual harassment may involve unwelcome sexual demands or overtures, but it may also take the form of other harassing conduct not necessarily sexual in nature. For example, this would include gender stereotyping such as comments about the lesser abilities, capacities, or the "proper role" of females. It also includes subjecting a woman or a man to non-sexual harassment solely because of her or his gender. Sexual harassment is prohibited whether the harasser is male or female, and whether the harassment is opposite sex or same-sex harassment.

**C. COMPLAINT PROCEDURE:**

Any employee who feels he or she has been subject to harassment of any kind (see list on page one) should report the incident directly to the Human Resources Coordinator or the Director of Human Resources. The names and telephone numbers of the Human Resources Coordinator and Director of Human Resources are contained in the Contact Information attached to this policy.

*Complaint Procedure (continued)*

The Human Resources Coordinator or Director of Human Resources will ask the employee to complete a Harassment Complaint Form. Employees, however, are not required to complete the complaint form to initiate a harassment complaint under this policy.

Any individual who is uncomfortable reporting an incident to the Human Resources Coordinator or the Director of Human Resources should feel free to go to any upper management representative with whom he or she feels comfortable to relay the problem. When any upper management representative learns of a violation of this policy, the upper management representative must promptly assist the victim in reporting the alleged incident(s) of harassment. Additionally, the upper management representative shall promptly report the matter to the Human Resources Coordinator or the Director of Human Resources.

Any JCHA employee who feels he or she has been harassed should notify the alleged harasser that the behavior in question is thought to be offensive and unwelcome. However, the failure to inform the alleged harasser that the behavior is unwelcome, does not prevent the victim from filing a complaint pursuant to this policy.

The JCHA strongly encourages employees who witness conduct that they believe violates the JCHA's Policy Prohibiting Harassment to report the violation pursuant to this complaint procedure.

The JCHA encourages the prompt reporting of complaints so that rapid response and appropriate action may be taken. Any complaint should be reported within 60 days to be considered current. Nevertheless, due to the sensitive nature of these problems, all complaints will be investigated, regardless of when they are filed.

**D. INVESTIGATION PROCEDURE:**

The JCHA will conduct an investigation into the harassment complaint to determine the merits of the allegations. The Executive Director will designate an objective investigator to determine the validity of any complaint. The objective investigator may include the Human Resources Coordinator or the Director of Human Resources or any third party deemed appropriate. The investigation shall be completed in a reasonable time to resolve the issue and minimize the effects of such investigation on the parties involved.

The investigation will, at a minimum, include an interview with the employee bringing the complaint and the accused. The investigator shall produce a report documenting the JCHA's investigation. The report is a confidential internal document. The JCHA will not release the report to the complainant or the accused. The JCHA, however, in its discretion, may opt to release the report if, for example, the matter proceeds to litigation or an administrative agency or under other circumstances it deems appropriate. It will also release the report if required by law or regulation.

*Investigation Procedure (continued)*

If the JCHA determines that the complaint has merit, the accused shall face appropriate disciplinary action based upon the severity of the complaint and any prior history of past charges against the individual. Disciplinary action may include a written warning, suspension, demotion, and/or termination of employment. Any disciplinary action shall be consistent with applicable collective bargaining agreements (e.g., union grievance procedures) and applicable due process safeguards.

At the conclusion of the investigation, the complainant and the accused will be notified in writing of the outcome of the investigation. Upon completion of the investigation, the entire file shall be maintained in a secure location in the Human Resources Office.

In the event that the JCHA determines the complaint to be intentionally dishonest, appropriate disciplinary action may be taken against the employee who caused the complaint to be filed. Complaints that are brought in good faith, even if unsubstantiated, do not constitute an intentionally dishonest accusation.

**E. PRIVACY:**

To the extent possible, all persons involved in a harassment complaint will be given the utmost protection of privacy. Specifically, the JCHA will strive, both during and after the investigation, to maintain confidentiality to the fullest extent possible, including confidentiality of the identities of all persons involved in the incident, revealing only those particulars of the matter to the extent necessary for a thorough investigation. Any employee who unnecessarily compromises the confidentiality of an investigation will be subject to appropriate discipline.

**F. RESPONSIBILITY OF SUPERVISORY PERSONNEL:**

Supervisors are to monitor the work environment to ensure that all subordinates comply with this Policy Prohibiting Harassment. When a supervisor learns of a violation of this policy, the supervisor must assist the victim in reporting the alleged incident(s) of harassment. The supervisor must report the matter to the Human Resources Coordinator or the Director of Human Resources for resolution.

Any supervisor who receives a harassment complaint from any employee must bring it to the attention of the Human Resources Coordinator or the Director of Human Resources for resolution. Supervisors who do not fulfill their responsibilities under this Policy will be subjected to disciplinary action.

**G. RETALIATION PROHIBITED:**

The JCHA encourages victims of harassment to bring their complaints to management by ensuring that no reprisals or retaliation will result from the good faith reporting of harassment. The filing of a complaint, in good faith, shall not, under any circumstances provide cause for discipline. Additionally, it is a violation of this policy for any personnel to retaliate against another because he or she filed a complaint or otherwise participated in the complaint procedure.

Supervisors must closely monitor the work environment for any forms of retaliation once an allegation has been made. This will include but not be limited to verbal remarks, irregular assignments or any other activity that may contribute to a hostile work environment.

**H. TRAINING:**

The JCHA periodically provides training sessions to its employee to enhance their sensitivity to and ability to identify and rectify incidents of harassment, including sexual harassment. The training is intended to develop a level of awareness among JCHA employees of the potential effects and consequences of harassment, including sexual harassment, so that employees who believe they have been subject to harassment may exercise their rights in accordance with this policy.

**I. LEGAL EFFECT:**

This Policy Against Harassment is to be construed as a unilateral expression of the policy of the JCHA concerning harassment in the workplace. It is not intended to create any contractual rights or duties and any such intention or effect is disclaimed. This policy may be amended, supplemented, modified and/or revised at any time.

Any employee with questions regarding the JCHA's Policy Prohibiting Harassment should contact the Director of Human Resources.

## **CONTACT INFORMATION**

### **FOR THE JCHA POLICY PROHIBITING HARASSMENT**

Human Resources Coordinator:

Ms. Vicki Guingon  
Human Resources Coordinator  
Jersey City Housing JCHA  
400 U.S. Highway #1 (Marion Gardens)  
Jersey City, NJ 07306

Telephone: (201) 547- 6780 or 7681  
E-Mail: VGuingon@jcha.us

Director of Human Resources:

Ms Grace Malley  
Director, Staff/Resident Development & Strategic Planning  
Jersey City Housing JCHA  
400 U.S. Highway #1 (Marion Gardens)  
Jersey City, NJ 07306

Telephone: (201) 547- 6781 or 6784  
E-Mail: GMalley@jcha.us

**HARASSMENT COMPLAINT FORM**

NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

UNION REPRESENTATIVE (IF ANY): \_\_\_\_\_

TIME PERIOD COVERED BY COMPLAINT: \_\_\_\_\_

## INDIVIDUALS WHO ALLEGEDLY COMMITTED HARASSMENT:

NAME  
JOB TITLEDEPARTMENT

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_



DESCRIBE THE DATES AND THE NATURE OF THE HARASSMENT ALLEGEDLY COMMITTED BY EACH IDENTIFIED INDIVIDUAL (ATTACH ADDITIONAL SHEETS IF NECESSARY):

---

---

---

---

---

---

---

---

---

---

IDENTIFY ALL EMPLOYEES OR OTHERS WITH KNOWLEDGE OF THE COMPLAINED OF CONDUCT:

---

---

---

---

---

---

---

---

---

---

ARE THERE ANY DOCUMENTS WHICH CONTAIN INFORMATION SUPPORTING THE OCCURRENCES DESCRIBED ABOVE?

---

---

---

---

---

---

---

---

---

---

IS THERE ANY PHYSICAL EVIDENCE WHICH SUPPORTS YOUR COMPLAINT? IF SO PLEASE DESCRIBE:

---

---

---

---

---

---

---

---

---

---

HAVE YOU MISSED ANY WORK TIME AS A RESULT OF THE ALLEGED HARASSMENT? IF "YES," IDENTIFY THE OCCASIONS:

---

---

---

---

---

---

---

---

---

---

HAVE YOU INCURRED ANY UNREIMBURSED MEDICAL EXPENSES AS A RESULT OF THE ALLEGED HARASSMENT?

---

---

---

---

---

---

---

---

---

---

IF YOU PREVIOUSLY COMPLAINED ABOUT THIS OR RELATED ACTS OF GENERAL HARASSMENT TO A JERSEY CITY HOUSING JCHA SUPERVISOR OR OFFICIAL, PLEASE IDENTIFY THE INDIVIDUAL TO WHOM YOU COMPLAINED, THE DATE OF THE COMPLAINT, AND THE RESOLUTION OF YOUR COMPLAINT:

---

---

---

---

---

---

---

---

---

---

ARE YOU AFRAID THAT SOMEONE MAY RETALIATE AGAINST YOU BECAUSE YOU FILED THIS COMPLAINT? IF SO, PLEASE IDENTIFY THE PERSON(S) AND INDICATE THE REASONS WHY YOU FEEL THE PERSON(S) MAY RETALIATE AGAINST YOU.

---

---

---

---

---

---

---

---

---

---

WHAT IS YOUR REQUESTED REMEDY IN THIS COMPLAINT?

---

---

---

---

---

---

---

---

---

---

**ACKNOWLEDGMENT**

THE INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT.

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

TO INVESTIGATE YOUR COMPLAINT, IT WILL BE NECESSARY TO INTERVIEW YOU, THE ALLEGED HARASSER(S), AND ANY WITNESSES WITH KNOWLEDGE OF THE ALLEGATIONS OR DEFENSES. JERSEY CITY HOUSING JCHA WILL NOTIFY ALL PERSONS INVOLVED IN THE INVESTIGATION THAT IT IS CONFIDENTIAL AND THAT UNAUTHORIZED DISCLOSURES OF INFORMATION CONCERNING THE INVESTIGATION COULD RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING DISCHARGE.

I AM WILLING TO COOPERATE FULLY IN  
THE INVESTIGATION OF MY COMPLAINT  
AND TO PROVIDE WHATEVER EVIDENCE  
JERSEY CITY HOUSING JCHA DEEMS RELEVANT.

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

WITNESS STATEMENT FORM

NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

UNION REPRESENTATIVE (IF ANY): \_\_\_\_\_

LENGTH OF TIME KNOWN \_\_\_\_\_

COMPLAINANT \_\_\_\_\_ RESPONDENT \_\_\_\_\_

INDIVIDUALS WHO ALLEGEDLY COMMITTED HARASSMENT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IDENTITIES OF OTHER PERSONS WITH KNOWLEDGE OF FACTS RELEVANT TO THIS INVESTIGATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE PROVIDE A DETAILED DESCRIPTION OF THE EVENTS YOU WITNESSED. INCLUDE THE DATE, TIME, LOCATION AND INDIVIDUALS PRESENT. ATTACH ADDITIONAL SHEETS IF NECESSARY.

---

---

---

---

---

---

---

---

---

---

ANY OTHER INFORMATION WHICH SHOULD BE CONSIDERED IN EVALUATING THE VALIDITY OF THE COMPLAINT IN THIS CASE:

---

---

---

---

---

---

---

---

---

---

#### ACKNOWLEDGMENT

I, \_\_\_\_\_, AFFIRM THAT THE INFORMATION I HAVE PROVIDED IS TRUE AND CORRECT. I ACKNOWLEDGE THAT THE INVESTIGATION IS CONFIDENTIAL AND THAT I AM NOT TO DISCLOSE INFORMATION OBTAINED BY ME DURING THE COURSE OF THIS INVESTIGATION. I UNDERSTAND THAT UNAUTHORIZED DISCLOSURES COULD RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING DISCHARGE.

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

## **ATTENDANCE AND PROMPTNESS POLICY, STANDARDS AND EVALUATION RATING SYSTEM**

### **INTRODUCTION**

JCHA work much be accomplished in an effective and timely fashion. Housing management, maintenance, and related services and systems must be provided 24 hours a day, each day of the year, to 15 distinct housing sites, providing essential, affordable housing to almost 4,000 lower income families and senior citizens.

The JCHA's legal, administrative, and managerial missions can only be achieved through a productive work force. The regular and timely attendance of all employees as required and assigned is a fundamental element of an effective work force. The JCHA has therefore established ATTENDANCE AND PROMPTNESS STANDARDS for all JCHA employees.

This policy amendment is effective as of October 1, 2000, and serves to replace and supersede all prior Attendance and Promptness policies and procedures.

### **I. POLICY**

JCHA ATTENDANCE AND PROMPTNESS STANDARDS are established for EACH SIX MONTH PERIOD beginning April 1 and October 1 of each year. The standards are enforced through a rating and evaluation system as follows:

#### **A. ATTENDANCE (for EACH SIX MONTH PERIOD):**

**Reporting For Work As Required and Scheduled On All Days Except:**

<b><u># Days:</u></b>	<b><u>Rating:</u></b>
<b>0 - 2</b>	<b>Outstanding</b>
<b>3 - 5</b>	<b>Above Average</b>
<b>6</b>	<b>Satisfactory</b>
<b>7 - 8</b>	<b>Fair</b>
<b>9 or more</b>	<b>Unsatisfactory</b>

**A. Attendance (continued)**

As reflected in the above Performance Rating chart, the JCHA attendance standards are enforced and evaluated BY EXCEPTION. The JCHA simply keeps track of days when the employee was required and scheduled to report to work, but did not report.

Scheduled days off, including: vacation, personal business days, jury duty, approved leaves of absences, funeral leave, or armed forces related leave are NOT COUNTED as missed work days. Days off for these purposes are scheduled in advance and are provided for in JCHA collective bargaining agreements and other JCHA Personnel Policies. Documented, extended illness i.e., 5 days or more and/or hospitalization are not counted.

The JCHA attendance standards and evaluation system concentrates almost exclusively on UNSCHEDULED workdays missed, usually due to "calling in sick." (Note: the attendance standards and evaluation system does NOT address the procedures for "calling in sick", or other time related procedures, which are addressed in the JCHA Leave of Absence Policies).

It should be clear that the "bottom lines" of the attendance standards and evaluation rating system are:

- **PASSING:**

If, in each of the six months periods (beginning April 1 and October 1) of each year, an employee reports to work as required and scheduled ON ALL DAYS EXCEPT EIGHT (8) OR LESS TIMES, the employee MEETS the basic JCHA attendance performance standards. The employee, therefore, PASSES his/her attendance evaluation (with higher or lower rankings as specified above).

Note: ALL EMPLOYEES MUST MEET THIS ATTENDANCE PERFORMANCE STANDARD IN ORDER TO CONTINUE WORKING AT THE JCHA. Over the past four years, at least 95% of JCHA employees have met and do meet this standard.

- **FAILING:**

If, in either of the six month periods (beginning April 1 and October 1) of each year, an employee fails to report to work as required and scheduled (usually by "calling in sick") NINE OR MORE TIMES, the employee FAILS the basic JCHA attendance standards. The employee, therefore, receives a rating of UNSATISFACTORY and shall be subject to progressive disciplinary action (as described later in this policy).



**A. Attendance (continued)**

Note: Any JCHA employee who consistently failed to meet the attendance standards is now an "ex-employee". Any JCHA employee who is failing the attendance standards is currently at the first or worse stages of formal, disciplinary action, and absent sustained improvement, is heading towards being terminated from the JCHA employment.

**B. PROMPTNESS (for EACH SIX MONTH PERIOD):****Reporting For Work As Required and Scheduled On All Days Except:**

<b><u># Days:</u></b>	<b><u>Rating:</u></b>
<b>0</b>	<b>Outstanding</b>
<b>1 - 2</b>	<b>Above Average</b>
<b>3</b>	<b>Satisfactory</b>
<b>4 - 5</b>	<b>Fair</b>
<b>6 or more</b>	<b>Unsatisfactory</b>

As is the case for Attendance, the JCHA enforces and evaluates promptness performance standards by exception. The JCHA simply keeps track of days when the employee arrives LATE for work, either upon initial arrival, or from the lunch break. (For blue and white collar collective bargaining unit members, returning late from the two fifteen minute scheduled breaks/day is also included and counted).

The definition of 'LATE' includes reporting or returning to work any time after the scheduled reporting time(s). "LATE" means 'LATE.'

It should be clear that the "bottom lines" of the promptness standards and evaluation system are the same as the "bottom lines" for attendance standards. If, in either of the six month periods (beginning April 1 and October 1) of each year, an employee is LATE FIVE OR LESS TIMES, the employee PASSES. If the employee is LATE SIX OR MORE TIMES, the employee FAILS and shall be subject to progressive disciplinary action through termination.

**Note:** AGAIN, ALL EMPLOYEES MUST MEET THIS PROMPTNESS PERFORMANCE STANDARD IN ORDER TO CONTINUE TO WORK AT THE JCHA. Over the past four years, at least 95% of JCHA employees have met and do meet this standard.

## II. PROCEDURE

As described in Section I, JCHA attendance and promptness standards are established for EACH SIX MONTH PERIOD, beginning each April 1 and October 1 of each year, and are rated and evaluated by exception. Accordingly, the JCHA's Payroll Division tabulates days absent and times late for all JCHA employees immediately after each six month period. Should a supervisor observe an employee's excessive absenteeism or lateness resulting in 9 or more days absent or 6 or more times late prior to the end of the marking period, however, he/she need not wait until the end of the marking period but may immediately initiate notice of failure and attendant disciplinary action.

For each six month evaluation period, all employees are given an attendance rating based upon the number of days absent and a promptness rating based upon the number of times later. The ratings are given in accordance with the standards described in Section I.

Employees who PASS the attendance and promptness standards are informed of their performance ratings at the time of their overall annual performance evaluations. Employees who FAIL the attendance and promptness standards are progressively disciplined, as described in Section III of this policy.

The JCHA tabulation of information and resulting ratings are based entirely and exclusively on the **ADP handpunch manager software**. The JCHA-wide system tabulates and rates "just the facts" as presented by the ADP handpunch software.

Responsibility for resolving any ambiguities, disputes, exceptional situations, interpretations of date or related issues requiring the exercise of managerial judgment about employee ADP handpunch information, data or records rests with the involved employee and his/her respective supervisors.

## SPECIAL PROCEDURAL NOTES

As stated in Section I, "The JCHA attendance standards and evaluation system concentrate almost exclusively on **UNSCHEDULED** workdays missed, usually due to 'calling in sick'." Accordingly, when tabulating days absent, the JCHA does not count, "Scheduled days off, including: vacation, personal business days, jury duty, approved leaves of absence, funeral leave or armed forces related leave." Also not counted are, "documented, extended illness, i.e., five or more consecutive days and/or hospitalization."

**SPECIAL PROCEDURAL NOTES** *(continued)*

“Documented” means that in order to have an extended illness abstracted from the attendance performance tabulation and rating, written, medical verification of the illness is required. The documentation must be presented by the employee to the employee’s immediate or indirect supervisor. Conversely, if the employee does not provide the referenced documentation, the extended illness will not be abstracted from the attendance tabulation and rating.

*(Note: The exemption for extended illness and the requirement for written, medical documentation of the illness exactly reflects JCHA Sick Time Policy, which requires that employees who are absent for five or more consecutive days must submit written, medical documentation of the illness and a medical release upon the employee’s return to work.)*

The JCHA’s attendance performance and evaluation policy also provides an additional option for exemption of a three or four day consecutive illness. An employee who is out sick for three or four consecutive days may submit written, medical documentation of the illness and request that respective supervisors make a recommendation that the three or four day consecutive absence be treated as “an extended illness.” In turn, the relevant days absent may be abstracted from the tabulation and rating of attendance performance.

Consideration of the employee request will be given on a case by case basis. The burden of raising and resolving any cases of three or four days consecutive illness rests entirely with the employee. This additional exemption option is only open to employees “in good standing.” Conversely, employees who are under disciplinary action for, as an example, failing to meet JCHA attendance and promptness standards, are not eligible for this additional exemption of three or four days consecutive illness being abstracted from the attendance tabulation and evaluation.

### **III. PERFORMANCE FAILURES**

#### **A. PROGRESSIVE DISCIPLINARY ACTION**

Failure to meet JCHA performance standards results in progressive disciplinary action. The progressive disciplinary actions which shall be applied to Unsatisfactory performance in attendance and/or promptness are as follows:

**STEP 1:** The FIRST Unsatisfactory evaluation rating of either attendance and/or promptness performance will result in a WRITTEN WARNING.\* (Note: The Warning will be given regarding both attendance and promptness, even if the performance failure was limited to one of the two performance areas.)

**STEP 2:** The SECOND Unsatisfactory evaluation rating of either attendance and/or promptness performance will result in a THREE DAY SUSPENSION. (Note: If the employee receives an Unsatisfactory rating in both attendance and promptness performance in the same six month evaluation period, after Step 1, the employee will be suspended for six days, three for failing the attendance performance standards and three for failing the promptness performance standards.)

**STEP 3:** The THIRD Unsatisfactory evaluation rating of either attendance and/or promptness performance will result in a SIX DAY SUSPENSION. (Note: If the employee receives an Unsatisfactory rating in both attendance and promptness performance in the same six month evaluation period, after Step 2, the employee will be suspended for twelve days, six for failing the attendance performance standards and six for failing the promptness performance standards.)

\*: **Note:** In accordance with the JCHA's progressive disciplinary system, effective October 1, 2000, once an employee has been issued a "Written Warning" for any violation of JCHA rules, regulations, policy, unsatisfactory work performance or unsatisfactory attendance and/or promptness, etc., he/she will not be warned a 2<sup>nd</sup> or 3<sup>rd</sup> time but will be subject to the next progressive disciplinary step.

**A. PROGRESSIVE DISCIPLINARY ACTION** *(continued)*

**STEP 4:** The FOURTH Unsatisfactory evaluation rating of either attendance and/or promptness performance will result in a TWELVE DAY SUSPENSION. (Note: If the employee receives an Unsatisfactory rating in both attendance and promptness performance in the same six month evaluation period, after Step 3, the employee will be suspended for twenty-four days, twelve for failing the attendance performance standards and twelve for failing the promptness performance standards.)

**FINAL ACTION:** If the employee again fails the performance standard for either attendance and/or promptness, (i.e., for a FIFTH time), the employee will be TERMINATED from employment with the JCHA.

Under the JCHA's progressive disciplinary system, after a Warning (Step 1), the employee who has had no other disciplinary actions effectively has three changes to improve his or her performance in attendance and/or promptness (Steps 2-4). The employee is being suspended for increasing numbers of days for each failure in attendance and/or promptness during the three changes; however, employment is being continued during the progressive discipline and the employee has the opportunity to improve.

Conversely, in accordance with the JCHA's progressive disciplinary system, an employee who has had previous disciplinary action (e.g. violation of JCHA rules, regulations, policy, unsatisfactory work performance, etc) and who "fails" attendance and/or promptness will automatically move to the next progressive disciplinary step.

### **III. PERFORMANCE FAILURES**

#### **B. INCREASED MONITORING AND EARLIER DISCIPLINARY ACTION**

The attendance and promptness performance of employees who fail JCHA Attendance and Promptness standards and are in any stage of disciplinary action subsequent to an Unsatisfactory performance rating is monitored and evaluated on a MONTHLY (vs semi-annual) basis. The monthly monitoring is done by BOTH respective supervisors and by JCHA administrative staff.

As soon as an employee subject to this increased monitoring is absent nine days or late six times, the next progressive disciplinary Step will be taken against the employee. The JCHA will not wait for the entire, normal six month evaluation period to be completed. As soon as the employee reaches the ninth or sixth incident failure standard for either attendance or promptness performance, the appropriate disciplinary action will be taken. This increased monitoring and earlier disciplinary action provision will continue to be applied until the employee consistently meets satisfactory performance standards as prescribed, or is terminated from JCHA employment.

The intent of this increased monitoring and earlier disciplinary action is to ensure that employees whose attendance and promptness performance is unsatisfactory either “get the message” or improve performance, or “get out” of JCHA employment.

#### **C. IMPROVEMENT PROVISIONS**

Employees who have failed JCHA attendance and promptness standards, but then consistently improve related performance to prescribed levels, should not be held in continued disciplinary jeopardy for unlimited time periods. Accordingly, this Policy provides for gradually reestablishing satisfactory performance status.

For each two six-month evaluation periods after which an employee receives passing evaluation ratings in attendance and promptness performance, the employee is placed one disciplinary step less than then had reached. The provision is best explained by examples.

**C. IMPROVEMENT PROVISIONS** *(continued)*

An employee had reached Step Three of the applicable progressive discipline and had been suspended for six days. If this employee fails to meet either attendance or promptness performance standards during the next six months, the employee would be suspended for twelve days, i.e., Step Four. If this employee instead passes his or her next two six-month evaluation periods for attendance and promptness performance, the employee's disciplinary status is moved back to Step Two.

Since the employee is still within one of the Steps of the disciplinary sequence, 'Increased Monitoring' continues. If the employee then again fails to meet either attendance and promptness performance standards during the next evaluation period, the employee is again suspended for six, not twelve days.

If, instead, the employee continues to meet attendance and promptness standards and passes his or her next two six-month evaluation periods, the employee's disciplinary status is moved back to Step One.

The "Improvement Provisions" of this policy, therefore, provide that employees who remedy their Unsatisfactory performance in attendance and promptness are not held in continued disciplinary jeopardy for unlimited time periods.

**IV. DISTRIBUTION OF POLICY**

Copies of this policy will be distributed to all JCHA and TAB employees at the beginning of employment.

If any employee has any questions about the policy, the employee should contact his/her immediate supervisor(s) as soon as possible. If any supervisor has any questions about the policy, the supervisor should contact either his/her Department Director or the Director of Human Resources as soon as possible.

## POST EMPLOYMENT MEDICAL INSURANCE OPTIONS

This policy, in compliance with the Consolidated Omnibus Reconciliation Act (COBRA), is designed to protect eligible employees and their dependent beneficiaries from losing their group health coverage upon termination of employment, retirement and certain other "qualifying events". The JCHA, therefore, offers continuation coverage in the group health plan to certain former employees, retirees, spouses, and dependent children for a period of up to 36 months after coverage would normally cease.

The length of continuation coverage offered depends on the "qualifying event". "Qualifying events" are certain types of events that would cause, except for COBRA continuation coverage, an employee to lose health coverage. The type of qualifying event will determine who is entitled for continuation coverage and the required amount of time that the plan must offer the health coverage under the post employment medical insurance options.

In accordance with the Act, the JCHA provides the options for continuing health and prescription card coverage, under the following "qualifying events":

1. In the event a covered employee voluntarily or involuntarily terminates employment for reasons other than "gross misconduct" or reduces the number of hours worked (with loss of coverage), the covered employee, spouse, and dependent children will be entitled to continue coverage in the group health plan for up to 18 months.
2. A covered spouse and dependent child(ren) are eligible to continue coverage for up to 36 months in the event of divorce, legal separation, or death of the covered employee.
3. In the event that an employee's child(ren) no longer meets the requirement for dependent benefits under the plan, the child(ren) is eligible to continue coverage under COBRA for up to 36 months.



Employees and/or eligible dependents electing continuing coverage shall be required to pay the monthly group premium rate. The required period of continued coverage may be terminated by the Insurance Carrier if the individual fails to make the required payments, becomes enrolled in another health plan, becomes entitled to Medicare, or if the employer's group health plan is terminated.

The JCHA shall notify employees and their dependents of their right and those of their spouse and/or other dependents, to purchase continued medical benefit coverage in accordance with COBRA provisions at the time they become plan participants and anytime a qualifying event occurs.

Enforcement of COBRA rests with the Department of Labor and Treasury. The Internal Revenue Service, which is in the Department of the Treasury, is responsible for publishing regulations on COBRA provisions relating to eligibility and premiums.

## **CODE OF ETHICS POLICY FOR EMPLOYEES**

### *Introduction*

A public agency cannot be effective unless it is directed by competent officials and managed and operated by a professional team of employees, who demonstrate the utmost in professional integrity. Adherence to the standards of ethical conduct set forth in this document is an integral part of the JCHA's goals of attracting and retaining a quality staff, ensuring proper stewardship of its federal, state and local resources, and securing grants, partnerships and other forms of support.

### **INDIVIDUALS AFFECTED BY THIS POLICY**

All full and part-time employees including college interns, seasonal and special program staff and others acting on behalf of the JCHA are covered by this policy.

### **POLICY**

The Jersey City Housing Authority's employees and others acting on behalf of the JCHA must conduct themselves in a manner that engenders public confidence in and respect for the JCHA and its programs, and must avoid both actual conflicts and appearance of conflicts between their private self-interest and public duties. All are expected to maintain the highest ethical standard, observing applicable policies, practices, laws, regulations and professional standards.

### **ETHICAL CONDUCT**

This Ethics Policy shall describe in detail the standards by which employees are to be held accountable. In general, all employees must put forth an honest effort in the performance of their duties, must deal with others in a fair and respectful manner, must be mindful that public service is a public trust, must be good stewards of the taxpayers' money, and must be accountable for their actions and conduct in public service.

This Ethics Policy recognizes and incorporates those sections of federal, state and local law, which govern the conduct of public sector officials and employees, and in no way supplants those provisions of law.

### **I. NEW JERSEY STATE CONFLICT OF INTEREST PROVISIONS**

The following section includes all of the applicable standards of ethical conduct and requirements regarding the Financial Disclosure Statements (N.J.S.A. 40A:9-22) and is intended to complement the New Jersey Conflicts of Interest Law (N.J.S.A. 52:13D-12 et. seq.) and to establish the general standards of conduct necessary for the proper and efficient operation of the JCHA.

A. PROHIBITED ACTIVITIES

1. No Employee or member of his/her immediate family shall have an *interest* (See Definitions, page 7) in a business organization or engage in any business, transaction or professional activity that is in substantial conflict with the proper discharge of his/her duties in the public interest.
2. The JCHA shall not for a period of one year subsequent to the termination of employment of an employee: a) award any contract which is not publicly bid to a former employee of the JCHA, or b) allow a former employee of the JCHA to represent, appear for or negotiate on behalf of any other party before the JCHA. The restrictions contained in this subsection shall also apply to any business organization in which the former JCHA employee holds an interest.
3. No Employee shall use or attempt to use his/her official position to secure unwarranted privileges or advantages for oneself or others.
4. No Employee shall act in his/her official capacity in any matter where he/she, a member of his/her immediate *family* (See Definitions, page 7), or a business organization in which he/she has an interest, or has a direct or indirect financial or personal involvement that might reasonably be expected to impair his/her objectivity or independence of judgment.
5. No Employee shall undertake any employment or service, which might reasonably be expected to prejudice his/her independence of judgment in exercise of his/her official duties.
6. No Employee or member of his/her immediate family, or business organization which he/she has an interest, shall solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution, service, promise or other thing of value was given or offered for the purpose of influencing him/her, directly or indirectly in the discharge of his/her official duties. This provision shall not apply to the solicitation or acceptance of contributions to the campaign of an announced candidate for elective public office, if the employee has no knowledge or reason to believe that the campaign contribution, if accepted, was given with the intent to influence the officer in his official duties.
7. No Employee shall use, or allow to be used, his/her public office or employment, or any information not generally available to members of the public, which he/she receives or acquires in the course of and by reason of his/her office or employment, for the purpose of securing financial gain for him/herself, any member of his/her immediate family or any business organization with which he/she is associated.
8. No Employee or business organization in which he/she has an interest shall represent any person or party other than the JCHA in connection with any cause, proceeding, application or other matter pending before the JCHA. This provision shall not be deemed to prohibit one employee from representing another employee where the agency is one employer and the representation is within the context of official labor union or similar representational responsibilities.

The above does not prohibit the normal performance of duties if any benefit to the employee, spouse or immediate family member is incidental to a benefit he/he might otherwise gain because of his/her professional or business interest, and which would be shared by others in his/her profession or business; nor does the above prohibit representing him/herself regarding his/her own interests.
9. No Employee shall use confidential JCHA information (information not available to the general public) to further his/her private interests or the interest of others.

*Prohibited Activities, continued*

10. No Employee shall use or disclose for another's use, any information not generally available to the public, which he/she acquires by reason of his/her official duties, whether or not for direct or indirect monetary gain.
11. If an Employee shall acquire any interest, direct or indirect, in any development project or Section 8 property or in any property included or planned to be included in such a project, or has any interest, direct or indirect, in any contract or proposed contract for materials and services to be furnished or used in connection with any housing project, in accordance with N.J.S.A. 40A:17e, he/she shall immediately disclose this information in writing to the JCHA. Failure to do so shall constitute misconduct. In such cases, the employee will have no direct involvement with the Section 8 Project or housing project.

**B. FINANCIAL DISCLOSURE STATEMENT (APPLICABLE TO EXECUTIVE STAFF)**

In accordance with N.J.S.A. 40A:9-22.6, designated managerial executive-level employees shall annually file a Financial Disclosure Statement (Appendix B). The Financial Disclosure Statement, issued by the State of New Jersey, requires the completion of the following information:

1. Each source of income, earned or unearned, exceeding \$2,000 received by the Employee or member of his/her immediate family member during the preceding calendar year. Individual client fees, customer receipts or commissions or transactions received through a business organization need not to be separately reported as sources of income. If a publicly traded security is the source of income, the security need not be reported unless the Employee or member of his/her family has an interest in the business organization.
2. Each source of fees and honorariums having an aggregate amount exceeding \$50 from any single source for personal appearances, speeches or writings received by the Employee or member of his/her immediate family during the preceding calendar year. N.J.S.A. 40A:9-22.6.
3. Each source of gifts, reimbursements or prepaid expenses having an aggregate value exceeding \$400 from any single source, excluding relatives, received by an Employee or member of his/her immediate family.
4. The name and address of all business organizations in which the Employee or member of his/her immediate family member had an interest during the preceding calendar year.
5. The address and brief description of all real property in the State in which the Employee or member of his/her immediate family member had an interest during the preceding calendar year.

All Financial Disclosure Statements shall be filed with both the State of New Jersey and the Jersey City Clerk, on or before April 30<sup>th</sup> of each year, and shall be public record.

**II. ACC AND HUD CONFLICT OF INTEREST PROVISIONS**

- A.** The employment of a JCHA Employee by a JCHA contractor, for one year after termination from a salaried position with the JCHA, constitutes a conflict of interest under Section 19 of the ACC. A HUD waiver of the ACC requirement would be required from the HUD Field Office to authorize an exception to this requirement.

Before granting a waiver, the Field Office must insure that approval of such a waiver is clearly in the best interests of the JCHA and that the following criteria is included in consideration for granting a waiver: a) availability of other candidates; and b) qualification of other candidates as well as the qualifications of the Employee. See Section 19 of the ACC (Appendix C).

Note: No person for whom a waiver is requested may exercise responsibilities or functions with respect to the contract to which the waiver pertains.

In hiring spouses or relatives of the JCHA Employees, the JCHA must comply with all applicable state and local laws governing conflicts of interest and nepotism. Where a contract for services is utilized in lieu of employment, spouses and relatives of the JCHA Employees who reside in the same household are subject to these prohibitions under Section 19 of the ACC as the JCHA Employee.

- B. Political Activities:** Federal statute 5 U.S.C. 1501 et. Seq. ("Hatch Act") restricts the political activities of JCHA Employees, since the employee's principal (JCHA) employment is in connection with an activity financed in whole or in part by federal funds. These restrictions are enforced by the U.S. Merit Systems Protection Board. Prohibited activities include:

1. Use of official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office.
2. Directly or indirectly coercing, attempting to coerce, commanding, or advising a state or local officer or employee to pay, lend or contribute anything of value to any party, committee, organization, agency or person for political purposes.
3. Being a candidate for elective office in a partisan election.

Exceptions to Political Restrictions: Section 1502 expressly reserves the right of Employees to vote as they may choose and to express their opinion on political subjects and candidates.

**C. PURCHASING AND CONTRACT CONFLICT OF INTEREST PROVISIONS**

To avoid a conflict of interest or the appearance of a conflict of interest when selecting, awarding and/or executing contracts, the following prohibitions apply:

1. Employees shall not participate in the selection, award or administration of a purchase or contract, where to the Employee's knowledge, the Employee or members of his/her family or those with whom there is a personal relationship have a financial interest.
2. Employees shall not participate in the selection, award or the administration of a contract, where to the Employee's knowledge, the Employee or members of his or her family or others with whom there is a personal relationship, are currently negotiating employment with the vendor or contractor.
3. Employees shall neither solicit nor accept gratuities, favors or anything of monetary value from vendors or contractors or potential vendors or contractors.

**D. HOUSING ASSISTANCE PAYMENTS CONTRACT CONFLICT OF INTEREST PROVISIONS**

No present or former Employee of the JCHA, who is/was involved in the award, formulation and/or decision making process with respect to the Section 8 Program, shall have any direct or indirect interest, during his or her tenure and for one year thereafter in the Contract or in any proceeds or benefits arising from the Contract. This provision may be waived by HUD for good cause.

**III. STANDARDS OF CONDUCT**

The standards of conduct contained within this Ethics Policy shall be generally applied so as to avoid the appearance, or actual occurrence, of any conflict of interest and/or any favoritism or special treatment towards any applicant, resident, vendor, employee, or agent having business, or dealings of any kind, with the JCHA. Specifically, these principles include the following:

- A. Nepotism:** No Employee may use his/her influence to secure employment for a relative or affect any personnel decisions regarding a relative employed by the JCHA. (See Appendix A: Definitions).
- B. Laws, Grants and Contracts, Regulations, Policies and Procedures:** All Employees are expected to comply with relevant laws, grant and contract requirements, regulations, policies and practices. No unethical practice will be condoned on the grounds that it is "customary" or that it serves worthy or honorable goals.
- C. Stewardship:** All Employees are expected to have responsibility to ensure that all funds received are used prudently, ethically, and for their designated purposes. Neither tangible nor intangible assets of the JCHA may be used for personal or illegal gain. It is imperative that those with access to confidential information not make unauthorized disclosures or use of this information.
- D. Use of JCHA Resources:** JCHA services and property are to be used by the JCHA's Employees for the conduct of JCHA business only. There may be limited occasions when, for the convenience of the JCHA, limited use can be permitted or there has been prior approval and appropriate reimbursement procedures have been determined.
- E. Harassment and Abuse of Power:** Employees, acting on behalf of the JCHA, may not use positions of authority to influence others to perform inappropriate or illegal acts, or violate regulations, JCHA policies or practices.
- F. Outside Employment:** All employees, who are engaged in paid outside secondary employment, shall be required to annually submit an Outside Activity Questionnaire which includes relevant information (e.g., employer, place of employment, hours of work and weekly schedule, title, job responsibilities...) and a Release of Information Form within thirty days of such request. The JCHA shall verify the information to ensure that the secondary employment does not interfere or conflict with the employee's JCHA responsibilities and work hours or represent an actual or appearance of a conflict of interest. The JCHA's determination and verification will not be withheld arbitrarily.

**IV. REPORTING ILLEGAL OR UNETHICAL ACTS**

Any Employee who is aware of any violation, or possible violation, of any provisions of this policy or attendant law should report it promptly to the JCHA Director of Staff and Resident Development, who will conduct a prompt and thorough investigation and submit a report to the Executive Director advising whether or not disciplinary action should be pursued in connection with an alleged violation of this policy or attendant law.

**V. CONSEQUENCES OF NON-COMPLIANCE**

All Employees are expected to comply with the letter and spirit of this Ethics Policy.

It is the JCHA's public responsibility and policy to prevent unlawful or unethical business conduct, to halt any such conduct as soon as reasonably possible after its discovery, and to sanction or discipline those who violate the standards contained in this Policy and the JCHA's related Policies. Non-compliance with this Policy can have serious consequences, both for the individuals involved and the JCHA. Therefore, the JCHA will take appropriate action up to and including removal, as set forth in this policy.

In view of the importance of maintaining high moral and ethical public service conduct, and the serious nature of the consequences of non-compliance, all Employees and individuals acting on behalf of the JCHA should be aware that appropriate action may be taken against the following persons:

- Employees who knowingly authorize or participate directly (and in certain circumstances indirectly), in a violation of the law, regulations, this Policy or the JCHA's related Policies and Procedures.
- Employees who have knowingly failed to report a violation of the law, regulations, this Policy, or the JCHA's related Policies and Procedures or who have withheld relevant information concerning a violation.
- Employees who attempt to retaliate directly or indirectly, or encourage others to do so, against any individual who reports a suspected violation.
- Employees who knowingly report a false violation.

Illegal acts may lead to the prosecution not only of the JCHA, but also of the responsible Employee, with penalties that include possible heavy fines and/or imprisonment.

Failure to comply with this Policy may result in disciplinary action, including suspension from work without pay, termination from employment, and/or criminal prosecution and (where applicable) reimbursement of JCHA losses. Needless to say, the belief that others may have violated this Policy does not excuse an Employee's actions. Any and all applicable appeal processes of JCHA Personnel Policies, collective bargaining agreements and/or Department of Personnel rules will be observed.

**VI. DISTRIBUTION OF ETHICS POLICY**

Copies of this policy shall be distributed to all Employees within 30 days of adoption by the JCHA Board of Commissioners; and, included in the new Employee's Orientation Package.

**DEFINITION OF TERMS**

**Abuse of Power:** Wrongful use of a position of authority to influence colleagues, employees, individuals doing business with the JCHA and general citizens (e.g., coercion to participate in activities or decision making in violation of laws, regulations and policies).

**Conflict of Commitment:** A situation in which an Employee's outside employment or other activities interferes with his/her performance in his or her primary appointment with the JCHA.

**Conflict of Interest:** A situation in which an Employee or any family member has an existing or potential financial or material interest that impairs or might appear to impair the Employee's independence and objectivity of judgment in the discharge of the employee's responsibilities to the JCHA.

**Contract:** Any obligation to do something arising from an exchange of promises or consideration between persons, regardless of the particular form in which it is stated.

**Ethical:** Morally correct; honorable.

**Family/Relatives:** Member(s) of an immediate family including spouse, children, siblings, parents, grandparents, aunts, uncles, nieces, nephews, cohabitants, domestic partners, and corresponding "in-laws" and including foster, adopted or step relations .

**Financial Irregularity:** An intentional misstatement, omission, or failure to disclose information related to financial transactions that is detrimental to the interests of the JCHA, including embezzlement, fraud, or falsification of records, or to misappropriate assets.

**Fraud:** An intentional act of misrepresentation, dishonesty, trickery, or deceit (including the concealment or suppression of truth), designed to obtain information or assets without approval.

**Interest:** The ownership or control of more than 10% of the profits or assets of a firm, association, or partnership, or more than 10% of the stock in a corporation for profit other than a professional service corporation organized under the "Professional Service Corporation Act," P.L. 1969, c232 (C.14A:17-1 et seq.) ; or The ownership or control of more than 1% of the profits of a firm, association, or partnership, or more than 1% of the stock in any corporation, which is the holder of, or an applicant for, a casino license or in any holding or intermediary company with respect thereto, as defined by the "Casino Control Act," P.L. 1977, c. 110 (C.5:12-1 et seq.).

**Kickback:** The act of accepting a payment to improperly obtain or reward with favorable treatment in connection with either the award of a contract or benefit to a JCHA employee, resident or commissioner.

**Misconduct:** Cheating, falsification, fabrication, misappropriation, or other practice that seriously deviates from those commonly accepted as proper.

**Public Information:** Information obtainable pursuant to the Freedom of Information Act.

**Stewardship:** The management of tangible and intangible assets of the JCHA.





# Jersey City Housing Authority

Building Communities...Creating Opportunities...Transforming Lives

## Human Resources Department Inter-Departmental Memorandum

DATE: SEPTEMBER 6<sup>TH</sup>, 2009

TO: ALL EMPLOYEES

FROM: GRACE MALLEY, DIRECTOR, RESIDENT/STAFF DEVELOPMENT & STRATEGIC PLANNING

RE: GUIDANCE REGARDING EMPLOYEE USE OF JCHA COMPUTERS

This memo serves to further clarify the rules regarding employees' use of JCHA computers. Generally speaking, the computer is a JCHA resource, and as such, should only be used for JCHA business. The JCHA's Code of Ethics states:

*"JCHA services and property are to be used by the JCHA's Employees for the conduct of JCHA business only. There may be limited occasions when, for the convenience of the JCHA, limited use can be permitted when there has been prior approval and appropriate reimbursement procedures have been determined."*

Notwithstanding this rule, the JCHA has historically allowed employees to use telephones for personal use on a very limited basis to handle family, medical and other important issues that need to be addressed during working hours. For example, employees are allowed to call to check on family members, confirm a dentist appointment, call a friend to cancel a dinner date etc. This privilege is given to all employees because these calls are usually important, and can be done briefly, with very little interruption of work. This privilege is also extended to employees' use of his/her computer; employees may use his/her computer for occasional and brief personal purposes.

On the other hand, employees should not abuse this privilege. Employees should not spend any significant amount of time using social networking websites, nor should an employee use the JCHA computer for work related to a personal business or an organization of which the employee is a member (e.g., social club, school, sports group or civil or church organization). If a pattern of excessive or improper use of the computer is determined, then the employee will be charged with violating the Code of Ethics Policy.

### **Zero Tolerance – Use of JCHA computer for political and/or Inappropriate "Humor"**

**Political Activity:** The JCHA clearly and emphatically prohibits any use of a JCHA computer (or phone, copier or any JCHA resource or property) for the purposes of conducting business related to any political campaign or activity. Using JCHA resources for political purposes violates the letter and spirit of the Code of Ethics. An individual employee's use of JCHA resources for political purposes could seriously undermine the integrity of the JCHA as a public agency which must remain politically neutral, and any employee who violates this rule will be subject to disciplinary action.

*Memo regarding employee use of JCHA computers*  
*Page two of two*

*Inappropriate "Humor":* Although forwarding humorous email messages to family and friends has become a very common and popular activity, doing so with any message, text or image that could be considered inappropriate or offensive in any way is strictly prohibited, and disciplinary charges will be brought against any employee who does such. The JCHA's Policy Against Harassment states:

*"Displaying or distributing material in the workplace that contains language or images that are derogatory or demeaning, based on any protected group status." And,*

*"Other sexually harassing conduct in the work place, whether committed by supervisory or non-supervisory personnel is also prohibited. This includes, but shall not be limited to ..... The display of sexually graphic pictures or pictures of an offensive nature, or object in the work place, including sexually suggestive written or electronic materials such as letters, notes, facsimiles, text messages and e-mails ..."*

Any joke or image that could be considered offensive to any other employee, especially any joke that makes fun of any "protected" group of people based on age, sex, race, religion, sexual orientation etc., is strictly prohibited. All employees should be able to work in an environment that is free of such inappropriate humor, and employees should not have to "complain" or "object"; it just shouldn't happen in the first place. If an employee is not quite sure whether or not a joke or image is "offensive" or "inappropriate", the employee should simply refrain from sending it!!

Finally, all employees should understand that there is no expectation of "privacy" regarding the use of the work computer for email, instant messaging, internet search etc. The JCHA has the right to examine the contents of any employee's computer at any time. A recent New Jersey Appellate decision confirmed the employer's right to examine an employee's computer without a warrant or employee permission. In fact, employers are sometimes required to provide copies of employees' electronic files in connection with third party investigations and civil and criminal litigation. So, employees are advised to avoid using the JCHA computer for anything which may be too personal, potentially embarrassing or incriminating.

A formal, more detailed policy will be presented to the JCHA Board of Commissioners at the October Board Meeting. Please let me know if you need any further clarification regarding this important issue.

Cc:  
Department Directors+  
All JCHA Supervisors  
ISWA: R. Parson / B. Brunner  
HASU: R. McAleer / B. Loughlin

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

## GUIDELINES & RESTRICTIONS FOR EMPLOYEES' USE OF JCHA COMPUTERS & RELATED EQUIPMENT

This policy supplements the Code of Ethics Policy by clarifying the rules regarding employees' use of JCHA computers and related electronic equipment, including but not limited to the Internet and email. All JCHA-issued computers\* are the property of the JCHA. As such, they should be used only for JCHA business. This policy applies to the use of JCHA computers and related equipment during work hours as well as lunch or other breaks, and includes the use of JCHA computers and related equipment after working hours.

The JCHA Code of Ethics states:

*JCHA services and property are to be used by the JCHA's employees for the conduct of JCHA business only. There may be limited occasions when, for the convenience of the JCHA, limited use can be permitted when there has been prior approval and appropriate reimbursement procedures have been determined.*

Notwithstanding this rule, an employee may utilize JCHA computers for limited personal use provided (a) such use is for a brief period of time; (b) does not interfere with one's job duties and responsibilities and (c) the reason for the use is not frivolous, and, (d) the use does not violate any of the prohibitions contained in the following policy. (For example, employees are allowed to use email or cell phones to contact family members, confirm an appointment, confirm plans with a friend, submit insurance information, etc.; this privilege is given to employees because the calls/emails etc. may be important, and/or can be done briefly with very little interruption of work).

### USE OF JCHA COMPUTERS FOR POLITICAL PURPOSES

As a public agency, the JCHA is required to remain politically neutral. Therefore, the JCHA prohibits **any** use of a JCHA computer – or other JCHA equipment or asset such as a computer, telephone, cell phone or copier – for the purposes of conducting business related to any political campaign or activity. Any employee who violates this rule will be subject to disciplinary action, up to and including termination.

### USE OF JCHA COMPUTERS FOR HARASSMENT

The JCHA strictly prohibits **any** use of its computers and equipment to initiate, forward or receive\*\* any message, text or image that is inappropriate, offensive or harassing. Any employee who uses his or her computer in this way will be disciplined.

---

\* The use of the term "computer" in this policy includes related equipment, (e.g., cell phones, "blackberries", cameras, fax machines, etc.) and any current or future electronic devices issued to JCHA employees.

\*\* If an employee unwillingly receives such prohibited material on his or her computer, that employee should (a) notify the sender that he/she does not wish to receive such materials, (b) take every effort to block further receipt of any such e-mailed materials or images, and (c) the employee/recipient is to notify his or her supervisor of the situation. An employee who takes such actions is not in violation of this Policy.

## GUIDELINES & RESTRICTIONS FOR EMPLOYEE USE OF JCHA COMPUTERS AND RELATED EQUIPMENT

The JCHA's Policy Against Harassment states:

*Displaying or distributing material in the workplace that contains language or images that are derogatory or demeaning, based on any protected group status." "... Other sexually harassing conduct in the work place, whether committed by supervisory or non-supervisory personnel is also prohibited. This includes, but shall not be limited to ... the display of sexually graphic pictures or pictures of an offensive nature, or object in the work place, including sexually suggestive written or electronic materials such as letters, notes, facsimiles, text messages and e-mails ...".*

Any joke(s) or image(s) that ridicules any person or group of individuals based on age, disability, gender, race, ethnicity, religion, sexual orientation or any other protected class is strictly prohibited. If an employee is uncertain if a message or image is, or would be, offensive or inappropriate, the employee should refrain from sending it.

Employees are prohibited from viewing, downloading and/or transmitting materials that involve the use of obscene, hateful or other objectionable materials; viewing, downloading and/or transmitting any material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person; viewing, downloading and/or transmitting sexually-explicit images or messages, ethnic slurs, racial epithets or any thing which could be construed as harassment or as disparaging of others, whether or not a recipient has consented to or requested such material, or making or posting indecent remarks, proposals, or materials.

- Employees are also prohibited from viewing, accessing or downloading materials that involve obscene or pornographic images, even if such is not transmitted to others, but is for one's personal use. Child pornography is prohibited by law; any employee who views, accesses, downloads or transmits child pornography will be subject to termination and the matter will be forwarded to the appropriate law enforcement agency.

### **OTHER PROHIBITED ACTIVITIES**

In addition to the above, the following prohibitions also apply to all employees:

- Sending or receiving\* e-mails/files, or using JCHA equipment that is unrelated to JCHA business activities;
- Sending or receiving\* e-mails/files, or using JCHA equipment to solicit business for personal gain or profit, or to solicit for religious, political, charitable or other causes;

---

\*See footnote on page one

## GUIDELINES & RESTRICTIONS FOR EMPLOYEE USE OF JCHA COMPUTERS AND RELATED EQUIPMENT

- Sending or receiving\* e-mails/files, or using JCHA equipment to represent personal opinions as those of the JCHA;
- Uploading, downloading, accessing, or otherwise transmitting commercial software or any copyrighted materials. (This may include, but is not limited to movies, games, music etc.) Employees shall observe the copyright and licensing restrictions of all software applications and shall not copy software from internal or external sources unless legally authorized. The JCHA may remove any software for which proof of licensing (original disks, original manuals and/or license) cannot be provided. (Note: Accessing and/or downloading of a copyrighted product, without authorization is prohibited by law).
- Downloading or installing any non-work related software or electronic files (including sound and video files and files attached to e-mail messages), or other non-work related materials from the Internet or other external sources onto any computer without the prior written approval of the JCHA.
- Making any hardware enhancements or additions to JCHA-owned computers and/or any JCHA-owned equipment without prior approval of the JCHA, or using the computer or other equipment for non-JCHA work in any way that would use excessive amounts of memory, "slow down" the computers, and/or interfere in any way with the normal operation of the JCHA's computers;
- Revealing or publicizing confidential JCHA information.
- Wasting time on non-JCHA business, including, but not limited to playing games, "home shopping", using social networking sites, (e.g., "facebook", "twitter", etc.), passing on jokes or "chain letters", or "surfing" the Web on JCHA time.
- Using computer or other equipment for any other improper or illegal purpose.

### **MONITORING OF EMPLOYEE COMPUTER USE**

#### **Expectation of Privacy:**

There is no expectation of privacy in one's use of the JCHA computer or any other JCHA-related equipment. This includes email or messaging programs or systems and internet usage. Thus, the JCHA has the right to examine the contents of any employee's computer, at any time, including personal usage and/or accessing of personal email or other messaging programs or documents.

The right of an employer to examine an employee's computer without notice, permission or a warrant has been upheld by New Jersey's appellate courts. And, in some cases, the JCHA, as an employer, may be required to provide employees' electronic files in connection with third-party investigations and civil and/or criminal litigation.

## GUIDELINES & RESTRICTIONS FOR EMPLOYEE USE OF JCHA COMPUTERS AND RELATED EQUIPMENT

### **Monitoring of computer use:**

Use of JCHA computers will be monitored for security and/or management reasons. The JCHA retains the right to monitor all on-line communications to ensure that employees observe this Policy.

Monitoring may include, but is not limited to, review of e-mail content and attachments, e-mail addresses, tracking Internet sites visited by each user/employee, frequency and time spent on the Internet by each user/employee, blocking access to certain types of sites, and ensuring compliance with this Policy.

Monitoring of computers can be done at any time. MIS staff routinely examine the contents of computers while servicing equipment, reports of certain usages are received from third parties and computers may be examined randomly or in a scheduled, routine manner.

### **Disciplinary Action:**

Any JCHA employee who violates any provision of this policy may be subject to disciplinary action up to and including termination of employment.

Employees who learn of any misuse of the JCHA's computers shall notify his/her supervisor, Department Director or the Director of Staff/Resident Development & Strategic Planning.

When and if MIS staff finds any evidence of any violation of this policy by any employee while servicing a computer, he/she is obligated to report such to the MIS Supervisor, who will send a report, with specific details, to the respective Department Director, who will review and take appropriate disciplinary action.

### **Reporting to law enforcement:**

The JCHA will promptly report any evidence of criminal activity (e.g., terroristic threats, infringement of copyrighted materials, child pornography etc.) conducted with any JCHA computers or equipment to the appropriate law enforcement agency.

### **Acknowledgement of policy:**

All employees are required to sign acknowledgement of receipt of this policy. By signing, the employee acknowledges that he or she received this policy memorandum and the employee has read it and understands it.

Any employee who has any questions or concerns about this policy should contact Grace Malley, Director of Staff/Resident Development & Strategic Planning at 201-706-4684.

## CONSCIENTIOUS EMPLOYEE PROTECTION POLICY

The Conscientious Employee Protection Plan Act, N.J.S.A. 34:19-1 et seq., known as "CEPA", or the "Whistle-blower's Act", was enacted by the New Jersey legislature to protect a "conscientious" employee from retaliation when he/she "blows the whistle" on a supervisor or employer who is engaged in an illegal activity or practice.

The Jersey City Housing Authority recognizes the benefits of the Conscientious Employee Act and in practice strives to operate within the letter and spirit of all local, state and federal laws and regulations, and supports and protects any employee who also attempts to insure compliance with laws. Since the Conscientious Employee Protection Act is applicable law and JCHA practice, it should be adopted and by the attached resolution is adopted as part of its Personnel Policies.

I. The JCHA shall not take any retaliatory action against an employee because the employee does any of the following:

- A. Discloses, or threatens to disclose to a supervisor or to a public body an activity, policy or practice of the JCHA that the employee reasonably believes is in violation of a law, rule or regulation promulgated pursuant to law;
- B. Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation, by the JCHA, of any law, rule or regulation promulgated pursuant to law; or
- C. Objects to, or refuses to participate in any activity, policy or practice which the employee reasonably believes:
  - 1. is a violation of a law, rule or regulation promulgated pursuant to law;
  - 2. is fraudulent or criminal;
  - 3. is incompatible with a clear mandate of public policy concerning the public health, safety or welfare.

\* New Jersey case law has established that CEPA protects an employee when he/she reports an employer's illegal or fraudulent behavior, but does not apply when an employee reports activities or policies that are inefficient or ineffective, or when an employee has a mere disagreement with a management decision.

- II. An employee who makes a disclosure to a public body must notify the JCHA's Personnel Office in writing of the activity, policy or practice which is in violation of law, so as to give the JCHA a reasonable opportunity to correct the activity, policy or practice.

An employee who does not first notify his/her supervisor is not protected by the Conscientious Employee Protection law. However, an employee is not required to notify his/her supervisor under the following circumstances:

- A. When it is reasonably certain that the activity, policy or practice is known to one or more JCHA supervisors; or
- B. When the employee reasonably fears physical harm as a result of the disclosure and when the situation is emergency in nature.

- III. An employee who is subject to retaliatory action for exercising his/her rights under this law may file a legal action in an appropriate court within one (1) year. Remedies include reinstatement, lost wages and benefits, reinstatement of seniority rights and attorneys fees.

- IV. The JCHA will conspicuously display notices of its employees' protections and obligations under this Act, and provide all employees with a copy of the Conscientious Employee's Protection Policy.



**Policy Section:** 4.0 **CONDITIONS OF EMPLOYMENT**

**Policy Number/Title:** 4.4 **DISCIPLINARY PROCEDURES**

**ISSUED:** FEBRUARY 5, 2003

---

### **INTRODUCTION**

No one likes to be the subject of disciplinary action; and, rarely does the employee, whose actions or inactions require disciplinary action, realize that he/she has also subjected the entire work unit to the disruptive consequences of the disciplinary procedure.

When an employee is unable or unwilling "to get the job done", time and resources are lost. Services to JCHA residents are not discretionary and cannot be postponed when the disciplinary action of a disruptive employee is required. The JCHA's work must get done, schedules readjusted, individual workloads increased and consequently the burden of work is shifted to the employee's co-workers. All employees, therefore, have a vested interest in ensuring that rules and regulations are understood and followed, conduct and behavior is consistent with what is expected of a public employee and performance expectations and standards are achieved.

### **POLICY STATEMENT**

It is the Jersey City Housing Authority's expectation that all employees conduct themselves according to generally accepted standards of conduct and performance. This basic employment requirement is fundamental to the employer-employee relationship, and one which is both recognized and fulfilled by a majority of the JCHA staff.

When an employee does not meet these standards of conduct, however, it is the supervisor's responsibility to take corrective action in a timely manner to address and correct any performance or conduct related problems or deficiencies identified. While many corrective measures are generally achieved through constructive instruction and recommendations or verbal warnings, there are occasions when an employee does not respond to verbal correction and a more serious form of corrective action is required. This is accomplished through the JCHA's system of progressive discipline, usually beginning with a written warning and ending with termination of employment. In cases of grievous misconduct, the process will be shortened and/or the JCHA may move immediately to termination of employment.

**POLICY STATEMENT (CONTINUED)**

This policy outlines the basic principles and procedures of a system of progressive discipline, which is designed to: 1) ensure that the employee knows what the problem is; 2) correct below-standard job performance and/or inappropriate conduct or behavior; 3) initiate appropriate penalties for unacceptable performance, conduct or behavior; and, 4) provide a record of corrective action taken by the JCHA in such problem situations.

In summary, the major purpose of discipline is to enforce better habits, conduct, behavior and standards of work among employees to ensure a productive work force, which is essential to fulfill the JCHA's public sector affordable housing and related missions and mandates.

**PERSONNEL AFFECTED BY THIS POLICY**

All full and part-time employees of the Jersey City Housing Authority are covered by this policy.

**POLICY**

It is the policy of the Jersey City Housing Authority that all supervisors shall apply necessary and appropriate corrective action whenever an employee fails to meet the required standards of performance or conduct. It is further the policy and intention of both Union and Management representatives to mutually support all efforts to resolve disciplinary problems, either formally or informally, within a reasonable timeframe; to promote progressive disciplinary measures; and to ensure that all employees are treated as consistently and fairly as possible.

**GENERAL CAUSES FOR DISCIPLINARY ACTION**

Corrective disciplinary action may be initiated for any circumstance amounting to "good cause" due to employment related problems to include, but not limited to: unsatisfactory performance (to include: inability, inefficiency or failure to properly perform job duties and responsibilities); insubordination; sleeping on the job; violation of law; failure to adhere to JCHA policies, procedures, rules and regulations; dishonesty, theft, misuse of public funds, property, time, and/or equipment; fighting on the job; acts endangering oneself and/or others; excessive absenteeism or lateness; falsification or alteration of JCHA records; disclosure of confidential information; conviction of a crime; conduct unbecoming a public employee; and failure to comply with terms and conditions of continued employment.

**TYPES OF DISCIPLINE**

Progressive disciplinary measures may include: Oral or written reprimand, suspension from work without pay, voluntary reduction of accrued vacation or personal business days (in-lieu-of suspension from work without pay), restitution of public funds or property\*, demotion or termination.

1. **ORAL WARNINGS** are appropriate for minor first offenses.

**GUIDELINES:** The supervisor should have a full discussion with the employee before giving the warning to ensure that the employee has the opportunity to respond or to give additional information. If the supervisor believes that an oral warning is appropriate, it should be made clear to the employee that the oral warning is the first step in the progressive discipline process. The oral warning should be documented for the supervisor's record and may be included in the employee's annual performance evaluation.

2. **WRITTEN WARNING** – After an employee has received an oral warning, a subsequent offense should be addressed by a written reprimand as appropriate. (Sample attached in Appendix).

**GUIDELINES:** The supervisor should have a full discussion with the employee, in the presence of the employee's union representative, before issuing the written warning. This will ensure that the employee has the opportunity to respond or give additional information. If the supervisor believes that a written warning is appropriate, it should be clearly established that the employee must work on correcting the problem within a defined time period to avoid more serious progressive actions. A copy of the written reprimand should be given to the employee, with copies forwarded to the Human Resources Department for inclusion in the employee's official personnel file and to the respective union official for informational purposes.

---

\*: The use of "restitution" as a disciplinary action option shall be restricted to disciplinary charges that have been sustained and those which specifically involve the misuse of JCHA time, equipment, property or theft for personal monetary gain. The employee shall be required to make restitution in an amount equal to the monies improperly attained via personal check or money order or through a voluntary payroll deduction.

Specific examples include but are not limited to: receipt of payment for services provided to a resident or 3<sup>rd</sup> party on JCHA time and/or with JCHA equipment or supplies; unauthorized use of JCHA and/or resident telephones; misuse of JCHA-issued gas or telephone credit cards; and, theft of JCHA equipment, tool, supplies, etc.

## TYPES OF DISCIPLINE (CONTINUED)

3. **SUSPENSION** is the third step of the disciplinary procedure. It is intended to indicate to the employee the seriousness of the infraction and that the employee can reasonably expect that the next step will be progressively more severe leading to termination of employment.

**Guidelines:** A disciplinary conference shall be conducted by the Department Director with the supervisor, employee and union representative to discuss and investigate the nature of the problem and how it affects the department's operations. The employee has the opportunity to respond to the charges and give additional information relevant to the incident or infraction.

- A. In cases where the employee recognizes and admits that a violation has occurred, he/she may waive rights to a formal disciplinary hearing and agree to a penalty proposed by the Department Director. (Note: To ensure equal treatment of cases, prior to finalizing any penalty, the Human Resources Director or Executive Director must approve the proposed penalty).

The employee will submit a signed agreement acknowledging guilt to the charges as presented, a waiver of his/her right to a formal hearing, and acceptance of the penalty as proposed by the JCHA. If the loss of accrued vacation and/or personal business days in lieu-of-suspension is agreed upon, the employee will authorize the Payroll Department to process said reduction. (Copy of sample agreement in Appendix). A written confirmation of the results of the disciplinary conference will be forwarded to all involved parties within five days of receipt of the agreement and filed in the employee's personnel file.

- B. In cases where the employee does not admit to guilt, he/she may request an administrative hearing before the JCHA's Executive Director or his designated representative (usually, the Human Resources Director).

The Department Director will forward the results of the disciplinary conference to the Human Resources Department with relevant back-up documentation, results of investigation and specification of charges to be filed. Within five days of receipt, the Human Resources Department will formally advise the employee in writing of specific charges, and date, time and location of disciplinary hearing.

4. **TERMINATION** of employment is the culmination of the progressive discipline process or the penalty for very serious offenses.

**GUIDELINES:** A disciplinary conference shall be scheduled by the Department Director with the supervisor, employee and union representative to discuss and investigate the nature of the problem and how it affects the department's operations. The employee has the opportunity to respond to the charges and give additional information relevant to the incident or infraction.

- A. In cases where the employee recognizes and admits that a violation has occurred, he/she will be provided the option to resign in-lieu-of termination.
- B. In cases where the employee does not admit to guilt, the guidelines listed above under 3.B shall be followed.

#### **EXCEPTIONS TO DISCIPLINARY PROCESS**

The noted exceptions to this progressive disciplinary process involve aggravated situations that require the "on the spot" suspension of an employee. Specific examples warranting such action include, but are not limited to the following:

- Management determines that the employee is unfit for immediate duty and/or is a hazard to him/her self, co-workers and/or residents, if permitted to remain on the job and/or job site.
- Management determines that the employee represents a direct threat to the safety, health, order or effective direction of JCHA and/or related services.
- Management is advised that an employee has been formally charged with a crime on or off the job.

#### **GUIDELINES**

The Department Director, with **prior** verbal approval from the Human Resources Director or Executive Director, may suspend the employee immediately. An investigation of the allegations of employee misconduct, which warrant relieving the employee immediately from all work duties and removing employee from the premises, will be expedited. Union officials will be informed accordingly.

**GUIDELINES (CONTINUED)**

Upon conclusion of the investigation, preferably not to exceed five (5) working days, the employee shall be informed in writing of the disciplinary action, if any, to be taken. If a disciplinary suspension is imposed, the investigatory leave may be converted to an unpaid disciplinary suspension.

The employee may request a departmental hearing within five (5) days of receipt of notice of the results of the investigation. If no request is made within this time or such additional time as specifically agreed upon by the JCHA and respective Union, and/or the employee fails to appear at the scheduled hearing and fails to notify the Hearing Officer of his/her intentions, the departmental hearing will be considered to have been waived by the employee and the JCHA will proceed with a final notice of disciplinary action.

**OPPORTUNITY FOR DEPARTMENTAL DISCIPLINARY HEARING**

An employee, subject to disciplinary action, has the right to a formal departmental hearing. The employee will be served with a formal notice of the charges and statement of facts to support the charges (specifications) and advised of the date, time and location of the hearing. The departmental hearing shall be held within thirty (30) days of the alleged violation unless waived by the employee or a later date as agreed upon by the parties; and will be conducted by the Executive Director, Human Resources Director or assigned designee.

**GUIDELINES**

The employee may be represented by an attorney or authorized union representative.

Both Management and Union have the opportunity to review the evidence supporting the charges and present and examine witnesses. The employee shall not be required to testify, but an employee who does testify will be subject to cross-examination.

Within twenty (20) days of the hearing, or such additional time as agreed to by the parties, the JCHA shall make a decision on the charges and provide the employee with the findings and attendant actions to be taken, either by personal service or certified mail. The documentation will be forwarded to Department Director and Union Representative and placed in the employee's official personnel file.

**3<sup>RD</sup> PARTY APPEAL RIGHTS**

Upon receipt of the JCHA's decision and in cases resulting in a minimum of six (6) days suspension through termination, the employee has the right to appeal the decision either before the NJ Department of Personnel (Civil Service) or the Public Employment Relations Commission (PERC).

**1. NEW JERSEY DEPARTMENT OF PERSONNEL (CIVIL SERVICE)**

Employees who attained permanent Civil Service status in title, prior to April 15, 1996 have the option to appeal the decision with the Department of Personnel (Civil Service) or PERC. Employees pursuing a Civil Service Appeal, however, cannot seek a duplicate appeal through PERC.

**GUIDELINES**

An appeal of the JCHA's Final Notice of Disciplinary Action must be filed within twenty (20) days of receipt of the Notice by the Employee.

Disciplinary hearings will be referred to the Office of Administrative Law for hearing before an administrative law judge.

The Department of Personnel Merit Board may adopt, reject or modify the recommended report and decision of an administrative law judge. Copies of all Board decisions shall be served personally or by regular mail upon all parties.

The Board may reverse or modify the action of the JCHA, except that termination shall not be substituted for a lesser penalty.

**2. PUBLIC EMPLOYMENT RELATIONS COMMISSION: PERC**

An employee found guilty of the charges as presented, and subject to a minimum penalty of six (6) days suspension from work without pay, and who does not have Civil Service status (as defined above) has the right to appeal this decision with the Public Employees' Relations Commission (PERC).

3. PUBLIC EMPLOYMENT RELATIONS COMMISSION: PERC

GUIDELINES

The request for submission of a panel of arbitrators must be filed within twenty (20) days of receipt of the Notice by the Employee, Union Official or Attorney.

Upon receipt of a listing of arbitrators, both parties have seven (7) days to examine the list, cross off any names to which either party objects, number the remaining names indicating its order of preference and return to PERC.

The arbitrator selected will notify both parties of date, time and location of Hearing.

The cost of the services of the arbitration shall be borne equally by the JCHA and the Union. If the employee is not represented by the Union, he/she or personal attorney will be required to pay half of the arbitration fees.

The decision of the arbitrator shall be final and binding on both parties.

**Distribution Of Discipline Policy**

Copies of this policy shall be distributed to all employees within thirty (30) days of adoption by the JCHA Board of Commissioners; and, included in the new employee orientation package.

If any employee has any questions about this policy, the employee shall contact his/her immediate Supervisor(s), as soon as possible. If any Supervisor has any questions about the policy, the Supervisor should contact either his/her Department Director or the Director of Human Resources.

\*\*\*\*\*



**RESOLUTION AUTHORIZING ADOPTION OF NEW  
HEALTH AND LIFE INSURANCE COVERAGE BENEFITS  
FOR DOMESTIC PARTNERS OF JCHA EMPLOYEES AS  
PROVIDED BY THE NEW JERSEY STATE DOMESTIC  
PARTNERSHIP COVERAGE ACT**

**WHEREAS**, the New Jersey State Legislature recently passed the *New Jersey State Domestic Partnership Act (Chapter 246 P.L. 2003)*, which provides for health insurance coverage and life insurance benefits for eligible domestic partners and their eligible dependent children of employees of the State of New Jersey and local public employers covered by the New Jersey State Health Benefits System and New Jersey Public Employees Retirement System; and,

**WHEREAS**, the JCHA is a local public employee of New Jersey and a participating employer of the New Jersey State Health Benefits System and the New Jersey Public Employees Retirement System and is therefore covered by the provisions of the Domestic Partnership Act; and,

**WHEREAS**, the JCHA, in recognition of the importance of benefit coverage for families, and in the spirit of equity and fairness to all its employees, intends to comply with any and all requirements of the Domestic Partnership Act in the extension of health and life insurance coverage to its eligible employees as established by the Domestic Partnership Act; and,

**WHEREAS**, as provided the Domestic Partnership Act, eligibility for coverage for a domestic partner includes the submission of a Certificate of Domestic Partnership, which is obtained from the State of New Jersey through application to the employer's Local Register and other requirements; and,

**WHEREAS**, the costs associated with the extension of benefits has been estimated and will fall within the budgeted costs for benefits in the FY 2006 Operating Budget.

RESOLUTION AUTHORIZING ADOPTION OF NEW HEALTH AND LIFE  
INSURANCE COVERAGE BENEFITS FOR DOMESTIC PARTNERS OF JCHA  
EMPLOYEES AS PROVIDED BY THE NEW JERSEY STATE DOMESTIC  
PARTNERSHIP COVERAGE ACT

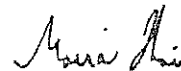
Page two of two

NOW THEREFORE BE IT RESOLVED that the JCHA Board of Commissioners authorizes the extension of health and life insurance benefits to eligible family members of JCHA employees, in accordance with the definitions and provisions of the Domestic Partnership Coverage Act (Chapter 246, P.L. 2003).

DATED: March 2, 2005

COMMISSIONER	Motion	2 <sup>nd</sup>	AYE	NAY	ABSENT/ABSTENTION
E. Cheatham	X		X		
A. Uebbing			X		
I. Carson			X		
R. Valentin		X	X		
S. Mosby			X		
A. Williams					Absent
E. Perez-Cinciarelli			X		

I hereby certify that the hereinabove Resolution accurately memorializes the Resolution of the Board of Commissioners of the Housing Authority of the City of Jersey City as presented at its meeting of March 2, 2005 in the presence of a legally binding quorum.




Maria T. Maio  
Executive Director/Secretary

SEAL

# Housing Authority of the City of Jersey City

## ~ Inter-Office Memorandum ~

---

DATE: FEBRUARY 23, 2005  
TO: BOARD OF COMMISSIONERS  
FROM: MARIA T. MAIO, EXECUTIVE DIRECTOR  
GRACE MALLEY, DIRECTOR, STAFF/RESIDENT DEVELOPMENT & STRATEGIC PLANNING   
RE: RESOLUTION EXTENDING BENEFITS TO EMPLOYEES' DOMESTIC PARTNERS

The JCHA has recently received notification from the New Jersey Division of Pensions and Benefits about the *New Jersey State Domestic Partnership Act (Chapter 246 P.L. 2003)*, which provides for, among other rights and responsibilities, the extension of some benefits to domestic partners of state and local employees. The Domestic Partnership Act provides for health insurance coverage and life insurance benefits for eligible domestic partners and their eligible dependent children of employees of the State of New Jersey and of employees of local public employers covered by the New Jersey State Health Benefits System (SHBS) and New Jersey Public Employees Retirement System (PERS).

The new law effectively changes the definition of dependents in the statutes governing the SHBP and PERS to include a same-sex domestic partner. A "domestic partner" is defined by the law for the purposes of extending benefit coverage, as a person of the same sex to whom the employee or retiree has entered into a domestic partnership. Eligibility for coverage for a domestic partner requires the submission of a Certificate of Domestic Partnership, which is obtained from the State of New Jersey through application to the employer's Local Register. (Note: The law specifically states that the pension and health benefits provisions of the law do not apply to opposite-sex domestic partners because they could obtain those benefits by exercising the option of marriage).

The JCHA, as a local public employee of New Jersey and as a participating employer of the both SHBS and PERS, is eligible for inclusion in this extended coverage program administered by the state agencies. In recognition of the importance of health and life insurance coverage that is currently enjoyed by family members of most JCHA employees, and in the spirit of equity and fairness, the JCHA intends to comply with any and all requirements of the Domestic Partnership Act in the extension of health and life insurance coverage to its eligible employees.

*Memo of February 23, 2005*

*Regarding a Resolution Extending Benefits to Employees' Domestic Partners*

*Page two of two*

The attached resolution, authorizing the extension of benefits to employees' domestic partners, is required by the New Jersey Division of Pensions and Benefits prior to any notification to employees and/or enrollment process.

For your information, the cost associated with the extension of benefits has been estimated and will fall within the budgeted costs for benefits in the FY 2006 Operating Budget.

Please let me know if you need any additional information.

Cc:

JCHA: R. Baker / V. Guingon / M. Sargent / M. Aquino

ISWA: F. Parson

HASU: G. Mainor

**POLICY SECTION:** 4.0 **CONDITIONS OF EMPLOYMENT**

**POLICY NUMBER/TITLE:** 4.2 **DRESS CODE**

**ISSUED:** NOVEMBER 6, 2002

---

### **POLICY STATEMENT**

This policy is intended to provide all employees with an understanding of the dress and grooming standards appropriate and required for conducting the business of the Jersey City Housing Authority. The purpose of establishing and implementing appearance standards are: (1) to present a professional appearance for applicants, residents, public officials and the general public; (2) to promote a positive working environment and limit distractions caused by casual, provocative or inappropriate dress; and (3) to ensure safety while working. Employees at all levels and job positions are representatives of the JCHA; our agency image is reflected by the appearance or impression employees make through their daily contacts. Therefore, employees' dress, grooming and personal hygiene affect both the public's impression of the public housing programs and internal morale.

### **PERSONNEL AFFECTED BY THIS POLICY**

All full and part-time employees of the Jersey City Housing Authority are covered by this policy. Also included are all seasonal and hourly employees (i.e., college interns, day workers and trade apprentices).

### **POLICY**

It is the policy of the Jersey City Housing Authority that all employees' appearance, dress, grooming, and personal hygiene should be appropriate to the work situation.

1. All employees must comply with the following personal appearance guidelines:
  - Employees are expected to wear professional attire. The attire must be appropriate, neat, and compatible with the business environment and shall not detract from the overall mission of the JCHA.
  - Employees should not wear suggestive attire, jeans, athletic clothing, shorts, thong-type sandals, flip-flops, sneakers, slippers, T-shirts, tank or halter tops, see-through or tightly fitting clothing.

**POLICY (CONTINUED)**

- Clothing, jewelry, accessories and/or visible tattoos should not convey messages that are: crude, vulgar, profane, inflammatory, violence/death oriented, sexually suggestive, and/or that which advertises or advocates the use of alcohol, illegal substances, or tobacco.
  - Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair (regardless of length), or extreme hairstyle or color is prohibited. Sideburns, moustaches, and beards should be neatly trimmed.
  - Pierced jewelry should be limited to the ear. Dog collars, tongue rings, wallet chains, large hair picks, chains that connect one part of the body to another are prohibited.
  - Employees should not wear sunglasses (unless for medical reasons) or hats in office complexes, residential buildings and/or apartments.
  - When an employee is on duty and the employee's job requires meeting members of the public or private sector and individuals or parties outside the Agency, or attending an official function, he/she is expected to adhere to this policy.
2. Uniformed maintenance employees are required to wear the designated Uniform and Safety Equipment items. (See JCHA-ISWA Collective Bargaining Agreement, Article 15.) In addition to the basic good grooming and hygiene standards listed above, uniformed employees are required to adhere to the following:
- Uniformed employees shall display a neat, professional, fully-dressed appearance in public while wearing the agency's uniform. Though it is understood that employees wear uniforms when traveling to and from work, uniforms should not be worn during non-duty hours in a casual, unprofessional manner.
  - Uniforms should be clean, at the start of each workday, with the appropriate display of the JCHA identity patch and employee photo I.D. card.
  - Work pants that touch the ground or floor, or that have holes or patches, are prohibited. Uniforms should not appear faded, frayed, tattered or shabby.

### EXCEPTIONS

Written requests for exception to the dress code standards for medical or religious accommodation will be considered on an individual basis and require the advance approval of the Director of Human Resources.

The JCHA permits employees to dress in a more casual fashion than is normally required in the event of inclement weather (winter months – snow days). On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing, athletic wear, or similarly inappropriate clothing.

### RESPONSIBILITIES

- Employee Responsibility: It is the employee's responsibility to comply with the dress code standards listed above.
- Supervisor Responsibility: It shall be the responsibility of the immediate Supervisor and Department Director to enforce this policy in a fair and consistent manner.

### ENFORCEMENT

If an item of clothing or personal hygiene is deemed to be inappropriate for the workplace by the employee's Supervisor, the employee may be sent home to change clothes without pay, and will be given a verbal warning for the first offense. Progressive disciplinary action will be taken for further dress code or hygiene violations.

### DISTRIBUTION OF DRESS CODE POLICY

Copies of this policy shall be distributed to all employees within 30 days of adoption by the JCHA Board of Commissioners; and, included in the new employee orientation package.

If any employee has any questions about this policy, the employee shall contact his or her immediate Supervisor(s), as soon as possible. If any Supervisor has any questions about the policy, the Supervisor should contact either his or her Department Director or the Director of Human Resources.

\*\*\*\*\*

Grace Malley

---

From: "Grace Malley" <gmalley@jcha.us>  
To: <jcha@jcha.us>  
Cc: "Maria T. Maio" <Mmaio@jcha.us>  
Sent: Wednesday, August 31, 2011 1:02 PM  
Subject: Dress Code

To All Employees:

This is to remind you that the Casual Summer Dress Code ends this Thursday, September 1st.

Please be advised that the Casual Fridays Dress Code resumes on Friday, September 2nd, with one change in the dress code. Employees may "dress down" on Fridays so as to be more comfortable and to avoid the costs associated with "work clothes". Employees may wear casual cut pants, skirts, dresses and shoes. **However, Jeans of any kind are no longer permitted.**

The general rule of dressing in good taste and appropriately for the work place always applies, so that items such as tank or tube tops, shorts, sweat pants, jeans, tee shirts, flip-flops, are not allowed, nor is clothing that is tight, or "distressed" or clothes that are not neat, clean and modest. And, if staff are attending or conducting meetings with "third parties", they are expected to dress professionally for the meeting.

Supervisors should ensure that this Casual Friday Dress Code is observed and should speak directly with any employee who comes to work dressed improperly. When such occurs, the supervisor should send the employee home to dress in accordance with the policy, and the employee will be docked for the lost time).

The Casual Friday Dress Code will be re-evaluated in the future, and may be discontinued if there are too many violations of the code, so we encourage all employees to be thoughtful in choosing their attire.

Please call me at 201-706-4684 if you have any questions or need any additional information.

Grace



## DRUG-FREE WORKPLACE POLICY

### POLICY STATEMENT

The Jersey City Housing Authority maintains a "drug and alcohol-free workplace" and prohibits any and all violation(s) of laws governing controlled substances, and further, requires that all employees report for work and continue to work free from the influence of any unlawful drug or alcohol products. This policy applies to all employees, which includes all JCHA and Tenant Affairs Board employees, and includes hourly or part-time or seasonal employees.

### BACKGROUND

Any personal use of a controlled substance endangers the individual's health and well-being; and subjects the JCHA to a wide range of potential problems, including reduced employee productivity, increase in health care costs, higher rates of absenteeism and on-the-job accidents, diverted supervisory and managerial time, friction among co-workers, higher incidents of criminal activity, and an adverse effect on the JCHA's public image.

In conformance with HUD requirements, the Jersey City Housing Authority (JCHA) adopted a Drug-Free Workplace Policy in 1988 and has promulgated, administered and enforced the policy and has completed the required certifications since that time. However, the JCHA's experiences with related disciplinary problems indicate the necessity to promote employee-initiated resolution of dependency problems in order to avoid disciplinary action and, at the same time, the need to establish clear and consistent consequences of any violation of this policy.

### I. PROHIBITIONS

*Use of Illegal Drugs:* The JCHA prohibits the unlawful manufacture, distribution, dispensing, sale, possession or use of a controlled substance of any kind in any amount, on or off JCHA property, during or outside of working hours, or while in the conduct of JCHA business.

*Use of Alcohol:* The JCHA prohibits the use, possession or distribution of alcohol by employees on Housing Authority property, or as part of any JCHA activity, and prohibits an employee from reporting to work under the influence of alcohol.

The JCHA is establishing a "zero tolerance" for any illegal use and/or abuse of drugs and/or alcohol. Any employee who fails a drug and/or alcohol test, or is arrested or convicted of a drug-related crime is subject to termination. In order to avoid termination, an employee who has a drug and/or alcohol dependency must "come forth" and request leave from work for treatment, prior to any test or disciplinary action.

## II. TESTING FOR CAUSE OR "OBSERVED BEHAVIOR"

In certain circumstances, within the limits of the law, employees may be required to submit to a drug and/or alcohol test as a condition of continued employment. The key issue concerning mandatory testing is "observed behavior".

If an employee is acting or speaking oddly, incoherently or unresponsively or is inexplicably belligerent, or acts as if in a daze, or has slurring speech, or any other manner which would cause a reasonable person to question if the employee is under the influence of either narcotics or alcohol, the supervisor not only may require immediate, mandatory testing, but is under an obligation to do so.

If an employee's behavior warrants immediate, mandatory testing, the involved supervisor(s) should take the employee off his/her task, advise the employee of his/her observations and ask for a response or explanation from the employee. Note: As is the case with any personal and/or potential disciplinary action, the matter should be handled in a private setting to give the employee privacy. However, the supervisor should also use good judgment and may decide to have another responsible staff person and/or union representative present in the interest of safety and/or to have a witness to the conversation.

If such testing is deemed warranted, the supervisor should then personally contact either the Department Director, Human Resources Director or Executive Director, and report the need for assistance. Once advised of the problem, the Department Director (or designee) will go to the site/shop to meet with the supervisor and employee. Upon arrival at the Site/Shop, the Department Director or designee will meet with the employee and supervisors, and if available, the shop steward and determine if there is sufficient cause for a drug and/or alcohol test. If a test is warranted, he/she will immediately contact the Human Resources Director by phone, and the Human Resources staff will make all of the arrangements for the drug and/or alcohol test with the JCHA-procured medical facility, prepare the consent forms, etc.

The employee is obligated, under this policy, to report for the drug and/or alcohol test when directed to do so by his/her supervisor. Failure to do so is considered to be a violation of this policy. If an employee fails to take the test as directed, he/she will be immediately suspended from work without pay, and will be subject to termination.

## III. CRIMINAL ARRESTS OR CONVICTIONS

Any employee arrested for or convicted of any drug-related crime, on or off the work site, must notify the JCHA of such within five days after the arrest or conviction. An employee who is arrested or convicted of any drug-related crime, on or off the site, is subject to immediate termination.

#### IV. REPORTING REQUIREMENTS OF CO-WORKERS AND SUPERVISORS

*Any employee* who observes, or who is a witness to any other employee's violation of this policy must report such to his/her immediate supervisor at the earliest possible time. If an employee observes, or is a witness, to his/her supervisor's violation of this policy, he/she must report such to the appropriate Department Director at the earliest possible time. If the employee does not wish to report the illegal activity to his/her Department Director (for whatever reason), he/she must report the observation to either the Human Resources Director or Executive Director.

*A supervisor* who observes, or is a witness to an employees' violation of this policy, or who receives information from an employee that a co-worker is violating this policy, must immediately notify either Human Resources Director or Executive Director (in writing) of all of the specifics of the violation. *A supervisor* who has knowledge of an employee's arrest or conviction of drug-related crime must notify either the Human Resources Director or the Executive Director (in writing) of the specifics of the arrest or conviction.

*The JCHA's Executive Supervisors*, (both Executive Director and Human Resources Director) as required by HUD Notice PIH 89-10, will notify the HUD Regional Office no later than ten days after being informed of an employees' conviction of a drug-related crime. Furthermore, the Executive Supervisors must insure that the appropriate action is taken within thirty days of receiving notice of the arrest or conviction.

*Any employee or supervisor* who fails to report policy violations or criminal arrests or convictions is subject to serious disciplinary action.

#### V. DISCIPLINARY ACTION

Any employee who violates these rules is subject to disciplinary action. Although the JCHA usually imposes disciplinary action in a progressive manner, (i.e., oral and written warnings, increasing numbers of suspension days, etc.), and will do so in more minor infractions of this policy, given the seriousness of drug and/or alcohol use violations, the JCHA may determine that an immediate and severe penalty, such as extensive suspension days or termination is warranted. Any employee who fails a drug and/or alcohol test is subject to immediate termination. Any disciplinary action taken in connection with this policy is subject to the grievance procedure of the ISWA and HASU collective bargaining agreements.

**VI. EMPLOYEE ASSISTANCE PROGRAM / APPROVED LEAVE OF ABSENCE FOR REHABILITATION**

Any employee who has a drug or alcohol abuse problem is required to inform his/her supervisor, Department Head, Human Resources Director or Executive Director of such, and should take any necessary steps to secure professional assistance. Notwithstanding provision V (Disciplinary Action) above, if an employee advises the JCHA of his/her drug and/or alcohol dependency and requests authorization for a leave of absence for the purposes of receiving treatment for the dependency, the JCHA will not take any disciplinary action against the employee and will approve a leave of absence from work to be treated for a drug and/or alcohol addiction problem.

*Leave of Absence for securing treatment*

If an employee advises the JCHA that she/he has a drug and/or alcohol dependency, the JCHA will allow the employee time off from work (paid or unpaid, based on the employee's leave balances) to receive rehabilitation for the dependency. The employee is required to do so prior to the effects of drug or alcohol abuse resulting in the JCHA's need to take serious disciplinary action. Such a preventative approach will hopefully minimize the likelihood of serious disciplinary action being taken for drug or alcohol related violations.

If an employee has a sufficient sick leave balance, a reasonable period of time to receive treatment and participate in a recognized drug or alcohol rehabilitation program may be approved as authorized sick leave with pay, not to exceed six months. If the employee does not have the accrued sick leave balance necessary to complete a program, an unpaid medical Leave of Absence may be granted, not to exceed six months. (Note: An exception to the six month limitation may be made if the employee is successfully participating in a rehabilitation program and needs additional time to complete the program; the decision to approve an extension of the leave beyond six months will be made on a case by case basis, at the discretion of the JCHA.)

*Medical coverage for treatment:*

In most cases, employees may be covered for the rehabilitation treatment through the medical insurance plan provided to all employees covered by the ISWA and HASU collective bargaining agreements and by the Personnel Policies for Executive and Confidential Employees. Currently, the JCHA participates in the New Jersey State Health Benefits Program (NJSHBP), which offers participants medical insurance coverage through a choice of certain HMOs or a "traditional" plan. The employee seeking rehabilitation services may therefore access treatment and payment for such treatment through his/her individual medical insurance plan. The JCHA is not liable for, or is offering any payment of rehabilitation programs or services. The coverage for treatment is limited to the provisions of the employee's plan and is subject to any restrictions or rules of the NJSHBP.

*Conditions upon returning from leave:*

The employee will be required to obtain monthly reports from the approved medical facility re: medical status, progress, and continued attendance in, and compliance with program rules and regulations, to be submitted to the Personnel Director during the approved leave period.

No employee will be permitted to return to work following an approved sick leave or leave of absence, for purposes of this policy, without written authorization signed by the Executive Director. The employee will be required to submit evidence of his/her drug or alcohol free status, verification of completion of the rehabilitation program, and an agreement to continue to submit monthly status reports to supervisors regarding continued drug-alcohol free status, continued attendance in after-care program and compliance with attendant program rules and regulations.

Subsequent violation of this policy, or of any of the conditions of continued employment will result in immediate termination.

**VI DISTRIBUTION OF POLICY**

All supervisors are to personally post this policy on bulletin boards and other appropriate places. All new employees will be given a copy of this policy, along with other JCHA Personnel Policies, upon employment with the JCHA as part of the new employee's orientation. A copy of this policy will be inserted in the paycheck envelope of every employee no later than thirty days after formal approval of this policy by the Board of Commissioners.

## EMPLOYEE EVALUATIONS

### ***INTRODUCTION***

The purpose of the Employee Evaluation is to improve the productivity of the employee by systematically responding, in both negative and positive ways, to the employee's work performance.

This Evaluation System includes both a qualitative and quantitative approach to work performance, "face to face" contact and discussion, and a rigorous follow-up evaluation process.

The productive, skillful and conscientious employee – who is greatly valued by the JCHA – is motivated by the positive reinforcement of a good evaluation to "keep up the good work" and to stay on with the JCHA. Recognition of the worth of his/her work inspires confidence in such an employee and enhances morale.

The "problem employee", on the other hand, receives direct and specific criticism of his/her weaknesses and inadequacies and is told what kind of improvements are expected in order to be allowed to continue with the JCHA.

The objective, numerical ratings and the subjective, written comments and interview aspects of the Evaluation System are utilized by the JCHA in decisions regarding promotions, demotions, and disciplinary action and training, leave and other benefits.

### ***I. EVALUATION PROCESS***

#### ***A. Evaluation Form:***

There is a standard form used for all employees (see attached) which includes a category of basic criteria for all employees, and additional categories of criteria specifically for blue collar, office and supervisory/professional employees.

The form has a space for the supervisor's personalized comments regarding accomplishments, areas requiring additional improvements and steps that will be taken by the supervisor and employee to strengthen performance; there is also a section for the employee's written comments.

#### ***B. Rating and Mark System***

The supervisor does the marking and averaging of the final score on the evaluation form prior to the interview, which allows the employee the opportunity to see his/her actual marks and how the final average was reached.

## ***I. EVALUATION PROCESS***

### ***B. Rating and Mark System (cont'd)***

Each of the five possible ratings have a numerical range of marks, as follows:

Unsatisfactory:	69 and below
Fair	70 – 79
Satisfactory	80 – 84
Above Average	85 – 94
Outstanding and Superior	95 – 100

The supervisor chooses a general rating, (i.e. "Fair"), and then a specific mark within that range (i.e. 72 out of the range of 70-79). This allows the supervisor to be as precise as possible, to be able to discriminate between employees, and to be able to track even slight improvements or declines in an employee's performance.

After each evaluation criteria is marked, the supervisor adds the total of the points and divides that sum by the number of criteria; this resulting number is the employee's final average or "mark".

(Note: the supervisor should set up a file and keep copies of the evaluations on hand for future reference and comparisons).

### ***C. Supervisor's Written Comments***

The JCHA emphasizes the importance of the supervisor's written, personalized comments. This section should be the focus of the evaluation; the supervisor should not depend on the numerical ratings to convey the full message of his/her evaluation; instead, the scores should reflect the content of the personalized comments.

The evaluation's format encourages the supervisor to comment on both the positive and improved aspects of an employee's performance and the negative and problematic issues – a realistic approach, since very few employees fall exclusively in either category.

## I. *EVALUATION PROCESS (cont'd)*

### D. Evaluation Conference

The critical element of the process occurs when the supervisor meets with the employee to discuss the evaluation. The supervisor must ensure that the employee understands fully both the evaluation criteria, the individual ratings, final average and written comments. This face to face contact should also clarify the supervisor's expectations for future improvements in performance; the employee should always leave the conference with a full understanding of how his/her performance is evaluated, and the consequences.

(Note: for site maintenance staff, it is suggested that the Manager does the actual written evaluation and marking and the Manager and Foreman conduct the conference together).

### E. Scheduling of Evaluations

All employees are evaluated at least every twelve months; (additional evaluations are scheduled for follow-up reasons, as explained below). For administrative purposes, the Personnel Office schedules evaluations for groups of employees (by site, office, department, etc.) each month throughout the year.

## II. *FOLLOW-UP SYSTEM*

There is an automatic follow-up system for the employee who does not receive an adequate evaluation. The employee who receives either an "Above Average" or "Outstanding and Superior" evaluation continues to be evaluated once per year. Any employee who receives ratings below this will receive "follow-up evaluations" in the following manner:

- A. The Personnel Office, upon receiving a set of evaluations, culls out all evaluations rated "Satisfactory" or below. These employees are immediately scheduled for an additional evaluation five months after the regular, annual evaluation.
- B. After the first follow-up evaluation is completed, the Personnel Office separates those rated below "Satisfactory" (one level lower than the prior cut). The employee in this category is again scheduled for a second follow-up evaluation four months after the first follow-up evaluation.



## II. FOLLOW-UP SYSTEM (cont'd)

At the conference to discuss the second follow-up evaluation, in addition to the supervisor, the Department Director, and in some cases, the Personnel Officer or Executive Director should also be present.

- C. By this time, two months prior to the regular annual evaluation, the employee has received three evaluations and has been present at three conferences. He/she should be fully aware of his/her standing with the JCHA and all the possible consequences of his/her unacceptable evaluations.

Although a pattern of "Fair" or "Unsatisfactory" marks does not, in itself, result in disciplinary action or termination, the employee should understand that such indicates that the supervisor is not satisfied with the employee's performance and will no longer tolerate his/her continuing employment with the JCHA. The supervisor who consistently evaluates an employee with less than "Satisfactory" marks intends to follow-up with specific charges addressing the employee's performance inadequacies, which, assuming proper documentation and substantiation, will result in disciplinary action and, ultimately, termination.

## III. PROBATIONARY EMPLOYEES

After completing two months of employment with the JCHA, a new employee receives a probationary evaluation, using the same form and process described above. Initiating the evaluation process after two months ensures that the employee will be notified of his/her status with the JCHA no later than 90 days after commencing employment.

An employee who receives a less than "Satisfactory" rating is notified that since he/she did not satisfactorily complete the probationary period, he/she is terminated from employment.

## EMPLOYEE'S RIGHT TO KNOW POLICY

Because of the seriousness of safety and health problems associated with the potential exposure of employees to chemical hazards, and because many employers and employees know little or nothing about these dangers, the federal Occupational Safety and Health Administration (OSHA) has issued a "Hazard Communication Standard" and the New Jersey Legislation has enacted the New Jersey Worker and Community Right To Know Act (August 29, 1983). The goal of these rules is to ensure that employers and employees are informed about the dangers of hazardous substances in the workplace and how to protect themselves, thereby helping to reduce the incidences of chemical source illness and injuries.

The Hazardous Communication Standard establishes uniform requirements to make sure that the hazards of all chemicals imported into, produced or used in workplaces are evaluated, and that this information is conveyed to all involved employers, and then to employees.

The New Jersey Worker and Community Right To Know Act also requires that employers obtain pertinent information regarding the dangers of substances in the workplace from the New Jersey Department of Environmental Protection and Department of Health, complete workplace surveys and provide employees with the necessary information and training needed to establish a safe working environment.

The JCHA has been complying with the reporting and filing requirements of these laws. This policy formally incorporates the following provisions of both the OSHA Hazard Communication Standard and the New Jersey Worker and Community Right To Know Act that pertain to the JCHA's responsibilities regarding hazardous substances in the workplace, and notifies employees of their rights under these laws.

1. The JCHA will compile and maintain a list of hazardous substances present in the workplace on a Workplace Survey, and obtain and file fact sheets provided by the manufacturer and/or the New Jersey Department of Environmental Protection or Department of Health for each hazardous substance, and complete any other required reports.
2. The JCHA will make available to the employee the Workplace Survey and fact sheets, and any other required surveys. Such information will be kept in convenient locations available to all involved employees during all shifts. The JCHA will post on bulletin boards a notice of availability of this information.

Any employee or employee representative may request, in writing, a copy of the JCHA's Workplace Survey or fact sheets; the JCHA will comply with the statutory requirement to provide this information within five working days. An employee has the right to refuse to work with a hazardous substance for which a request was made and not honored without loss of pay or penalty until the request is honored.

3. The JCHA will label containers of hazardous substances with the common or chemical name and Chemical Abstracts Service (CAS) number of the hazardous substances and indicate any required safety measure.
4. The JCHA will provide personal protective equipment that is determined to be necessary and effective to reduce an employee's exposure to a chemical substance.
5. The JCHA will train employees about the health and safety risks of working with hazardous substances during the new employee's orientations, or when a new hazard is introduced to the work area; at minimum, the following information is included in the training program:
  - ◆ The existence of the Right To Know laws and the JCHA's Employees' Right To Know Policy.
  - ◆ The location of the fact sheets.
  - ◆ The employee's right to request copies of the surveys and/or fact sheets from the JCHA, Department of Environmental Protection or Department of Health.
  - ◆ How to read and interpret the information on labels and fact sheets.
  - ◆ Necessary safety practices, operational procedures and proper storage and control methods in work areas where hazardous chemicals are present.
  - ◆ Observation methods (i.e., smell and appearance) to detect the presence of a hazardous chemical to which an employee may have been exposed.
6. The JCHA will provide each existing and new employee with a copy of the above Employee Right To Know Policy.
7. The JCHA will, upon request, provide a Spanish translation of any surveys, fact sheets, labels, posters or training information for employees whose native language is Spanish.
8. The JCHA will not discriminate against an employee for using the legal rights provided by the Right To Know law. If an employee believes that he/she has been fired or penalized for using the Right To Know law, he/she may contact the New Jersey Department of Labor and file a discrimination complaint within 30 days; the Department of Labor will investigate the complaint. (New Jersey Department of Labor, Division of Workplace Standards, 36 West State Street, CN 386, Trenton, N.J., #609-292-7036.)

## FAMILY AND MEDICAL LEAVE POLICY

### INTRODUCTION

In 1990, the State of New Jersey enacted the Family Leave Act and in 1993 a Federal version of the same law, the Family and Medical Leave Act, was passed. Both laws entitle certain employees to an unpaid leave from work to care for a newborn or adopted child or an injured or ill member of the worker's immediate family without loss of benefits and with the right to reinstatement to his/her former job or equivalent position upon return.

These laws are based on the principle that there is a correlation between the employer's concern for greater productivity in the workplace and workers' need for family stability; they are intended to promote a healthier balance between work and family responsibilities. Recognizing that children and the elderly are increasingly dependent upon family members who spend many hours at work, these laws are intended to reassure workers that they will not be asked to choose between continuing employment and meeting their serious family obligations. Employers have begun to view such benefits positively, because an employee returning to work after 12 weeks is often more cost-effective than hiring and training a new employee.

The JCHA adopted benefits for employees that allow unpaid leave from work for the care of newborn or adopted children and other personal and family situations in both its Personnel Policies and Collective Bargaining Agreements with the Housing Authority Supervisors' Union and the International Service Workers of America, Local 101. The following policy includes all such leave benefits already enjoyed by JCHA employees and incorporates additional provisions of both the State and Federal laws.

### I. UNPAID FAMILY AND MEDICAL LEAVE

#### A. UNPAID LEAVE BENEFITS FOR EMPLOYEES IN "GOOD STANDING":

##### 1. Amounts and Eligibility:

An "Employee in Good Standing" who has been employed by the JCHA for at least one year may request and be granted a leave of absence without pay, not to exceed six months for any of the following reasons:

<sup>1</sup> The FMLA requires that the more extensive provisions of the respective Federal and State statutes be adopted by the employer; this policy, therefore, is a consolidation of both laws.

**A. UNPAID LEAVE BENEFITS FOR EMPLOYEES IN "GOOD STANDING"****1. Amounts and Eligibility (cont'd):**

- ◆ To care for a newborn or adopted child; or
- ◆ To care for the employee's seriously ill spouse, child or parent (including a foster, step, adopted or in-law relationship) who is mentally or physically incapable of self-help; or
- ◆ Due to the employee's own serious health condition, defined as an illness, injury, impairment, or physical or mental condition which requires in-patient or continuous out-patient treatment.

In order to be eligible for an unpaid Family or Medical Leave up to six months, the employee must meet the following requirements:

- ◆ An employee must have worked for at least one full year;
- ◆ An employee must have "Good Standing" status, which is defined to mean that no Time or Attendance failure or pending disciplinary actions have occurred within the prior six month period; (if there are pending disciplinary charges and those charges are dismissed, the employee will become eligible for the Unpaid Leave of Absence).<sup>1</sup>
- ◆ An employee must commit that he/she intends to return to work after the approved unpaid leave of absence has been completed and the JCHA must find the commitment to be a reasonable representation.

<sup>1</sup> In the event of ineligibility, the employee will become eligible for unpaid leave six months after the initial request was submitted, provided that there have not been any additional Time and Attendance failures or pending charges or completed disciplinary actions during that period.

**A. UNPAID LEAVE BENEFITS FOR EMPLOYEES IN "GOOD STANDING" (cont'd)****2. Continuation of Benefits:**

An employee in "Good Standing" who meets the above requirements and who is granted an unpaid Family or Medical Leave will continue to be covered by any insurance plans in effect at the time of the leave, including medical, dental, eyeglass, prescription and life insurance plans during the period of unpaid leave up to six months. A part-time employee is not eligible for continuation of benefits, unless the part-time employee has been paying pro-rated portion of benefit premiums, as provided by JCHA's collective bargaining agreements. In such a case, the JCHA and employee will continue to pay the respective pro-rated portions during the unpaid leave.

**B. UNPAID BENEFITS FOR EMPLOYEES "NOT IN GOOD STANDING":****1. Amounts and Eligibility:**

Notwithstanding whether an employee is or is not in "Good Standing" or whether he/she meets the above eligibility criteria, the JCHA complies with the requirements of the Federal and State Family and Medical Leave statutes and accordingly provides employees who do not meet the requirements listed above with the following minimum statutory benefits:

Any employee who has worked for at least one full year for 1000 hours or more (which is approximately 20 hours per week), may take up to 12 weeks of unpaid leave from work during any 12 month period for one or more of the following reasons:

- ◆ To care for a newborn or adopted child;
- ◆ To care for the employee's seriously ill spouse, child or parent; or
- ◆ Due to the employee's own serious health condition, defined as an illness, injury, impairment or physical or mental condition which requires in-patient or continuous out-patient treatment.

**B. UNPAID BENEFITS FOR EMPLOYEES "NOT IN GOOD STANDING"****1. Amounts and Eligibility (cont'd):**

To be eligible for this lesser benefit, the employee need not be in "Good Standing", meet the eligibility criteria as listed above, or meet the test of "probability or returning to work."

**2. Continuation of Benefits During Leave:**

If an employee "Not in Good Standing" is eligible for and is granted unpaid leave up to 12 weeks, he/she is covered by any insurance benefits in effect before the leave, including medical, dental, eyeglass, prescription and life insurance plans during the unpaid leave up to 12 weeks. A part-time employee is not eligible for continuation of benefits, unless the part-time employee has been paying a pro-rated portion of benefit premiums, as provided by JCHA's collective bargaining agreements. In such a case, the JCHA and employee will continue to pay the respective pro-rated portions during the unpaid leave.

**C. RETURN TO WORK GUARANTEE:**

An eligible employee who is granted any approved Family or Medical Leave under this policy will be reinstated to the same or equivalent position with comparable benefits and pay held prior to the leave being taken upon return to work.

**D. EXTENSION OF LEAVE EXCEPTION:**

Although it is not the norm, the Executive Director may, upon the recommendation of the appropriate Department Head, approve an extension of the unpaid Family or Medical Leave up to an additional six months if the need for such is serious and documented; an extension would only be granted to an employee in "Good Standing" (see definition on page 2). Insurance benefits for the employee on extended leave, as referenced above under I.A.2, would continue during the period of unpaid leave.

**E. INTERMITTENT LEAVE OPTION:**

An employee may request that the unpaid Family or Medical Leave be taken intermittently (i.e. reducing the employee's weekly or monthly work schedule over an extended period of time), to care for a newborn or adopted child, or a sick family member, or because of his/her own illness subject to the restrictions and requirements below:

***E. INTERMITTENT LEAVE OPTION (cont'd):***

- ◆ The employee must give reasonable notice (30 days or more) so as not to unduly disrupt the JCHA's operations, and submit a written medical report documenting that such intermittent leave is necessary and also indicating the expected duration of such an accommodation.
- ◆ If the employee holds a critical position, the JCHA may require the employee to temporarily transfer to another job with equivalent pay and benefits in order to minimize the negative impact on the JCHA.
- ◆ Approval for intermittent unpaid Family or Medical Leave will be limited to the statutory requirement of 12 weeks within any 12 month period.

(NOTE: Although taking intermittent leave may result in a full time employee working "part-time", the insurance benefits of the employee taking intermittent leave, as mandated by the Federal Family and Medical Leave law, will be paid in full by the JCHA, as opposed to a regular part-time employee who, in order to receive medical and related insurance benefits, is required to pay the relevant pro-rated portion of insurance premiums).

***F. NON-ACCRUAL OF PAID LEAVE:***

An employee, while on any Unpaid Leave of Absence for any duration of time, will not accumulate or earn any paid leaves, i.e. vacation, sick or Personal Business Days during the unpaid leave.

***G. NON-ACCRUAL OF SENIORITY:***

An employee's tenure while on any unpaid Leave of Absence will be treated in accordance with the New Jersey Department of Personnel's regulations, namely that tenure shall not accrue for seniority or longevity pay purposes during the duration of the unpaid leave. If the leave is intermittent, the employee will not accumulate vacation, sick leave and Personal Business Days for the appropriate pro-ratio of the time out.



## II. IMPLEMENTATION OF POLICY

### A. REQUESTING AUTHORIZATION FOR LEAVE:

A request for unpaid Family or Medical Leave must be submitted by the employee in writing to his/her immediate supervisor. The request will be reviewed first by the immediate supervisor and then by the Department Director who will make a recommendation to the Executive Director. Upon the Executive Director's determination, the employee will receive a written response. The Executive Director's response will be forwarded within a reasonable time.

### B. ADVANCE NOTICE:

The employee requesting an Unpaid Leave of Absence is required to provide 30 days notice for a foreseeable leave due to the birth or adoption of a child or planned medical treatment. This 30 days notice requirement will only be waived in cases of medical emergencies, as certified by written medical reports.

### C. DOCUMENTATION:

An employee requesting an unpaid leave based upon the serious medical condition of the employee or his/her family member is subject to the same documentation requirements as with paid sick leave, as follows:

- ◆ The employee is required to submit written documentation clearly stating the cause for the leave being requested and the probable duration of the condition. The employee may also be required to submit periodic medical documentation throughout the leave (usually once per month).
- ◆ The JCHA also requires an employee who has been absent on unpaid leave from work because of personal illness, as a condition of his/her return to duty, to submit medical documentation establishing that he/she is capable of performing the normal duties of the job and that his/her return to work will not jeopardize the health of other employees. The JCHA may also require the employee to be examined by a physician designated by the JCHA, at the expense of the JCHA, to approve the employee's return to work.

If the leave is based upon the employee's need to care for a newborn or adopted child, the employee must submit a written explanation indicating the expected duration of leave and probable return date.

**D. RECORDKEEPING:**

The JCHA's Personnel Office will maintain records regarding compliance with the State and Federally mandated Family and Medical Leave provisions.

**E. DISTRIBUTION OF POLICY:**

This policy will be distributed to all JCHA employees in pay check envelopes on or about December 17, 1993 and will be given to all new employees upon employment. Copies of this policy will be available in the Personnel Office and will be posted in appropriate places throughout the JCHA.

**F. PROTECTION OF RIGHTS:**

The JCHA will not interfere with, restrain or deny the exercise of any right provided under this policy and as mandated by the State and Federal Family and Medical Leave statutes. Discharging or discriminating against an employee who takes advantage of any rights described herein is prohibited.

**III. AMENDMENT OF RELATED ISWA CONTRACT PROVISIONS:**

The 1993 Collective Bargaining Agreement with International Service Workers of America, Local 101 (ISWA) provides that all provisions of the Collective Bargaining Agreement effected by the new Family Leave Laws be amended in accordance with the requirements of the laws. Accordingly, the following Collective Bargaining Agreement clauses are revised as follows: (NOTE: the underlined text is added to the existing clause).

**A. Definition of Sick Leave:**

Article 10.5 is revised to expand the definition of Sick Leave to also include the care of a sick family member:

*"All employees shall be entitled to sick leave with pay based on the aggregated years of service. Sick Leave may be utilized by employees when they are unable to perform work by reason of personal illness or injury, exposure to a contagious disease, or, (for a reasonable period of time), for the care of a seriously ill member of the employee's immediate family."*

**B. Medical Documentation for Sick Leave**

Article 10.5(e) is revised by adding the requirement that an employee is also required to submit medical evidence when Sick Leave is taken for the care of a sick family member, which is already required for Sick Leave taken for personal illness:

*"An employee who has been absent on sick leave for five or more consecutive days shall be required to submit acceptable medical evidence identifying and substantiating the illness. If an employee is on sick leave for the purpose of caring for a seriously ill member of his/her immediate family, he/she is also required to submit acceptable medical evidence identifying and substantiating the illness of the family member and the need for the employee to be absent in order to care for the sick family member."*

**IV. AMENDMENT OF RELATED HASU CONTRACT PROVISIONS:**

The 1993 Collective Bargaining Agreement with Housing Authority Supervisors' Union (HASU) provides that all provisions of the Collective Bargaining Agreement affected by the new Family Leave Laws be amended in accordance with the requirements of the laws. Accordingly, the following Collective Bargaining Agreement clauses are revised as follows: (NOTE: the underlined text is added to the existing clause).

**A. Definition of Sick Leave:**

Article 5.2D is revised to expand the definition of Sick Leave to also include the care of a sick family member:

*"HASU members shall be entitled to sick leave with pay based on the aggregated years of service. Sick Leave may be utilized by employees when they are unable to perform work by reason of personal illness or injury, exposure to a contagious disease, or, (for a reasonable period of time), for the care of a seriously ill member of the employee's immediate family."*

***B. Medical Documentation for Sick Leave:***

The HASU Collective Bargaining Agreement does not include a specific clause concerning the requirement for documenting the cause of Sick Leave as does the ISWA Agreement; instead, the HASU bargaining unit employees are subject to the requirement of submitting "acceptable medical evidence identifying and substantiating the illness of the employee or his/her family member" as contained in the JCHA Personnel Policies. (See Section V below).

**V. AMENDMENT OF RELATED JCHA PERSONNEL POLICY PROVISIONS:**

The JCHA's Personnel Policies are hereby amended by the adoption of the above Family and Medical Leave Policy, which replaces the former "Unpaid Leaves of Absence Policy". Additionally, the Personnel Policy's Sick Leave and Attendance and Promptness Policies are also revised to conform to the Federal and State Family and Medical Leave statutes as follows: (NOTE: The underlined text is added to the existing clause).

***A. Definition of Sick Leave:***

Article II.A. of the Leave of Absence Policy is revised to expand the definition of Sick Leave to also include the care of a sick family member:

*"All employees shall be entitled to sick leave with pay based on the aggregated years of service. Sick Leave may be utilized by employees when they are unable to perform work by reason of personal illness or injury, exposure to a contagious disease, or, (for a reasonable period of time), for the care of a seriously ill member of the employee's immediate family."*

***B. Medical Documentation for Sick Leave:***

Article II.C. of the Leave of Absence Policy is revised by adding the requirement that an employee is also required to submit medical evidence when Sick Leave is taken for the care of a sick family member, which is already required for Sick Leave taken for personal illness:

B. Medical Documentation for Sick Leave (cont'd):

*"An employee who has been absent on sick leave for five or more consecutive days shall be required to submit acceptable medical evidence identifying and substantiating the illness. If an employee is on sick leave for the purpose of caring for a seriously ill member of his/her immediate family, he/she is also required to submit acceptable medical evidence identifying and substantiating the illness of the family member and the need for the employee to be absent in order to care for the sick family member."*

C. Time and Attendance Policy:

The current JCHA Attendance and Promptness Policy (T&A policy) evaluates the attendance performance of every employee to quantitatively and equitably determine whether or not the employee comes to work often enough to sufficiently perform his/her work. The JCHA recognizes that employees are sometimes not able to work because of illness or accidents, and does provide specified sick leave (12 to 15 days per year in accordance with New Jersey Department of Personnel standards and Collective Bargaining Agreement provisions). The JCHA also recognizes, however, that its work cannot be accomplished when employees are excessively or chronically absent or late, and therefore tracks and rates an employee's attendance and promptness. The T&A system is hereby amended, as described below, to apply to situations when an employee is absent due to a family members illness.

1. Tracking and Evaluation:

For the purposes of tracking and monitoring attendance, no distinction is made between "family" and "personal" reasons. All current methods of tracking attendance applies equally to employees or their family members; a day absent when an employee is sick counts as a sick day, as does a day absent when an employee's family member is sick. The T&A Policy is therefore revised as follows:

*"At the end of each six months evaluation period, the JCHA tabulates the number of days absent and late for each employee...only sick days and days docked are considered "absent". Sick days include leave taken by an employee who is unable to work because of personal illness or injury, exposure to a contagious disease or for the care of sick family members."*

## **2. *Abstracting Sick Time from the T&A System:***

The current policy and practice provides that when an employee is out sick for 5 or more days and brings in a required doctor's note, the time is abstracted from the employee's total number of days absent. A revision to the T&A policy based on the Family and Medical Leave amendments is that when an employee is out sick because of the serious illness of a family member and brings in a doctors note, that sick time will also be abstracted from the employee's total number of days absent. (See revised clause below).

## **3. *Employees 3 Day Option:***

During Collective Bargaining negotiations, ISWA suggested that the current system of tracking establishes an incentive for an employee who is out 3 days to stay out an additional 2 days, because at 5 days, the time is abstracted from the employee's total number of days absence, while 4 or less days are not abstracted. ISWA has recommended that the practice of abstracting 5 or more days be equally applied to 3 or 4 days. The JCHA concurs. Therefore, the T&A policy is amended to include the rule that if an employee is absent 3 or more consecutive days because of a serious illness of the employee or family member and brings in a doctor's note, those sick days will be abstracted. The following clause is added to the current T&A policy:

"The JCHA does not scrutinize attendance records to determine if there is a specific, serious and continuous illness or medical problem of the employee or the employee's family member that requires a substantial amount of sick leave. If an employee is absent for 3 or more consecutive days and brings in a doctor's note to substantiate the medical cause, those sick days are abstracted and employee is not rated for the related period of time out, but does receive a rating based on the remaining portion of the evaluation period.

### Introduction and Background

The JCHA first implemented a Voluntary Furlough Policy in May, 2005 as a response to the critical budgetary and financial crisis at that time, due to HUD's drastic cuts in federal funding of the JCHA's public housing program, and the policy was in effect until May 14<sup>th</sup>, 2007. The JCHA once again is facing a severe budget deficit because of reduced funding from HUD; therefore, the Voluntary Furlough Policy is reinstated as follows.

### Definition of Voluntary Furlough

A "furlough" is approved, unpaid leave of absence from work. JCHA employees are offered the voluntary option to take up to 30 days off from work without pay, within a one year period, without adversely affecting their accrual of leave, seniority status, medical and other insurance benefits or Attendance evaluation ratings.

### Allowable Amounts of Furlough Days

Employees may take up to thirty days of Furlough Leave through within a one year period, subject to the approval and scheduling requirements (see below). Furlough leave may be taken intermittently (e.g., one day per week, or one day per month etc.,) or as a consecutive amount of time (e.g., ten consecutive days, or thirty consecutive days, etc.). The Furlough Leave cannot be taken in hourly increments; however, it is permissible to take half-days furlough days.

### Protection and Continuation of Benefits

Employees who take up to 30 days of Furlough Leave, without pay, subject to the approval requirements (see below), will not be adversely affected in regards to pension, benefit plans, and attendance ratings.

- *Pension Benefits:* The New Jersey Public Employees Retirement System treats furlough leave as regular "unpaid leave"; employees are allowed to "purchase" the unpaid leave time so as not to lose service credits. Employees should direct specific pension-related questions to the Payroll Office.
- *Medical Insurance benefits:* The NJ State Health Benefits Program, which covers eligible JCHA employees, allows for continuation of medical insurance benefits during furlough leave. Eligible JCHA employees, therefore, will have medical insurance coverage continue during Furlough Leave. Employees would not be obligated to pay any portion of the insurance premiums for the unpaid leave time. However, employees who currently pay a portion of the insurance premiums (e.g. for premium plans or part-time employees pro-rated portion of insurance premiums) will continue to have such deductions taken from their pay.
- *Other insurance benefits:* All dental, eyeglass and prescription insurance coverage continue during the period of unpaid Furlough Leave and all rules regarding "unpaid leave" apply to Furlough Leave. Employees are not required to pay any additional insurance premiums for the unpaid, furlough leave time. However, employees who currently pay a portion of the insurance premiums will continue to have such deductions taken from their pay.
- *Payroll Deductions:* All regular payroll deductions, such as credit union and savings bonds, pension loan payments etc., and any court-ordered salary garnishments will continue provided that the earnings during the pay period are sufficient to cover such deductions.

- *Leave of Absence Accruals:* All accruals of paid leave of absence (vacation, sick leave, personal business leave) continue according to the ISWA and HASU contract requirements and are not affected by the furlough. This means that an employee's leave accruals do not decrease because of furlough leave.
- *Attendance:* Furlough leave time is not be counted as "absent" in regards to the JCHA's Attendance Policy.
- *Seniority and Anniversary Dates:* Employees shall retain their anniversary date for Salary Increments and for seniority purposes while on Furlough Leave.
- *Vehicle Reimbursement, Safety Equipment and Uniform Allowance:* Employees who use Furlough Leave will continue to receive vehicle reimbursement, safety equipment and uniform allowances without any reduction of the allowances.

### Approval and Scheduling Requirements

Although the JCHA is taking measures to reduce staff expenses because of the fiscal crisis, the obligation to manage and administer public and assisted housing programs within all applicable federal, State and local rules and requirements and within the standards established by the JCHA's Strategic Goals continues. The approval and scheduling of furlough leave requires prior, written approval and all furlough leave must be scheduled and coordinated so as to ensure continuation of essential services.

- Request for Furlough Leave must be given in writing by the employee to his/her immediate supervisor at least ten days in advance.
- All Furlough Leave must be approved in writing by the immediate supervisor and sent to the respective Department Director or Deputy Director for his/her approval.
- Furlough Leave may not be approved if the absence of the employee(s) adversely affects the delivery of essential services or the proper administration of the public and assisted housing programs. Furlough leave may be denied because of workload, emergencies, deadlines, or other valid reasons.
- Furlough Leave may not be approved if the absence of the employee(s) would necessitate any overtime or other costs or expenses which would negate the purpose of furlough leave.
- Employees may not request Furlough Leave to "cover" an absence without prior approval, (e.g., an employee may not call a supervisor and ask for Furlough Leave because "the car broke down").
- Disapproval of furlough leave requests must be sent to the Executive Director for her review so as to ensure that the Voluntary Furlough Option is applied to all employees equally and consistently.
- The JCHA Payroll Department will prepare a monthly report for review and monitoring by Department Directors, Deputy Directors and the Executive Director of all employees who take Furlough Leave.

**Duration of Policy:** This policy will continue to be in effect until further formal notice.



## IMMIGRATION

This policy, derived from the Immigration Reform and Control Act of 1986, ensures that the JCHA shall only hire and/or continue to employ those foreign nationals who are authorized to work in the United States. The JCHA is prohibited, under the provisions of this policy and attendant legislation, to hire illegal aliens.

In an attempt to control illegal immigration to the United States and to remove the stigma attached to longtime resident undocumented aliens, the Immigration Reform and Control Act was legislated in 1986. In accordance with the Act, illegal aliens who entered the United States before January 1, 1982, and have resided here continuously are "grandfathered".

In recognition of and in compliance with the Immigration Reform and Control Act, the following policy provisions shall be followed:

1. The JCHA shall require that job applicants, considered for employment, shall produce documentation to verify that they are either U.S. citizens or aliens/foreign nationals who are authorized to work in the United States.
2. The JCHA shall accept as proof of an applicant's identity and employment eligibility the following documentation: passport, birth certificate, driver's license and social security card.
3. Both the JCHA and the applicant shall be required to complete and sign an employment verification form (Form I-9), which certifies the applicant/employee's identity and employment eligibility.
4. The JCHA shall retain Form I-9 for a period of three years, or, if employment exceeds more than three years, for a period of one year after the employee leaves the JCHA.

The Immigration and Naturalization Service of the Department of Labor is responsible for monitoring compliance with the Immigration Reform and Control Act. With three days advance notice, the INS or the Labor Department may inspect an employers recordkeeping; and, if applicable, assess fines for violations of verification or recordkeeping.

## ORGANIZATION AND PERSONNEL CLASSIFICATION

### *A. Organization Chart*

A JCHA Organization Chart is established which indicates general Departmental functions, areas of responsibility and lines of authority. The Organizational Chart is revised periodically to reflect the JCHA's ongoing changes in organizational structure and staff development.

Copies of the JCHA's organizational chart are routinely distributed and are available in the Personnel Department; the most recent version is attached.

### *B. Job Specification*

The JCHA establishes staff positions and determines job duties, responsibilities and requirements. For classified titles, (all but approximately a half dozen), the New Jersey Department of Personnel (Civil Service) classifies positions with a standard title, job specification and requirements. The JCHA adopts such as JCHA job descriptions, except in cases where the Department of Personnel's job specification is deficient in a significant responsibility area, in which case such is added to the standard specification.

All employees are provided with a job specification that describes the duties, responsibilities and requirements of his/her job.

### *C. Administration of Policies*

Pursuant to the adoption of the JCHA's Personnel Policies by the Board of Commissioners, the Executive Director shall have ultimate responsibility for the enforcement of the provisions of these policies.

**POLICY SECTION:** 4.0 **CONDITIONS OF EMPLOYMENT**

**POLICY NUMBER/TITLE:** 4.1 **PROBATIONARY PERIOD**

**ISSUED:** MARCH 5, 2003

---

### **POLICY STATEMENT**

This policy is intended to provide all newly hired employees with an understanding of the terms and conditions of their initial employment status. All newly hired personnel are considered temporary, probationary employees for the first ninety-days of employment. This ninety-day period is used to determine if performance is satisfactory and if employment should be continued.

### **PERSONNEL AFFECTED BY THIS POLICY**

All newly hired full and part-time employees are covered by this policy.

### **POLICY**

It is the policy of the Jersey City Housing Authority that all newly hired employees shall serve a ninety-day Probationary Period during which time their work performance, attendance, promptness, conduct as a public employee, and general suitability for JCHA employment shall be evaluated in writing. An employee who satisfactorily completes the Probationary Period shall be informed in writing of the attainment of regular employment status with full benefits and privileges, in accordance with JCHA's Personnel Policies and respective Collective Bargaining Agreements. An employee who has not satisfactorily completed the Probationary Period shall also be informed in writing of the reason for dismissal.

#### **I. TERMS AND CONDITIONS OF PROBATIONARY PERIOD EMPLOYMENT**

Probationary Period employees are considered "temporary" and do not enjoy the same protections and benefits of permanent employees. Prior to the successful completion of the ninety-day Probationary Period, the employee is subject to the following specific terms and conditions of employment:

**I. TERMS AND CONDITIONS OF EMPLOYMENT (CONTINUED)****A. DISCIPLINE AND TERMINATION**

At any time during the ninety-day Probationary Period, the JCHA may discharge the employee for "good cause", at the discretion of the Department Director and subject to the approval of the Human Resources Director.

1. If an employee is terminated for good cause, the employee will be advised in writing of the reason for removal within one week of separation.
2. As a temporary employee, matters pertaining to discipline and termination of an employee are not subject to review under the progressive disciplinary system, grievance or arbitration procedures.

**B. VACATION/PERSONAL BUSINESS DAYS/SICK LEAVE/HOLIDAYS**

Probationary employees do not accumulate, and are not entitled to take, **paid** vacation, personal business or sick leave during the ninety-day Probationary Period. However, upon successful completion of the ninety-day (or extended) Probationary Period the employee is credited with vacation, personal business and sick leave days retroactive to the initial employment date.

Conversely, probationary employees are entitled to time off, with pay, for JCHA approved Holidays, should such occur during the ninety-day (or extended) Probationary Period.

**Note:** Should an employee, during the pre-employment interview, indicate the necessity for time off during the ninety-day Probationary Period for a previous commitment, and such is agreed upon as a special term and condition of employment, the employee will be authorized time off without pay and the Probationary Period will be extended accordingly.

**C. OVERTIME**

Probationary employees are not eligible for overtime assignments during the ninety-day or extended probationary period.

**I. TERMS AND CONDITIONS OF EMPLOYMENT (CONTINUED)****D. SALARY INCREASES**

In accordance with respective Collective Bargaining Agreements, employees hired within the eligibility dates for annual salary increases are not eligible for payment until successful completion of Probationary Period; at which time, the retroactive salary payment will be issued.

**E. PENSION BENEFITS**

In accordance with State Statute, public sector employees will be enrolled in the N.J. State Pension System from date of hire (notwithstanding probationary status) and attendant payroll deductions will be initiated. Should the employee fail to satisfactorily complete his/her Probationary Period, he/she will be eligible for reimbursement of the employee's portion of the pension plan contribution.

**F. PRESCRIPTION, DENTAL, EYEGLOSS BENEFITS**

Enrollment in respective benefit plans is completed during the employee's orientation meeting; however, coverage for the employee and his/her dependents is not effective until the 1st of the month immediately following satisfactory completion of the employee's Probationary Period.

**G. MEDICAL/HOSPITALIZATION BENEFITS**

In accordance with the N.J. State Health Benefits System, coverage for the employee and his/her dependents becomes effective two months after date of hire, notwithstanding Probationary Period status.

**H. UNION REPRESENTATION**

Application for Union Representation is completed during the formal orientation of newly hired employees. Should the employee elect to join the Union, respective dues will not be deducted until satisfactory completion of the ninety-day Probationary Period; but will be retroactive to the date of hire. Should the employee elect not to join the Union, 85% of the dues will be deducted retroactive to the date of hire.

## II. EXTENSION OF PROBATIONARY PERIOD

A Department Director may, in consultation with the Human Resources Director, extend probation of an employee for up to an additional ninety-day period. If this occurs, the employee must be notified in writing of the circumstances supporting the extension, length of the extension, and specific areas of improvement needed to successfully complete probationary period (if applicable).

## III. RESPONSIBILITIES

A. **SUPERVISOR:** During the Probationary Period, supervisors are encouraged to meet regularly with the employee to:

- Make clear the job responsibilities, performance standards, rules and regulations, and workplace practices.
- Provide clear directions, initial training, and the equipment, tools and materials necessary to complete the job requirements.
- Assess employee performance and conduct and indicate areas that need improvement.
- Complete written evaluation and determine if the employee should continue employment.

B. **EMPLOYEE:** It is in the best interest of the probationary employee to become familiar with and adhere to the rules, regulations, policies and procedures of the JCHA; and to demonstrate his/her capacity to fulfill the requirements of the job.

- The employee should communicate daily with his/her supervisor.
- The employee should not hesitate to seek clarification re: any assignment or directive that is issued but not understood.

## IV. DISTRIBUTION OF PROBATIONARY PERIOD POLICY

New employees will be informed of the Probationary Period at the time that the offer of employment is made. Copies of this policy shall also be included in the new employee orientation package.

\*\*\*\*\*

## RECRUITMENT AND APPOINTMENTS

### INTRODUCTION

1. The Board of Commissioners establishes JCHA positions necessary for the effective administration and management of the JCHA; this is done through the recommendation of the Executive Director and staff in the JCHA's annual budget.
2. The Board of Commissioners further establishes salary ranges for each position within the JCHA; this is done by adopting, with the recommendation of the Executive Director, a Salary Range Schedule at least annually.
3. The authority and responsibility to make appointments to established JCHA positions, within the adopted salary ranges, is vested in the Executive Director. All actions regarding staffing must be approved by the Executive Director.
4. The primary consideration in the selection of personnel will be the candidate's competence, ability and experience. Applicants will receive due consideration for employment, without regard to race, age, religion, sex, color or national origin; no qualified handicapped person shall, on the basis of the handicap, be subject to discrimination in employment. (The JCHA will not inquire as to whether or not an applicant is handicapped or the nature or severity of the handicap).
5. The JCHA encourages the employment of qualified residents as a prime vehicle for resident upward mobility.
6. The employment of a JCHA Commissioner during his/her tenure or for one year thereafter in a salaried position within the JCHA constitutes a conflict of interest under Section 515 of the ACC and is therefore prohibited.
7. The JCHA currently has a "NO ASSUMPTION" policy re: staff openings. When a position becomes vacant for any reason, the Department Director must recommend to the Executive Director whether or not the position should be filled; the Executive Director must approve the decision to fill any position prior to action being taken.
8. The JCHA encourages the promotion of its employees to vacant positions and observes all contractual provisions regarding the posting of job openings. If a position is "entry level" and therefore not appropriate for posting, or if the posting of a position does not result in any qualified applicants, the JCHA conducts "outside" appointment procedures. This policy regarding recruitment and appointments is therefore described in two categories: Outside Appointments and Promotions. (Staff training briefs, summarizing the procedures and practices regarding the implementation of these policies, are attached).

***OUTSIDE APPOINTMENTS***

9. The JCHA will continually recruit qualified applicants so that the Executive Director and supervisors may select a person for appointment from a substantial pool of applicants. Qualification standards for available positions shall be clearly stated in all position vacancy announcements; qualifications for employment may include education and experience and skills and abilities necessary to adequately perform the job.
10. Persons interested in employment with the Jersey City Housing Authority shall file a written application in the Personnel Office.
11. When a position opening for outside appointment has been approved, the Personnel Office, based on its ongoing recruitment process, selects qualified applicants from the pool and submits them to the Department Director.
12. The Department Director interviews applicants and recommends an appointment to the Executive Director. The Executive Director must approve all appointment decisions.
13. After the appointment has been approved, the Personnel Office conducts any appropriate reference checks, verification of qualifications, and arranges for a medical examination to determine the applicant's physical abilities relative to his/her position.
14. The appointee will be notified in writing of his/her appointment, and informed of the title, salary and assignment. Upon reporting to work, will receive an orientation package, which includes all important information regarding employee benefits; the Department Director or supervisor conducts an orientation briefing, with emphasis on rules and regulations regarding employment.
15. The new employee will be subject to a working probationary period of three months from the commencement of employment; during this time, the employee is given any necessary on-the-job training. At the end of the probationary period, the employee will receive a written evaluation and will be notified of whether or not his/her continued employment is approved.
16. The Personnel Office submits all required forms to the New Jersey Department of Civil Service informing them of the appointment and the position's duties and qualifications. Based on this information, the Department of Civil Service will classify the position and schedules an examination. The employee will be advised regarding applying for and taking the examination for his/her position.



### **PROMOTIONS**

17. All approved vacant positions above entry level are "posted" so that any qualified employee is so notified of the opening and may apply. The Job Posting, including title, salary range, job description and requirements, is developed by the Department Director and approved by the Executive Director.
18. The Job Posting is distributed to every JCHA site, office, shop or work location and placed on the bulletin board.
19. Any employee who meets the job's qualifications and requirements and who files a bid will be considered for the position. The Personnel Office receives job bids and conducts a preliminary review regarding the employee's qualifications, work record, evaluation scores, seniority and other factors related to the job.
20. The Personnel Office submits the qualified bidders' profiles to the Department Director, who reviews the bids, interviews the employees and recommends an appointment to the Executive Director. The Executive Director must approve the promotion decision.
21. When the decision to promote an employee has been finalized, the employee is notified of such in writing and is informed of any promotional pay increase within the parameters of respective union contract provisions and the JCHA's adopted Salary Ranges. The Department Head or Supervisor conducts any required on-the-job training and orientation.
22. The Personnel Office submits all required forms to the New Jersey Department of Civil Service, informing them of the promotion and the position's duties and requirements. Based on that information, the Department of Civil Service classifies the position and schedules a promotional exam. The employee is advised regarding applying for and taking the examination for his/her title.

## SMOKE-FREE WORKPLACE POLICY

In 1985, the New Jersey State Legislature, declaring that "the right of the nonsmoker to breathe clean air in public places should supersede the right of the smoker to smoke", passed the Smoking in Public Places Act, (N.J.S.A. 26:3D-48). This law required that supervisors in public buildings establish written rules to "protect the health, welfare and comfort of employees and the public from the detrimental effects of tobacco smoke" by designating smoking and non-smoking areas in government buildings. In 1992, the Legislature further restricted smoking in public places by promulgating rules pursuant to the Indoor Air Quality Standards and Procedures for Buildings Occupied by Public Employees (N.J.A.C. 5:23-11.1), which required that "the air from designated smoking areas shall not be re-circulated to non-smoking areas in (public) buildings)".

Subsequent to the enactment of the Smoking in Public Areas Act, the Jersey City Housing Authority initiated restriction on smoking by designating smoking and non-smoking areas for the central office staff. However, the designated areas probably do not comply with the 1992 "re-circulation" rule; furthermore, the statute's "private office exception" would also involve "re-circulation", and to bring JCHA offices into such compliance would be, if it could be done, cost prohibitive. The following policy is therefore adopted as an amendment to the JCHA's Personnel Policies and formally establishes a smoke-free work environment for all employees and for the public who utilize JCHA public areas, and conforms to all statutory requirements.

- I. Smoking is prohibited in all offices, shops and indoor workplaces owned and/or managed by the Jersey City Housing Authority.
- II. The above smoking prohibition is in effect during all JCHA normal working hours (i.e. 8:00 A.M. to 5:00 P.M., Monday through Friday) and during any public meetings held on JCHA premises.
- III. As required by the Smoking in Public Places Law, all offices, workshops and other work locations will be identified as "Smoking Prohibited" areas by signs.
- IV. The Smoke-Free Workplace Policy will take effect on October 12, 1992.
- V. Department Directors are responsible for enforcing the smoking prohibition; any employee who wishes to make a complaint about a violation of this rule by another employee may report such to the Department Director.

## Jersey City Housing Authority    Smoke-Free Workplace Policy

VI. This Smoke-Free Workplace rule will be distributed to every JCHA employee and all new employees.

VII. Notwithstanding the above smoking prohibitions in the workplace, the JCHA also acknowledges and observes the recently enacted Worker's Protection Law (N.J.S.A. 34:6B-14) which states that "no employer shall refuse to hire or employ any person or shall discharge from employment or take any adverse action against any employee with respect to compensation, terms, conditions or other privileges of employment because the person does or does not smoke or use other tobacco products, unless the employer has a rational basis for doing so which is reasonably related to employment, including the responsibilities of the employee or prospective employee".

**POLICY SECTION:** 4.0 **CONDITIONS OF EMPLOYMENT**  
**POLICY NUMBER/TITLE:** 4.3 **UNIFORM & SAFETY EQUIPMENT**  
**ISSUED:** NOVEMBER 6, 2002

---

### **POLICY STATEMENT**

The JCHA accomplishes its mission of providing decent, safe and affordable housing to low-income families and senior citizens through an agency workforce employed by the JCHA. A large portion of the JCHA's workforce performs maintenance and related duties, which require appropriate, identifiable attire, uniforms, protective clothing and safety related equipment.

The JCHA facilitates compliance with its requirements by providing an annual employee allowance for the purchase of required uniform items and safety related equipment (see JCHA-ISWA/HASU Collective Bargaining Agreements).

The following policy is intended to describe the respective responsibilities of the JCHA and of JCHA employees, who are required to report to work with specified "Uniform and Safety Equipment."

### **PERSONNEL AFFECTED BY THIS POLICY**

All JCHA employees who are involved in maintenance and related duties are covered by this Policy.

### **POLICY**

It is the policy of the JCHA to provide an annual Uniform and Safety Equipment allowance, as negotiated by respective Unions, on or about April 1st of each contract year, to all employees involved in maintenance and related duties. Designated employees, receiving this allowance, are required to purchase the necessary uniform and safety equipment sets, in accordance with the description guidelines below under Specifications. Employees not involved in maintenance and related duties are not eligible for Uniform and Safety Equipment Allowance.

Uniformed employees are expected to report to work each day in uniform with the appropriate display of the JCHA identity patch and employee photo I.D. card.

**RESPONSIBILITIES****A. EMPLOYEES**

- Uniformed employees shall present a neat, professional appearance and follow basic good grooming and hygiene standards (Policy #4.2 Dress Code Policy).
- Employees shall be responsible for the maintenance and care of uniforms and safety equipment. This means that if the uniform or equipment is damaged, soiled, lost or worn beyond repair, within the one-year period, replacement of such will be the responsibility of the employee.
- Failure to do so shall result in progressive disciplinary measures, which are listed below.
- If safety equipment is stolen from the JCHA employee's locker, it is the responsibility of the employee to formally report the theft to the Jersey City Police Department. Upon receipt of the police incident report, the JCHA will replace items reported stolen.

**B. SUPERVISORS**

It shall be the responsibility of the immediate Supervisor and Department Director to enforce this policy in a fair and consistent manner.

**NEW EMPLOYEE PROVISIONS**

New employees, serving a 90-day probationary period, will be required to report to work in the appropriate work attire. The JCHA will issue rain gear, hard hats and work gloves on their first day of employment, as a condition of employment.

Upon successful completion of the 90-day probationary period, new employees shall be issued pro-rated Uniform and Safety Equipment Allowance. The pro-ration from the total allowance will be based upon the total months of active employment from the date of hire through March 31st of the contract year minus a deduction of \$70.00 for the JCHA-issued hard-hat and rain gear.

New employees who fail to satisfactorily complete their probationary period or who leave employment with the JCHA for any reason, shall be required to return the safety equipment issued. Failure to return hard-hat and rain gear (to include rain coat/parka, pants and boots) in satisfactory condition shall result in the JCHA initiating a payroll deduction, from the employee's final paycheck, for the cost of the items not returned.

**UNIFORM AND SAFETY EQUIPMENT SPECIFICATIONS**

Uniform and Safety Equipment shall include authorized work shirts, work pants or coveralls/jumpsuits, work gloves, hard hats, rain gear (to include rain coats or parka, pants and boots) and safety work boots.

- A. **AUTHORIZED WORK SHIRTS** shall consist of long or short-sleeve, polyester/cotton or denim shirts (white - supervisors, dark blue - all others), with JCHA-issued identification patch, and one front pocket. *Summer Wear Options include:* 1) short-sleeve knit polo shirts with collar and JCHA-issued identification patch, as per above designated colors; and/or, 2) Short-sleeve tee shirt with JCHA-issued identification patch, in above referenced designated colors.

*Note:* Recommendations for the authorization of customized tee shirts, which do not have a negative impact on the JCHA's image or compromise safety, will be considered. White and/or dark blue tee shirts (with JCHA-issued identification patch) designed to include specific lettering identifying work unit/site or trade group, employee's name (no nicknames), or logos consistent with the public image expected of JCHA employees must be pre-approved by Management prior to group purchase and/or wear, as an authorized summer work shirt.

- B. **AUTHORIZED WORK PANTS** shall consist of straight legged, long, polyester/cotton or denim, blue pants. Fit should be comfortable for flexibility and work conditions, e.g., neither baggy nor tight.

*Note:* Specific job categories, to include Painters and Plasterers, have the option to select white coveralls or overalls, in lieu of the above referenced work shirt/pant sets.

- C. **AUTHORIZED WORK GLOVES** shall be cotton or leather, heavy duty, form fitting work glove.
- D. **AUTHORIZED SAFETY HARD HATS** shall be yellow (white for supervisors) and OSHA approved.
- E. **AUTHORIZED RAIN GEAR** shall consist of heavy duty, waterproof, insulated, shock-absorbing, non-slip soled work boots; steel-tipped are recommended but not required. (Sandals or sneaker-type shoes are not acceptable.)

**ENFORCEMENT**

Employees who fail to adhere to this policy shall be subject to the following progressive disciplinary measures:

- 1ST OFFENSE:** Employee shall be issued a Written Warning and shall be directed to obtain the missing uniform items before reporting back to duty. The employee shall be docked for the amount of time he/she leaves the site and returns to duty with appropriate uniform.
- 2ND OFFENSE:** Employee shall be subject to a two (2) day suspension and shall be directed to obtain the missing uniform items before reporting back to duty. The employee shall be docked for the amount of time he/she leaves the site and returns to duty with appropriate uniform.
- 3RD OFFENSE:** Employee shall be subject to a four (4) day suspension and shall be directed to obtain the missing uniform items before reporting back to duty. The employee shall be docked for the amount of time he/she leaves the site and returns to duty with appropriate uniform.
- 4TH OFFENSE:** Employee shall be subject to a six (6) day suspension and shall be directed to obtain the missing uniform items before reporting back to duty. The employee shall be docked for the amount of time he/she leaves the site and returns to duty with appropriate uniform.
- 5TH OFFENSE:** Employee shall be subject to Termination.

**DISTRIBUTION OF UNIFORM & SAFETY EQUIPMENT POLICY**

Copies of this policy shall be distributed to all employees within 30 days of adoption by the JCHA Board of Commissioners; and, included in the new employee orientation package.

If any employee has any questions about this policy, the employee shall contact his or her immediate Supervisor(s), as soon as possible. If any Supervisor has any questions about this policy, the Supervisor shall contact either his/her Department Director or the Director of Human Resources.

\*\*\*\*\*

# **Attachment**

## **N-3**

### **(11)**





# Jersey City Housing Authority

## Vendor Commitments - Detail

### Grouped By Vendor

Reporting only invoices received between 04/01/2017 and 03/31/2018.

#### Vendor: Andy's Modern Market

Invoice Date	Invoice	Description	Check Date	Type	Chk/DD #	Combination	Amount
01/03/2018	MC010318	Catering Srv; Bd of Comm Mtg; 1/3/18	01/11/2018	Chk	9527	999-079-419015-000	\$180.00
Invoice AMC010318 - Subtotal							<b>180.00</b>
04/07/2017	C04052017	Bd of Commss Mtg; April 5, 2017	04/13/2017	Chk	8076	999-079-419015-000	\$180.00
Invoice AMC04052017 - Subtotal							<b>180.00</b>
05/10/2017	C05102017	Catering Srv; Bd of Commss Mtg; 5/10/17	05/25/2017	Chk	8317	999-079-419015-000	\$180.00
Invoice AMC05102017 - Subtotal							<b>180.00</b>
06/08/2017	C06082017	Catering Srv; Bd Commss Mtg; June 8/2017	06/29/2017	Chk	8475	999-079-419015-000	\$180.00
Invoice AMC06082017 - Subtotal							<b>180.00</b>
06/20/2017	MC062017	Catering Srv; Lunch/Tenmast PIC Training	07/13/2017	Chk	8556	030-300-414000-000	\$11.40
06/20/2017	MC062017	Catering Srv; Lunch/Tenmast PIC Training	07/13/2017	Chk	8556	081-802-414000-000	\$159.60
06/20/2017	MC062017	Catering Srv; Lunch/Tenmast PIC Training	07/13/2017	Chk	8556	202-002-414000-000	\$22.80
06/20/2017	MC062017	Catering Srv; Lunch/Tenmast PIC Training	07/13/2017	Chk	8556	203-003-414000-000	\$22.80
06/20/2017	MC062017	Catering Srv; Lunch/Tenmast PIC Training	07/13/2017	Chk	8556	204-004-414000-000	\$11.40
06/20/2017	MC062017	Catering Srv; Lunch/Tenmast PIC Training	07/13/2017	Chk	8556	205-005-414000-000	\$11.40
06/20/2017	MC062017	Catering Srv; Lunch/Tenmast PIC Training	07/13/2017	Chk	8556	210-010-414000-000	\$22.80
06/20/2017	MC062017	Catering Srv; Lunch/Tenmast PIC Training	07/13/2017	Chk	8556	999-078-414000-000	\$22.80
Invoice AMC062017 - Subtotal							<b>285.00</b>
06/05/2017	C07052017	Catering Srv; Bd of Commss Mtg; July 5	07/13/2017	Chk	8556	999-079-419015-000	\$180.00
Invoice AMC07052017 - Subtotal							<b>180.00</b>
08/02/2017	C08022017	Catering Srv; Bd of Commss Mtg 8/2/17	08/17/2017	Chk	8777	999-079-419015-000	\$180.00
Invoice AMC08022017 - Subtotal							<b>180.00</b>
08/10/2017	C08102017	Catering Srv; Lunch/PMadison; Nahro Session	08/17/2017	Chk	8777	999-071-419000-000	\$110.00
Invoice AMC08102017 - Subtotal							<b>110.00</b>
09/22/2017	C08312017	Catering Srv; 2018 Official KickOff Agency Plan	09/28/2017	Chk	8970	030-300-419000-000	\$15.22
09/22/2017	C08312017	Catering Srv; 2018 Official KickOff Agency Plan	09/28/2017	Chk	8970	032-254-419000-000	\$6.10

# Vendor Commitments - Detail

## Grouped By Vendor

Reporting only invoices received between 04/01/2017 and 03/31/2018.

### Vendor: Andy's Modern Market

Invoice Date	Invoice	Description	Check Date	Type	Chk/DD #	Combination	Amount
09/22/2017	MC08312017	Catering Srv; 2018 Official KickOff Agency Plan	09/28/2017	Chk	8970	202-002-419000-000	\$38.60
09/22/2017	MC08312017	Catering Srv; 2018 Official KickOff Agency Plan	09/28/2017	Chk	8970	203-003-419000-000	\$51.64
09/22/2017	MC08312017	Catering Srv; 2018 Official KickOff Agency Plan	09/28/2017	Chk	8970	204-004-419000-000	\$37.42
09/22/2017	MC08312017	Catering Srv; 2018 Official KickOff Agency Plan	09/28/2017	Chk	8970	205-005-419000-000	\$32.00
09/22/2017	MC08312017	Catering Srv; 2018 Official KickOff Agency Plan	09/28/2017	Chk	8970	206-006-419000-000	\$17.95
09/22/2017	MC08312017	Catering Srv; 2018 Official KickOff Agency Plan	09/28/2017	Chk	8970	210-010-419000-000	\$49.95
09/22/2017	MC08312017	Catering Srv; 2018 Official KickOff Agency Plan	09/28/2017	Chk	8970	211-011-419000-000	\$60.28
09/22/2017	MC08312017	Catering Srv; 2018 Official KickOff Agency Plan	09/28/2017	Chk	8970	214-014-419000-000	\$8.13
09/22/2017	MC08312017	Catering Srv; 2018 Official KickOff Agency Plan	09/28/2017	Chk	8970	220-020-419000-000	\$2.71
Invoice AMC08312017 - Subtotal							<b>320.00</b>
09/06/2017	MC090617	Catering Srv; Bd of Commss Mtg; 9/6/17	09/14/2017	Chk	8900	999-079-419016-000	\$180.00
Invoice AMC090617 - Subtotal							<b>180.00</b>
09/08/2017	MC090817	Catering Srv; Nan McKay Session	09/14/2017	Chk	8900	999-071-414000-000	\$110.00
Invoice AMC090817 - Subtotal							<b>110.00</b>
09/22/2017	MC09142017	2018 Agency Plan Mtg; Booker T;	09/28/2017	Chk	8969	030-300-419000-000	\$12.62
09/22/2017	MC09142017	2018 Agency Plan Mtg; Booker T;	09/28/2017	Chk	8969	032-254-419000-000	\$5.05
09/22/2017	MC09142017	2018 Agency Plan Mtg; Booker T;	09/28/2017	Chk	8969	202-002-419000-000	\$31.97
09/22/2017	MC09142017	2018 Agency Plan Mtg; Booker T;	09/28/2017	Chk	8969	203-003-419000-000	\$42.76
09/22/2017	MC09142017	2018 Agency Plan Mtg; Booker T;	09/28/2017	Chk	8969	204-004-419000-000	\$30.99
09/22/2017	MC09142017	2018 Agency Plan Mtg; Booker T;	09/28/2017	Chk	8969	205-005-419000-000	\$26.50
09/22/2017	MC09142017	2018 Agency Plan Mtg; Booker T;	09/28/2017	Chk	8969	206-006-419000-000	\$14.86
09/22/2017	MC09142017	2018 Agency Plan Mtg; Booker T;	09/28/2017	Chk	8969	210-010-419000-000	\$41.36
09/22/2017	MC09142017	2018 Agency Plan Mtg; Booker T;	09/28/2017	Chk	8969	211-011-419000-000	\$49.92
09/22/2017	MC09142017	2018 Agency Plan Mtg; Booker T;	09/28/2017	Chk	8969	214-014-419000-000	\$6.73
09/22/2017	MC09142017	2018 Agency Plan Mtg; Booker T;	09/28/2017	Chk	8969	220-020-419000-000	\$2.24
Invoice AMC09142017 - Subtotal							<b>265.00</b>
10/16/2017	MC101617	Catering Srv; ED; Tab Mtg; Curries Woods	10/19/2017	Chk	9059	030-300-442020-000	\$11.40
10/16/2017	MC101617	Catering Srv; ED; Tab Mtg; Curries Woods	10/19/2017	Chk	9059	032-254-442020-000	\$4.57
10/16/2017	MC101617	Catering Srv; Resident Bd; Marion; 9/16	10/19/2017	Chk	9058	202-002-422000-000	\$500.00
10/16/2017	MC101617	Catering Srv; ED; Tab Mtg; Curries Woods	10/19/2017	Chk	9059	202-002-442020-000	\$28.92
10/16/2017	MC101617	Catering Srv; ED; Tab Mtg; Curries Woods	10/19/2017	Chk	9059	203-003-442020-000	\$37.42
10/16/2017	MC101617	Catering Srv; ED; Tab Mtg; Curries Woods	10/19/2017	Chk	9059	204-004-442020-000	\$28.03
10/16/2017	MC101617	Catering Srv; ED; Tab Mtg; Curries Woods	10/19/2017	Chk	9059	205-005-442020-000	\$23.97
10/16/2017	MC101617	Catering Srv; ED; Tab Mtg; Curries Woods	10/19/2017	Chk	9059	210-010-442020-000	\$37.42
10/16/2017	MC101617	Catering Srv; ED; Tab Mtg; Curries Woods	10/19/2017	Chk	9059	211-011-442020-000	\$45.15
10/16/2017	MC101617	Catering Srv; ED; Tab Mtg; Curries Woods	10/19/2017	Chk	9059	214-014-442020-000	\$6.09

## Vendor Commitments - Detail

### Grouped By Vendor

Reporting only invoices received between 04/01/2017 and 03/31/2018.

#### Vendor: Andy's Modern Market

Invoice Date	Invoice	Description	Check Date	Type	Chk/DD #	Combination	Amount
10/16/2017	AMC101617	Catering Srv; ED; Tab Mtg; Curries Woods	10/19/2017	Chk	9059	220-020-442020-000	\$2.03
10/16/2017	AMC101617	Catering Srv;Bd Mtg Commss; 10/4/17	10/19/2017	Chk	9060	999-079-419015-000	\$180.00
Invoice AMC101617 - Subtotal							<b>905.00</b>
11/14/2017	C11142017	Catering Srv; 2018 Agency Plan Mtg; 11/14/2017	12/21/2017	Chk	9363	030-300-419015-000	\$4.68
11/14/2017	C11142017	Catering Srv; 2018 Agency Plan Mtg; 11/14/2017	12/21/2017	Chk	9363	032-254-419015-000	\$4.54
11/14/2017	C11142017	Catering Srv; 2018 Agency Plan Mtg; 11/14/2017	12/21/2017	Chk	9363	081-802-419015-000	\$27.50
11/14/2017	C11142017	Catering Srv; 2018 Agency Plan Mtg; 11/14/2017	12/21/2017	Chk	9363	202-002-419015-000	\$41.25
11/14/2017	C11142017	Catering Srv; 2018 Agency Plan Mtg; 11/14/2017	12/21/2017	Chk	9363	203-003-419015-000	\$68.75
11/14/2017	C11142017	Catering Srv; 2018 Agency Plan Mtg; 11/14/2017	12/21/2017	Chk	9363	204-004-419015-000	\$55.00
11/14/2017	C11142017	Catering Srv; 2018 Agency Plan Mtg; 11/14/2017	12/21/2017	Chk	9363	205-005-419015-000	\$68.75
11/14/2017	C11142017	Catering Srv; 2018 Agency Plan Mtg; 11/14/2017	12/21/2017	Chk	9363	210-010-419015-000	\$96.25
11/14/2017	C11142017	Catering Srv; 2018 Agency Plan Mtg; 11/14/2017	12/21/2017	Chk	9363	211-011-419015-000	\$96.25
11/14/2017	C11142017	Catering Srv; 2018 Agency Plan Mtg; 11/14/2017	12/21/2017	Chk	9363	214-014-419015-000	\$6.88
11/14/2017	C11142017	Catering Srv; 2018 Agency Plan Mtg; 11/14/2017	12/21/2017	Chk	9363	220-020-419015-000	\$4.54
11/14/2017	C11142017	Catering Srv; 2018 Agency Plan Mtg; 11/14/2017	12/21/2017	Chk	9363	999-080-419015-000	\$130.61
Invoice AMC11142017 - Subtotal							<b>605.00</b>
11/01/2017	C11152017	Catering Srv; Bd of Commss Mtg; Nov 2017	11/22/2017	Chk	9219	999-079-419016-000	\$180.00
Invoice AMC11152017 - Subtotal							<b>180.00</b>
12/06/2017	AMC120617	Catering Srv; Bd Mtg; Dec 6/2017	01/11/2018	Chk	9527	999-079-419015-000	\$180.00
Invoice AMC120617 - Subtotal							<b>180.00</b>
<b>Andy's Modern Market - Subtotal</b>							<b>\$4,220.00</b>
<b>Total for all Vendors</b>							<b>4,220.00</b>

\*\*End of Report\*\*

# **Attachment**

## **N-3**

### **(12)**



# Jersey City Housing Authority

## Trial Balance Detail Legal

Reporting transactions posted to GL within 04/01/2017 and 03/31/2018

Module	Tran Type	JENumber	Batch #	GL Post Date	Tran Date	Check/DD	Vendor	Invoice #	Tran Description	Debit	Credit	Ending Balance
<b>414000 Staff/Employee Training</b>												
<b>030-300-414000-000 Staff/Employee Training</b>										<b>Beginning Balance</b>	0.00	
AP	Commitment	235148	136205	07/13/2017	07/12/2017	8556	Andy's Modern Mark AMC062017		Combined line items for check	11.40	0	11.40
AP	Commitment	235149	136205	07/13/2017	07/12/2017	8575	Tenmast Software 8377		Combined line items for check	169.44	0	180.84
AP	Commitment	237568	136516	08/03/2017	08/01/2017	1350	New Jersey Pest Mar CTC072717-5		Combined line items for check	39.17	0	220.01
AP	Commitment	276335	141234	03/30/2018	04/28/2018	2418	Emphasys Software 33362		Combined line items for check	18.48	0	238.49
GL			142668		07/18/2018				Closing Entry	0	238.49	0
<b>030-300-414000-000 Staff/Employee Training</b>										<b>\$0.00</b>	<b>\$238.49</b>	<b>\$238.49</b>
<b>032-254-414000-000 Staff/Employee Training</b>										<b>Beginning Balance</b>	0.00	
AP	Commitment	237568	136516	08/03/2017	08/01/2017	1350	New Jersey Pest Mar CTC072717-5		Combined line items for check	39.17	0	39.17
AP	Commitment	276335	141234	03/30/2018	04/28/2018	2418	Emphasys Software 33362		Combined line items for check	18.48	0	57.65
GL			142668		07/18/2018				Closing Entry	0	57.65	0
<b>032-254-414000-000 Staff/Employee Training</b>										<b>\$0.00</b>	<b>\$57.65</b>	<b>\$57.65</b>
<b>081-802-414000-000 Staff/Employee Training</b>										<b>Beginning Balance</b>	0.00	
AP	Commitment	225014	134604	04/20/2017	04/20/2017	990	Emphasys Software 1952550-1006		Combined line items for check	347.50	0	347.50
AP	Commitment	235148	136205	07/13/2017	07/12/2017	8556	Andy's Modern Mark AMC062017		Combined line items for check	159.60	0	507.10
AP	Commitment	235149	136205	07/13/2017	07/12/2017	8575	Tenmast Software 8377		Combined line items for check	2,372.24	0	2,879.34
AP	Commitment	240993	137080	09/07/2017	09/07/2017	1462	Patricia Ramirez PPRamirezTA		Combined line items for check	175.00	0	3,054.34
AP	Commitment	249760	138100	11/02/2017	11/01/2017	9169	NJ Supportive Housi PRamirezTA1		Combined line items for check	185.00	0	3,239.34
AP	Commitment	276336	141234	03/30/2018	04/28/2018	2418	Emphasys Software 32142		Combined line items for check	90.00	0	3,329.34
GL			142668		07/18/2018				Closing Entry	0	3,329.34	0
<b>081-802-414000-000 Staff/Employee Training</b>										<b>\$0.00</b>	<b>\$3,329.34</b>	<b>\$3,329.34</b>
<b>202-002-414000-000 Staff/Employee Training</b>										<b>Beginning Balance</b>	0.00	
AP	Commitment	235148	136205	07/13/2017	07/12/2017	8556	Andy's Modern Mark AMC062017		Combined line items for check	22.80	0	22.80
AP	Commitment	235149	136205	07/13/2017	07/12/2017	8575	Tenmast Software 8377		Combined line items for check	338.88	0	361.68
AP	Commitment	237568	136516	08/03/2017	08/01/2017	1350	New Jersey Pest Mar CTC072717-5		Combined line items for check	117.50	0	479.18
AP	Commitment	276335	141234	03/30/2018	04/28/2018	2418	Emphasys Software 33362		Combined line items for check	66.49	0	545.67

Trial Balance Detail Legal

Reporting transactions posted to GL within 04/01/2017 and 03/31/2018

Module	Tran Type	JENumber	Batch #	GL Post Date	Tran Date	Check/DD	Vendor	Invoice #	Tran Description	Debit	Credit	Ending Balance
414000 Staff/Employee Training												
GL			142668		07/18/2018				Closing Entry	0	545.67	0
202-002-414000-000 Staff/Employee Training										\$0.00	\$545.67	\$545.67
203-003-414000-000 Staff/Employee Training									Beginning Balance	0.00		
AP	Commitment	235148	136205	07/13/2017	07/12/2017	8556	Andy's Modern Mark AMC062017		Combined line items for check	22.80	0	22.80
AP	Commitment	235149	136205	07/13/2017	07/12/2017	8575	Tenmast Software 8377		Combined line items for check	338.88	0	361.68
AP	Commitment	237568	136516	08/03/2017	08/01/2017	1350	New Jersey Pest Mar CTC072717-5		Combined line items for check	235.00	0	596.68
AP	Commitment	276335	141234	03/30/2018	04/28/2018	2418	Emphasys Software 33362		Combined line items for check	66.49	0	663.17
GL			142668		07/18/2018				Closing Entry	0	663.17	0
203-003-414000-000 Staff/Employee Training										\$0.00	\$663.17	\$663.17
204-004-414000-000 Staff/Employee Training									Beginning Balance	0.00		
AP	Commitment	235148	136205	07/13/2017	07/12/2017	8556	Andy's Modern Mark AMC062017		Combined line items for check	11.40	0	11.40
AP	Commitment	235149	136205	07/13/2017	07/12/2017	8575	Tenmast Software 8377		Combined line items for check	169.44	0	180.84
AP	Commitment	237568	136516	08/03/2017	08/01/2017	1350	New Jersey Pest Mar CTC072717-5		Combined line items for check	117.50	0	298.34
AP	Commitment	276335	141234	03/30/2018	04/28/2018	2418	Emphasys Software 33362		Combined line items for check	59.11	0	357.45
GL			142668		07/18/2018				Closing Entry	0	357.45	0
204-004-414000-000 Staff/Employee Training										\$0.00	\$357.45	\$357.45
205-005-414000-000 Staff/Employee Training									Beginning Balance	0.00		
AP	Commitment	235148	136205	07/13/2017	07/12/2017	8556	Andy's Modern Mark AMC062017		Combined line items for check	11.40	0	11.40
AP	Commitment	235149	136205	07/13/2017	07/12/2017	8575	Tenmast Software 8377		Combined line items for check	169.44	0	180.84
AP	Commitment	237568	136516	08/03/2017	08/01/2017	1350	New Jersey Pest Mar CTC072717-5		Combined line items for check	117.50	0	298.34
AP	Commitment	276335	141234	03/30/2018	04/28/2018	2418	Emphasys Software 33362		Combined line items for check	59.11	0	357.45
GL			142668		07/18/2018				Closing Entry	0	357.45	0
205-005-414000-000 Staff/Employee Training										\$0.00	\$357.45	\$357.45
210-010-414000-000 Staff/Employee Training									Beginning Balance	0.00		
AP	Commitment	235148	136205	07/13/2017	07/12/2017	8556	Andy's Modern Mark AMC062017		Combined line items for check	22.80	0	22.80
AP	Commitment	235149	136205	07/13/2017	07/12/2017	8575	Tenmast Software 8377		Combined line items for check	338.88	0	361.68
AP	Commitment	237568	136516	08/03/2017	08/01/2017	1350	New Jersey Pest Mar CTC072717-5		Combined line items for check	117.50	0	479.18
AP	Commitment	261798	139655	02/01/2018	01/30/2018	9643	NJCU Fire & NJ Fire NJCUFSM01		Combined line items for check	400.00	0	879.18
AP	Commitment	276335	141234	03/30/2018	04/28/2018	2418	Emphasys Software 33362		Combined line items for check	66.49	0	945.67
GL			142668		07/18/2018				Closing Entry	0	945.67	0

## Trial Balance Detail Legal

Reporting transactions posted to GL within 04/01/2017 and 03/31/2018

Module	Tran Type	JENumber	Batch #	GL Post Date	Tran Date	Check/DD	Vendor	Invoice #	Tran Description	Debit	Credit	Ending Balance	
414000 Staff/Employee Training													
210-010-414000-000 Staff/Employee Training										\$0.00	\$945.67	\$945.67	\$0.00
211-011-414000-000 Staff/Employee Training										Beginning Balance	0.00		
AP	Commitment	237568	136516	08/03/2017	08/01/2017	1350	New Jersey Pest Mar CTC072717-5		Combined line items for check	117.50	0	117.50	
AP	Commitment	255912	138927	12/14/2017	12/18/2017	9352	NJCU Fire & NJ Fire		Combined line items for check	400.00	0	517.50	
AP	Commitment	258420	139230	01/11/2018	01/09/2018	9519	Jersey City Fire Dep:09055		Combined line items for check	500.00	0	1,017.50	
AP	Commitment	261797	139655	02/01/2018	01/30/2018	9642	NJCU Fire & NJ FireNJCUFSM120		Combined line items for check	400.00	0	1,417.50	
AP	Commitment	276335	141234	03/30/2018	04/28/2018	2418	Emphasys Software 33362		Combined line items for check	118.21	0	1,535.71	
GL			142668		07/18/2018				Closing Entry	0	1,535.71	0	
211-011-414000-000 Staff/Employee Training										\$0.00	\$1,535.71	\$1,535.71	\$0.00
214-014-414000-000 Staff/Employee Training										Beginning Balance	0.00		
AP	Commitment	276335	141234	03/30/2018	04/28/2018	2418	Emphasys Software 33362		Combined line items for check	51.72	0	51.72	
GL			142668		07/18/2018				Closing Entry	0	51.72	0	
214-014-414000-000 Staff/Employee Training										\$0.00	\$51.72	\$51.72	\$0.00
220-020-414000-000 Staff/Employee Training										Beginning Balance	0.00		
AP	Commitment	237568	136516	08/03/2017	08/01/2017	1350	New Jersey Pest Mar CTC072717-5		Combined line items for check	39.16	0	39.16	
AP	Commitment	276335	141234	03/30/2018	04/28/2018	2418	Emphasys Software 33362		Combined line items for check	22.17	0	61.33	
GL			142668		07/18/2018				Closing Entry	0	61.33	0	
220-020-414000-000 Staff/Employee Training										\$0.00	\$61.33	\$61.33	\$0.00
999-071-414000-000 Staff/Employee Training										Beginning Balance	0.00		
AP	Commitment	226621	134806	05/04/2017	05/04/2017	8195	Governor's Housing (GConference		Combined line items for check	199.00	0	199.00	
AP	Commitment	228219	135083	05/11/2017	05/12/2017	8267	Governor's Housing (Governor'sCo		Combined line items for check	199.00	0	398.00	
AP	Commitment	228169	134882	05/11/2017	05/09/2017	8228	Council Of Large Pu'CLPHA05201		Combined line items for check	800.00	0	1,198.00	
BB	Commitment	228434	228434	05/17/2017	05/17/2017	8241	NAHRO	NAHRO0520	Combined line items for check	725.00	725.00	1,198.00	
AP	Commitment	229882	135158	05/18/2017	05/18/2017	8309	Nahro	Nahro052017	Combined line items for check	725.00	0	1,923.00	
BB	Commitment	229828	228533	05/18/2017	05/18/2017	8291	Nahro	Nahro052017	Combined line items for check	725.00	725.00	1,923.00	
AP	Commitment	232201	135509	06/15/2017	06/15/2017	8437	PHADA	Phada062017	Combined line items for check	310.00	0	2,233.00	
AP	Commitment	235776	136374	07/26/2017	07/26/2017	8622	NJAHRA	NJAHRA 720	Combined line items for check	425.00	0	2,658.00	
AP	Commitment	240057	136962	08/31/2017	08/23/2017	8841	Council Of Large Pu'CLPHA-08-20		Combined line items for check	800.00	0	3,458.00	
AP	Commitment	242694	137269	09/14/2017	09/11/2017	8904	NJLM	NJLM092017	Combined line items for check	55.00	0	3,513.00	
AP	Commitment	242696	137269	09/14/2017	09/12/2017	8900	Andy's Modern Mark AMC090817		Combined line items for check	110.00	0	3,623.00	

Trial Balance Detail Legal

Reporting transactions posted to GL within 04/01/2017 and 03/31/2018

Module	Tran Type	JENumber	Batch #	GL Post Date	Tran Date	Check/DD	Vendor	Invoice #	Tran Description	Debit	Credit	Ending Balance
414000 Staff/Employee Training												
AP	Commitment	242695	137269	09/14/2017	09/12/2017	8902	NJ NAHRO	NJ/NAHRO 0	Combined line items for check	175.00	0	3,798.00
AP	Commitment	244609	137381	09/21/2017	09/20/2017	1515	Patricia Madison	PMadisonTA0	Combined line items for check	175.00	0	3,973.00
AP	Commitment	260353	139522	01/25/2018	01/24/2018	1950	Eilleen Ingram-Willi	EWillisER012	Combined line items for check	212.00	0	4,185.00
AP	Commitment	264622	139730	02/12/2018	02/12/2018	9700	Rutgers, The State U	VPhillipsRutg	Combined line items for check	388.00	0	4,573.00
AP	Commitment	265786	140060	02/15/2018	02/15/2018	9733	PHADA	PHADA0220	Combined line items for check	465.00	0	5,038.00
AP	Commitment	265773	140070	02/16/2018	02/16/2018	9738	New Jersey Future	NJForum0220	Combined line items for check	120.00	0	5,158.00
AP	Commitment	265770	140070	02/16/2018	02/16/2018	9736	Council Of Large Pu	CLPHA02201	Combined line items for check	800.00	0	5,958.00
AP	Commitment	268463	140187	03/02/2018	02/28/2018	9819	Rutgers, The State U	Rutgers02201	Combined line items for check	459.00	0	6,417.00
AP	Commitment	268444	140184	03/02/2018	02/28/2018	2112	Casterline Associates	25328	Combined line items for check	950.00	0	7,367.00
AP	Commitment	268974	140304	03/15/2018	03/13/2018	9859	New Jersey Redevelo	NJRA032018	Combined line items for check	345.00	0	7,712.00
AP	Commitment	271301	140560	03/29/2018	03/28/2018	9930	Rutgers, The State U	Rutgers 03201	Combined line items for check	1,105.00	0	8,817.00
GL			142668		07/18/2018				Closing Entry	0	8,817.00	0
999-071-414000-000 Staff/Employee Training										\$0.00	\$10,267.00	\$10,267.00
999-073-414000-000 Staff/Employee Training												
										Beginning Balance		0.00
GL	Actual	221363	133697	05/12/2017	03/17/2017				JE To Correct Reclass	0	99.00	-99.00
GL	Actual	221362	133696	05/12/2017	03/17/2017				JE to Re Class Staff/Employee Training	99.00	0	0
999-073-414000-000 Staff/Employee Training										\$0.00	\$99.00	\$99.00
999-075-414000-000 Staff/Employee Training												
										Beginning Balance		0.00
AP	Commitment	224957	134573	04/13/2017	04/17/2017	981	Emphasys Software	1952550-1007	Combined line items for check	794.00	0	794.00
AP	Commitment	225013	134604	04/20/2017	04/20/2017	989	Emphasys Software	1952550-1012	Combined line items for check	894.00	0	1,688.00
BB	Deposit	242013	123632	07/18/2017	07/18/2017				111th Annual GFOA Conference refund:SM	0	100.00	1,588.00
AP	Commitment	242695	137269	09/14/2017	09/12/2017	8902	NJ NAHRO	NJ/NAHRO 0	Combined line items for check	175.00	0	1,763.00
AP	Commitment	255919	138927	12/14/2017	12/18/2017	9341	Fred Pryor Seminars	22851305	Combined line items for check	119.00	0	1,882.00
AP	Commitment	260644	139523	01/25/2018	01/24/2018	9576	Government Finance	2874826	Combined line items for check	380.00	0	2,262.00
GL			142668		07/18/2018				Closing Entry	0	2,262.00	0
999-075-414000-000 Staff/Employee Training										\$0.00	\$2,362.00	\$2,362.00
999-076-414000-000 Staff/Employee Training												
										Beginning Balance		0.00
AP	Commitment	228219	135083	05/11/2017	05/12/2017	8267	Governor's Housing (	Governor'sCo	Combined line items for check	199.00	0	199.00
AP	Commitment	239608	136858	08/17/2017	08/15/2017	1406	Stephen Cea	SCeaTA0820	Combined line items for check	126.20	0	325.20
AP	Commitment	249744	138101	11/02/2017	11/01/2017	1678	Stephen Cea	SCeaR112017	Combined line items for check	199.00	0	524.20
AP	Commitment	264624	139730	02/12/2018	02/12/2018	9701	Rutgers, The State U	SCeaRutgers0	Combined line items for check	388.00	0	912.20



Trial Balance Detail Legal

Reporting transactions posted to GL within 04/01/2017 and 03/31/2018

Module	Tran Type	JENumber	Batch #	GL Post Date	Tran Date	Check/DD	Vendor	Invoice #	Tran Description	Debit	Credit	Ending Balance	
414000 Staff/Employee Training													
AP	Commitment	265785	140060	02/15/2018	02/15/2018	9731	DPC Continuing Edu	DPC022018	Combined line items for check	215.00	0	1,127.20	
AP	Commitment	265773	140070	02/16/2018	02/16/2018	9738	New Jersey Future	NJForum0220	Combined line items for check	240.00	0	1,367.20	
AP	Commitment	266504	140104	02/22/2018	02/22/2018	9756	HalfMoon Education	HME022018	Combined line items for check	279.00	0	1,646.20	
AP	Commitment	268430	140241	03/08/2018	03/08/2018	9844	Rutgers, The State U	Rutgers02201	Combined line items for check	894.00	0	2,540.20	
AP	Commitment	271408	140652	03/30/2018	04/03/2018	2251	Sandra Santos-Garcia	SSGarcia0520	Combined line items for check	195.00	0	2,735.20	
GL			142668		07/18/2018				Closing Entry	0	2,735.20	0	
999-076-414000-000 Staff/Employee Training										\$0.00	\$2,735.20	\$2,735.20	\$0.00
999-077-414000-000 Staff/Employee Training										Beginning Balance		0.00	
AP	Commitment	260191	139498	01/25/2018	01/22/2018	9579	National Asbestos & NAETI	1/8/18	Combined line items for check	160.00	0	160.00	
AP	Commitment	271039	140654	03/30/2018	04/03/2018	9954	New Jersey Department	033515	Combined line items for check	80.00	0	240.00	
GL			142668		07/18/2018				Closing Entry	0	240.00	0	
999-077-414000-000 Staff/Employee Training										\$0.00	\$240.00	\$240.00	\$0.00
999-078-414000-000 Staff/Employee Training										Beginning Balance		0.00	
AP	Commitment	225014	134604	04/20/2017	04/20/2017	990	Emphasys Software	1952550-1000	Combined line items for check	347.50	0	347.50	
AP	Commitment	235148	136205	07/13/2017	07/12/2017	8556	Andy's Modern Mark	AMC062017	Combined line items for check	22.80	0	370.30	
AP	Commitment	235149	136205	07/13/2017	07/12/2017	8575	Tenmast Software	8377	Combined line items for check	338.88	0	709.18	
GL			142668		07/18/2018				Closing Entry	0	709.18	0	
999-078-414000-000 Staff/Employee Training										\$0.00	\$709.18	\$709.18	\$0.00
999-079-414000-000 Staff/Employee Training										Beginning Balance		0.00	
AP	Commitment	265794	140025	02/15/2018	02/13/2018	9716	PHADA	PHADA-02-2	Combined line items for check	930.00	0	930.00	
AP	Commitment	265772	140070	02/16/2018	02/16/2018	9739	Rutgers, The State U	Rutgers02201	Combined line items for check	388.00	0	1,318.00	
GL			142668		07/18/2018				Closing Entry	0	1,318.00	0	
999-079-414000-000 Staff/Employee Training										\$0.00	\$1,318.00	\$1,318.00	\$0.00
999-082-414000-000 Staff/Employee Training										Beginning Balance		0.00	
AP	Commitment	271264	140560	03/29/2018	03/28/2018	9929	Rutgers, The State U	Rutgers03201	Combined line items for check	350.00	0	350.00	
GL			142668		07/18/2018				Closing Entry	0	350.00	0	
999-082-414000-000 Staff/Employee Training										\$0.00	\$350.00	\$350.00	\$0.00

Trial Balance Detail Legal

Reporting transactions posted to GL within 04/01/2017 and 03/31/2018

Module	Tran Type	JENumber	Batch #	GL Post Date	Tran Date	Check/DD	Vendor	Invoice #	Tran Description	Debit	Credit	Ending Balance	
414000 Staff/Employee Training										\$0.00	\$26,224.03	\$26,224.03	\$0.00

418000 Employee Travel Reimbursement

030-300-418000-000 Employee Travel Reimbursement										Beginning Balance		0.00	
AP	Commitment	235114	136206	07/13/2017	07/14/2017	1295	Shawn O'connor	SO'ConnorMI	Combined line items for check	1.61	0	1.61	
AP	Commitment	247282	137830	10/12/2017	10/11/2017	1593	Shawn O'connor	SOConnorMR	Combined line items for check	1.07	0	2.68	
AP	Commitment	259116	139473	01/18/2018	01/17/2018	1943	Shawn O'connor	SO'ConnorOc	Combined line items for check	8.56	0	11.24	
AP	Commitment	275303	141095	03/30/2018	04/24/2018	2353	Shawn O'connor	SO'ConnorMI	Combined line items for check	24.53	0	35.77	
AP	Commitment	276293	141318	03/30/2018	04/30/2018	2436	Kristin Hizon	KHizon04201	Combined line items for check	49.05	0	84.82	
GL			142668		07/18/2018				Closing Entry	0	84.82	0	
030-300-418000-000 Employee Travel Reimbursement										\$0.00	\$84.82	\$84.82	\$0.00

032-254-418000-000 Employee Travel Reimbursement										Beginning Balance		0.00	
AP	Commitment	235114	136206	07/13/2017	07/14/2017	1295	Shawn O'connor	SO'ConnorMI	Combined line items for check	8.00	0	8.00	
AP	Commitment	247282	137830	10/12/2017	10/11/2017	1593	Shawn O'connor	SOConnorMR	Combined line items for check	1.61	0	9.61	
AP	Commitment	259116	139473	01/18/2018	01/17/2018	1943	Shawn O'connor	SO'ConnorOc	Combined line items for check	3.20	0	12.81	
AP	Commitment	275303	141095	03/30/2018	04/24/2018	2353	Shawn O'connor	SO'ConnorMI	Combined line items for check	7.08	0	19.89	
GL			142668		07/18/2018				Closing Entry	0	19.89	0	
032-254-418000-000 Employee Travel Reimbursement										\$0.00	\$19.89	\$19.89	\$0.00

081-802-418000-000 Employee Travel Reimbursement										Beginning Balance		0.00	
AP	Commitment	224953	134573	04/13/2017	04/17/2017	8089	Jacqueline Suarez	JSuarezTE041	Combined line items for check	24.77	0	24.77	
AP	Commitment	235238	136205	07/13/2017	07/13/2017	1290	Nan Mckay & Assoc	113476	Combined line items for check	650.00	0	674.77	
GL	Actual	245769	137575	08/23/2017	10/05/2017				Travel Expenses: Jacqueline Suarez_ 08/23	1,613.46	0	2,288.23	
AP	Commitment	242723	137296	09/14/2017	09/11/2017	1484	Geraldine Jones	GJonesTA092	Combined line items for check	637.10	0	2,925.33	
GL	Actual	248943	138038	09/30/2017	10/31/2017				Travel Expense PRamirez:08/20-23-17	1,612.18	0	4,537.51	
AP	Commitment	256073	138922	12/14/2017	12/18/2017	1833	Patricia Ramirez	PRamirezTE1	Combined line items for check	31.31	0	4,568.82	
GL			142668		07/18/2018				Closing Entry	0	4,568.82	0	
081-802-418000-000 Employee Travel Reimbursement										\$0.00	\$4,568.82	\$4,568.82	\$0.00

116-002-418000-000 Employee Travel Reimbursement										Beginning Balance		0.00	
AP	Commitment	224828	134658	04/25/2017	04/17/2017	8139	American Associatio	CChappleTAC	Combined line items for check	915.00	0	915.00	
AP	Commitment	248550	137959	10/26/2017	10/11/2017	1632	Curlie Chapple	CCappleTE09	Combined line items for check	1,075.63	0	1,990.63	

Trial Balance Detail Legal

Reporting transactions posted to GL within 04/01/2017 and 03/31/2018

Module	Tran Type	JENumber	Batch #	GL Post Date	Tran Date	Check/DD	Vendor	Invoice #	Tran Description	Debit	Credit	Ending Balance
418000 Employee Travel Reimbursement												
GL			142668		07/18/2018				Closing Entry	0	1,990.63	0
116-002-418000-000 Employee Travel Reimbursement										\$0.00	\$1,990.63	\$1,990.63
116-010-418000-000 Employee Travel Reimbursement									Beginning Balance	0.00		
GL	Actual	227567	134999	04/01/2017	05/11/2017				Employee Travel Reimbursement	0	915.00	-915.00
AP	Commitment	223639	134353	04/06/2017	03/31/2017	8067	American Associatio	SJeterTA3201	Combined line items for check	915.00	0	0
AP	Commitment	248548	137959	10/26/2017	10/11/2017	1633	Shonda Pettiford Jete	SJeterTR0920	Combined line items for check	1,554.80	0	1,554.80
GL			142668		07/18/2018				Closing Entry	0	1,554.80	0
116-010-418000-000 Employee Travel Reimbursement										\$0.00	\$2,469.80	\$2,469.80
202-002-418000-000 Employee Travel Reimbursement									Beginning Balance	0.00		
AP	Commitment	247282	137830	10/12/2017	10/11/2017	1593	Shawn O'connor	SOConnorMR	Combined line items for check	1.07	0	1.07
AP	Commitment	259116	139473	01/18/2018	01/17/2018	1943	Shawn O'connor	SO'ConnorOc	Combined line items for check	20.87	0	21.94
GL	Actual	265428	140100	02/14/2018	02/14/2018				JE to reclass reimbursement for Sandra & S	11.00	0	32.94
GL	Actual	265428	140100	02/14/2018	02/14/2018				JE to reclass reimbursement for Sandra & S	29.00	0	61.94
AP	Commitment	266502	140104	02/22/2018	02/22/2018	9758	Jersey City Housing	JCHAPR0220	Combined line items for check	18.00	0	79.94
GL			142668		07/18/2018				Closing Entry	0	79.94	0
202-002-418000-000 Employee Travel Reimbursement										\$0.00	\$79.94	\$79.94
203-003-418000-000 Employee Travel Reimbursement									Beginning Balance	0.00		
AP	Commitment	235114	136206	07/13/2017	07/14/2017	1295	Shawn O'connor	SO'ConnorMI	Combined line items for check	2.14	0	2.14
AP	Commitment	247282	137830	10/12/2017	10/11/2017	1593	Shawn O'connor	SOConnorMR	Combined line items for check	5.89	0	8.03
AP	Commitment	259116	139473	01/18/2018	01/17/2018	1943	Shawn O'connor	SO'ConnorOc	Combined line items for check	15.52	0	23.55
AP	Commitment	275303	141095	03/30/2018	04/24/2018	2353	Shawn O'connor	SO'ConnorMI	Combined line items for check	2.18	0	25.73
GL			142668		07/18/2018				Closing Entry	0	25.73	0
203-003-418000-000 Employee Travel Reimbursement										\$0.00	\$25.73	\$25.73
204-004-418000-000 Employee Travel Reimbursement									Beginning Balance	0.00		
AP	Commitment	235114	136206	07/13/2017	07/14/2017	1295	Shawn O'connor	SO'ConnorMI	Combined line items for check	2.14	0	2.14
AP	Commitment	247282	137830	10/12/2017	10/11/2017	1593	Shawn O'connor	SOConnorMR	Combined line items for check	5.89	0	8.03
AP	Commitment	259116	139473	01/18/2018	01/17/2018	1943	Shawn O'connor	SO'ConnorOc	Combined line items for check	2.14	0	10.17
AP	Commitment	275303	141095	03/30/2018	04/24/2018	2353	Shawn O'connor	SO'ConnorMI	Combined line items for check	3.82	0	13.99
GL			142668		07/18/2018				Closing Entry	0	13.99	0

Trial Balance Detail Legal

Reporting transactions posted to GL within 04/01/2017 and 03/31/2018

Module	Tran Type	JENumber	Batch #	GL Post Date	Tran Date	Check/DD	Vendor	Invoice #	Tran Description	Debit	Credit	Ending Balance	
418000 Employee Travel Reimbursement													
204-004-418000-000 Employee Travel Reimbursement										\$0.00	\$13.99	\$13.99	\$0.00
205-005-418000-000 Employee Travel Reimbursement										Beginning Balance	0.00		
AP	Commitment	235114	136206	07/13/2017	07/14/2017	1295	Shawn O'connor	SO'ConnorMI	Combined line items for check	2.14	0	2.14	
AP	Commitment	247282	137830	10/12/2017	10/11/2017	1593	Shawn O'connor	SOConnorMR	Combined line items for check	8.03	0	10.17	
AP	Commitment	259116	139473	01/18/2018	01/17/2018	1943	Shawn O'connor	SO'ConnorOc	Combined line items for check	5.89	0	16.06	
AP	Commitment	275303	141095	03/30/2018	04/24/2018	2353	Shawn O'connor	SO'ConnorMI	Combined line items for check	11.45	0	27.51	
GL			142668		07/18/2018				Closing Entry	0	27.51	0	
205-005-418000-000 Employee Travel Reimbursement										\$0.00	\$27.51	\$27.51	\$0.00
206-006-418000-000 Employee Travel Reimbursement										Beginning Balance	0.00		
AP	Commitment	229576	135299	06/01/2017	06/01/2017	8326	Jersey City Housing	JCHAPR0520	Combined line items for check	15.00	0	15.00	
AP	Commitment	235114	136206	07/13/2017	07/14/2017	1295	Shawn O'connor	SO'ConnorMI	Combined line items for check	3.21	0	18.21	
AP	Commitment	237620	136516	08/03/2017	08/02/2017	8679	Jersey City Housing	JCHAPR0820	Combined line items for check	62.00	0	80.21	
AP	Commitment	245284	137496	09/28/2017	09/27/2017	8964	Jersey City Housing	JCHAPR0920	Combined line items for check	38.00	0	118.21	
AP	Commitment	247282	137830	10/12/2017	10/11/2017	1593	Shawn O'connor	SOConnorMR	Combined line items for check	2.14	0	120.35	
AP	Commitment	275303	141095	03/30/2018	04/24/2018	2353	Shawn O'connor	SO'ConnorMI	Combined line items for check	2.73	0	123.08	
GL			142668		07/18/2018				Closing Entry	0	123.08	0	
206-006-418000-000 Employee Travel Reimbursement										\$0.00	\$123.08	\$123.08	\$0.00
210-010-418000-000 Employee Travel Reimbursement										Beginning Balance	0.00		
AP	Commitment	235114	136206	07/13/2017	07/14/2017	1295	Shawn O'connor	SO'ConnorMI	Combined line items for check	51.37	0	51.37	
AP	Commitment	245339	137524	09/28/2017	09/27/2017	8979	David Moya	DMoyaMR09	Combined line items for check	16.05	0	67.42	
AP	Commitment	247282	137830	10/12/2017	10/11/2017	1593	Shawn O'connor	SOConnorMR	Combined line items for check	24.08	0	91.50	
AP	Commitment	259116	139473	01/18/2018	01/17/2018	1943	Shawn O'connor	SO'ConnorOc	Combined line items for check	47.62	0	139.12	
AP	Commitment	275303	141095	03/30/2018	04/24/2018	2353	Shawn O'connor	SO'ConnorMI	Combined line items for check	21.80	0	160.92	
GL			142668		07/18/2018				Closing Entry	0	160.92	0	
210-010-418000-000 Employee Travel Reimbursement										\$0.00	\$160.92	\$160.92	\$0.00
211-011-418000-000 Employee Travel Reimbursement										Beginning Balance	0.00		
AP	Commitment	235114	136206	07/13/2017	07/14/2017	1295	Shawn O'connor	SO'ConnorMI	Combined line items for check	49.22	0	49.22	
AP	Commitment	247282	137830	10/12/2017	10/11/2017	1593	Shawn O'connor	SOConnorMR	Combined line items for check	11.77	0	60.99	
AP	Commitment	259116	139473	01/18/2018	01/17/2018	1943	Shawn O'connor	SO'ConnorOc	Combined line items for check	25.68	0	86.67	
AP	Commitment	275303	141095	03/30/2018	04/24/2018	2353	Shawn O'connor	SO'ConnorMI	Combined line items for check	26.70	0	113.37	

Trial Balance Detail Legal

Reporting transactions posted to GL within 04/01/2017 and 03/31/2018

Module	Tran Type	JENumber	Batch #	GL Post Date	Tran Date	Check/DD	Vendor	Invoice #	Tran Description	Debit	Credit	Ending Balance
418000 Employee Travel Reimbursement												
GL			142668		07/18/2018				Closing Entry	0	113.37	0
211-011-418000-000 Employee Travel Reimbursement										\$0.00	\$113.37	\$113.37
214-014-418000-000 Employee Travel Reimbursement									Beginning Balance	0.00		
AP	Commitment	235114	136206	07/13/2017	07/14/2017	1295	Shawn O'connor	SO'ConnorMI	Combined line items for check	10.17	0	10.17
AP	Commitment	237620	136516	08/03/2017	08/02/2017	8679	Jersey City Housing	JCHAPR0820	Combined line items for check	20.00	0	30.17
AP	Commitment	247282	137830	10/12/2017	10/11/2017	1593	Shawn O'connor	SOConnorMR	Combined line items for check	4.28	0	34.45
AP	Commitment	259116	139473	01/18/2018	01/17/2018	1943	Shawn O'connor	SO'ConnorOc	Combined line items for check	17.12	0	51.57
AP	Commitment	275303	141095	03/30/2018	04/24/2018	2353	Shawn O'connor	SO'ConnorMI	Combined line items for check	8.72	0	60.29
GL			142668		07/18/2018				Closing Entry	0	60.29	0
214-014-418000-000 Employee Travel Reimbursement										\$0.00	\$60.29	\$60.29
220-020-418000-000 Employee Travel Reimbursement												
220-020-418000-000 Employee Travel Reimbursement									Beginning Balance	0.00		
AP	Commitment	235114	136206	07/13/2017	07/14/2017	1295	Shawn O'connor	SO'ConnorMI	Combined line items for check	3.75	0	3.75
GL			142668		07/18/2018				Closing Entry	0	3.75	0
220-020-418000-000 Employee Travel Reimbursement										\$0.00	\$3.75	\$3.75
999-071-418000-000 Employee Travel Reimbursement												
999-071-418000-000 Employee Travel Reimbursement									Beginning Balance	0.00		
AP	Commitment	224969	134352	04/06/2017	04/07/2017	956	Marvin L Walton	MWaltonTE4	Combined line items for check	625.78	0	625.78
AP	Commitment	224869	134540	04/13/2017	04/10/2017	980	Eilleen Ingram-Willi	EIWillisTE03	Combined line items for check	8.03	0	633.81
AP	Commitment	226591	134763	05/04/2017	05/01/2017	1037	Eilleen Ingram-Willi	EIWillisTE04	Combined line items for check	9.63	0	643.44
GL	Actual	227225	134874	05/04/2017	05/09/2017				Travel Reimbursement: MWalton 05/2017	1,954.72	0	2,598.16
GL	Actual	242167	137342	05/31/2017	09/18/2017				Travel Reimbursment:MWalton 04/19-23/1	1,633.39	0	4,231.55
AP	Commitment	232675	135758	06/22/2017	06/21/2017	1223	Eilleen Ingram-Willi	EIWillisTE52	Combined line items for check	25.63	0	4,257.18
AP	Commitment	234072	135924	07/06/2017	07/06/2017	1254	Eilleen Ingram-Willi	EIWillisTE62	Combined line items for check	6.42	0	4,263.60
GL	Actual	242128	137338	07/31/2017	09/15/2017				Travel Reimbursement:MWalton 05/07/17	508.15	0	4,771.75
GL	Actual	242191	137350	07/31/2017	09/18/2017				Travel Reimbursment:MWalton 02/16-17/1	1,159.23	0	5,930.98
GL	Actual	242186	137345	07/31/2017	09/18/2017				Travel Reimbursment:MWalton 07/12-14/1	1,220.51	0	7,151.49
GL	Actual	242195	137352	07/31/2017	09/18/2017				Travel Reimbursment:PMadison 07/15-18/	1,323.23	0	8,474.72
GL	Actual	242193	137351	08/31/2017	09/18/2017				Travel Reimbursment:MWalton 08/20-23/1	1,525.56	0	10,000.28
GL	Actual	248942	138037	09/30/2017	10/31/2017				Travel Reimbursement:MWalton 09/10-12/	898.42	0	10,898.70
AP	Commitment	246042	137573	10/05/2017	10/05/2017	1564	Marvin L Walton	MWaltonTE0	Combined line items for check	254.06	0	11,152.76
AP	Commitment	247285	137830	10/12/2017	10/12/2017	1588	Marvin L Walton	MWaltonTE1	Combined line items for check	360.38	0	11,513.14
GL	Actual	251924	138405	10/27/2017	11/17/2017				Travel Expense; for Patricia Madison _Pri	93.94	0	11,607.08

Trial Balance Detail Legal

Reporting transactions posted to GL within 04/01/2017 and 03/31/2018

Module	Tran Type	JENumber	Batch #	GL Post Date	Tran Date	Check/DD	Vendor	Invoice #	Tran Description	Debit	Credit	Ending Balance
418000 Employee Travel Reimbursement												
AP	Commitment	250518	138145	11/08/2017	11/08/2017	9189	Jersey City Housing	JCHAPR1120	Combined line items for check	24.00	0	11,631.08
AP	Commitment	254731	138511	11/30/2017	11/29/2017	1770	Marvin L Walton	MWaltonTE1	Combined line items for check	263.07	0	11,894.15
GL	Actual	263778	139706	11/30/2017	02/07/2018				Travel Expense: PMadison 10/04-06/17	659.40	0	12,553.55
GL	Actual	263777	139705	11/30/2017	02/07/2018				Travel Expense:MWalton 10/18-20/17	1,218.94	0	13,772.49
AP	Commitment	271223	140557	03/29/2018	03/28/2018	2232	Vivian Brady-Phillip	VBradypPhill	Combined line items for check	42.79	0	13,815.28
AP	Commitment	273316	140735	03/30/2018	04/11/2018	9985	Jersey City Housing	JCHAPR0320	Combined line items for check	18.00	0	13,833.28
GL	Actual	278115	141602	03/31/2018	05/15/2018				To Correct Coding error	1,546.11	0	15,379.39
GL			142668		07/18/2018				Closing Entry	0	15,379.39	0
999-071-418000-000 Employee Travel Reimbursement										\$0.00	\$15,379.39	\$15,379.39
999-075-418000-000 Employee Travel Reimbursement										Beginning Balance 0.00		
AP	Commitment	228167	134882	05/11/2017	05/09/2017	1058	Kenneth Pinnock	KPinnockTE0	Combined line items for check	528.09	0	528.09
GL	Actual	242190	137349	07/31/2017	09/18/2017				Travel Reimbursment:SMoolayil 05/20-24/	1,547.57	0	2,075.66
AP	Commitment	239603	136858	08/17/2017	08/15/2017	1398	Kenneth Pinnock	KPinnockTA0	Combined line items for check	138.27	0	2,213.93
AP	Commitment	242725	137296	09/14/2017	09/11/2017	1482	Arlyn Agustin	AAgustinTE0	Combined line items for check	1,543.15	0	3,757.08
AP	Commitment	249745	138101	11/02/2017	11/01/2017	1675	Morgan Austin	MAustinTE08	Combined line items for check	2,022.99	0	5,780.07
AP	Commitment	255923	138927	12/14/2017	12/19/2017	9340	Francisco Rivera	FRiveraTE10	Combined line items for check	33.60	0	5,813.67
AP	Commitment	257019	138993	12/21/2017	12/20/2017	1849	Samuel Moolayil	SMoolayilTE	Combined line items for check	33.39	0	5,847.06
GL	Actual	263787	139707	12/31/2017	02/07/2018				Travel Expense: SMoolayil 11/15/17	170.44	0	6,017.50
GL	Actual	267690	140208	03/01/2018	03/01/2018				Travel Reimbursement for S Moolayil TE (	102.98	0	6,120.48
GL			142668		07/18/2018				Closing Entry	0	6,120.48	0
999-075-418000-000 Employee Travel Reimbursement										\$0.00	\$6,120.48	\$6,120.48
999-076-418000-000 Employee Travel Reimbursement										Beginning Balance 0.00		
AP	Commitment	229566	135272	05/25/2017	05/23/2017	8323	Sandra Santos-Garcia	SGarciaTE05	Combined line items for check	551.53	0	551.53
AP	Commitment	230502	135324	06/08/2017	06/07/2017	8393	Katherine Partyka	KPartykaTE0	Combined line items for check	98.44	0	649.97
AP	Commitment	234054	135923	07/06/2017	07/05/2017	8546	Sandra Santos-Garcia	SSantosTE06	Combined line items for check	131.60	0	781.57
AP	Commitment	236009	136394	07/27/2017	07/27/2017	1325	Katherine Partyka	KPartykaTE0	Combined line items for check	216.38	0	997.95
AP	Commitment	239605	136858	08/17/2017	08/15/2017	1404	Sandra Santos-Garcia	SSGarciaTE0	Combined line items for check	127.55	0	1,125.50
AP	Commitment	239600	136858	08/17/2017	08/15/2017	1406	Stephen Cea	SCeaTE08201	Combined line items for check	136.84	0	1,262.34
AP	Commitment	242748	137296	09/14/2017	09/12/2017	1486	Katherine Partyka	KPartykaTE0	Combined line items for check	154.08	0	1,416.42
AP	Commitment	242886	137337	09/15/2017	09/15/2017	1500	Sandra Santos-Garcia	SSantosGarcia	Combined line items for check	126.70	0	1,543.12
AP	Commitment	254730	138511	11/30/2017	11/29/2017	1768	Katherine Partyka	KPartykaTE1	Combined line items for check	112.89	0	1,656.01
AP	Commitment	257516	138578	12/07/2017	12/06/2017	1789	Stephen Cea	SCeaTE10201	Combined line items for check	327.22	0	1,983.23

Trial Balance Detail Legal

Reporting transactions posted to GL within 04/01/2017 and 03/31/2018

Module	Tran Type	JENumber	Batch #	GL Post Date	Tran Date	Check/DD	Vendor	Invoice #	Tran Description	Debit	Credit	Ending Balance
418000 Employee Travel Reimbursement												
AP	Commitment	257417	139078	12/28/2017	12/26/2017	1872	Sandra Santos-Garci	SSantosGarcia	Combined line items for check	131.07	0	2,114.30
AP	Commitment	268324	140238	03/08/2018	03/08/2018	2148	Sandra Santos-Garci	SSantosGarcia	Combined line items for check	128.75	0	2,243.05
AP	Commitment	269053	140420	03/15/2018	03/13/2018	2174	Stephen Cea	SCeaTE03201	Combined line items for check	119.50	0	2,362.55
AP	Commitment	272877	140725	03/30/2018	04/10/2018	2297	Sandra Santos-Garci	SSantosTR03201	Combined line items for check	15.50	0	2,378.05
AP	Commitment	272387	140703	03/30/2018	04/06/2018	2284	Stephen Cea	SCeaTR03201	Combined line items for check	36.05	0	2,414.10
GL			142668		07/18/2018				Closing Entry	0	2,414.10	0
999-076-418000-000 Employee Travel Reimbursement										\$0.00	\$2,414.10	\$2,414.10
999-077-418000-000 Employee Travel Reimbursement												
										Beginning Balance	0.00	
AP	Commitment	272597	140696	03/30/2018	04/05/2018	9961	Raymond Rush	RRushER03201	Combined line items for check	137.70	0	137.70
GL			142668		07/18/2018				Closing Entry	0	137.70	0
999-077-418000-000 Employee Travel Reimbursement										\$0.00	\$137.70	\$137.70
999-078-418000-000 Employee Travel Reimbursement												
										Beginning Balance	0.00	
GL	Actual	243408	137497	08/23/2017	09/22/2017				Travel Expenses: Marc Casupang 8/20-8/22/17	642.33	0	642.33
GL			142668		07/18/2018				Closing Entry	0	642.33	0
999-078-418000-000 Employee Travel Reimbursement										\$0.00	\$642.33	\$642.33
999-079-418000-000 Employee Travel Reimbursement												
										Beginning Balance	0.00	
AP	Commitment	242680	137086	09/08/2017	09/08/2017	8899	Leo P Dauwer	LDauwer09201	Combined line items for check	595.00	0	595.00
BB	Deposit	265768	125584	01/05/2018	01/05/2018				Deposit	0	595.00	0
AP	Commitment	264638	139716	02/08/2018	02/08/2018	2038	Reginald Jones	RJones012018	Combined line items for check	2,240.61	0	2,240.61
GL			142668		07/18/2018				Closing Entry	0	2,240.61	0
999-079-418000-000 Employee Travel Reimbursement										\$0.00	\$2,835.61	\$2,835.61
999-080-418000-000 Employee Travel Reimbursement												
										Beginning Balance	0.00	
AP	Commitment	235114	136206	07/13/2017	07/14/2017	1295	Shawn O'connor	SO'ConnorMF	Combined line items for check	6.96	0	6.96
AP	Commitment	245284	137496	09/28/2017	09/27/2017	8964	Jersey City Housing	JCHAPR09201	Combined line items for check	11.00	0	17.96
GL			142668		07/18/2018				Closing Entry	0	17.96	0
999-080-418000-000 Employee Travel Reimbursement										\$0.00	\$17.96	\$17.96
999-081-418000-000 Employee Travel Reimbursement												
										Beginning Balance	0.00	
GL	Actual	243408	137497	08/23/2017	09/22/2017				Travel Expenses: Marc Casupang 8/20-8/22/17	642.33	0	642.33

Trial Balance Detail Legal

Reporting transactions posted to GL within 04/01/2017 and 03/31/2018

Module	Tran Type	JENumber	Batch #	GL Post Date	Tran Date	Check/DD	Vendor	Invoice #	Tran Description	Debit	Credit	Ending Balance
418000 Employee Travel Reimbursement												
AP	Commitment	247282	137830	10/12/2017	10/11/2017	1593	Shawn O'connor	SOConnorMR	Combined line items for check	44.92	0	687.25
AP	Commitment	259116	139473	01/18/2018	01/17/2018	1943	Shawn O'connor	SO' ConnorOc	Combined line items for check	10.16	0	697.41
AP	Commitment	275303	141095	03/30/2018	04/24/2018	2353	Shawn O'connor	SO' ConnorMI	Combined line items for check	26.15	0	723.56
GL			142668		07/18/2018				Closing Entry	0	723.56	0
999-081-418000-000 Employee Travel Reimbursement										\$0.00	\$723.56	\$723.56
418000 Employee Travel Reimbursement										\$0.00	\$38,013.67	\$38,013.67
Grand Total:												
										\$0.00	\$64,237.70	\$64,237.70



# **Attachment**

## **N-3**

### **(13g)**

**JERSEY CITY HOUSING AUTHORITY**  
**VEHICLE ALLOWANCE PAYMENTS FOR FYE 3/31/2018**

				REF: Page N-3 (Question No. 13g)	
Last Name	First Name	Job Title Description	Pay Date	Earnings Code	Amount
Anaya	Manuel	Boiler Operator	4/27/2018	VA	\$1,441.50
Anaya	Manuel	Boiler Operator	10/26/2018	VA	\$1,441.50
Cenzano	Angelo	Chief Project Engineer	4/27/2018	VA	\$1,053.00
Evans	Mark	Oil Burner Service/HVAC Units Mechanic	4/27/2018	VA	\$1,441.50
Evans	Mark	Oil Burner Service/HVAC Units Mechanic	10/26/2018	VA	\$1,441.50
Harris	Kurt	HQS Inspector	4/27/2018	VA	\$1,441.50
Harris	Kurt	HQS Inspector	10/26/2018	VA	\$1,441.50
Hilton	Terrence	Boiler Operator	4/27/2018	VA	\$1,053.00
Hilton	Terrence	Boiler Operator	10/26/2018	VA	\$1,053.00
Kariuki	Janis	HQS Inspector	4/27/2018	VA	\$1,441.50
Lewis	Sean	Boiler Operator	4/27/2018	VA	\$1,441.50
Lewis	Sean	Boiler Operator	10/26/2018	VA	\$1,053.00
Merdo	Albert	Oil Burner Service/HVAC Units Mechanic	4/27/2018	VA	\$1,441.50
Merdo	Albert	Oil Burner Service/HVAC Units Mechanic	10/26/2018	VA	\$2,128.50
Morales	Jose	Supv Maint Repairer	11/23/2018	VA	\$1,441.50
Persaud	Tony	HQS Inspector	4/26/2018	VA	\$1,441.50
Persaud	Tony	HQS Inspector	10/26/2018	VA	\$1,441.50
Price	Labon	Boiler Operator	4/27/2018	VA	\$1,441.50
Price	Labon	Boiler Operator	10/26/2018	VA	\$1,053.00
Reyes	Andres	Boiler Operator	4/27/2018	VA	\$1,053.00
Reyes	Andres	Boiler Operator	10/26/2018	VA	\$1,053.00
Rush Jr	Raymond	Sr Maintenance Repair/Lead Abatement Worker	4/27/2018	VA	\$1,053.00
Rush Jr	Raymond	Sr Maintenance Repair/Lead Abatement Worker	10/26/2018	VA	\$664.00
Santos-Garcia	Sandra	Chief Architect	4/27/2018	VA	\$1,053.00
Santos-Garcia	Sandra	Chief Architect	10/26/2018	VA	\$1,053.00
Shipman	Harold	Messenger/Clerk	4/27/2018	VA	\$1,441.50
Shipman	Harold	Messenger/Clerk	10/26/2018	VA	\$1,441.50
Walton	Marvin	Executive Director	4/1/2018	VA	\$1,000.00
					<b>\$35,945.00</b>

**AUTHORITY SCHEDULE OF COMMISSIONERS, OFFICERS, KEY EMPLOYEES,  
HIGHEST COMPENSATED EMPLOYEES AND INDEPENDENT CONTRACTORS  
JERSEY CITY HOUSING AUTHORITY**

**FISCAL YEAR: FROM: April 1, 2019 TO: March 31, 2020**

*Complete the attached table for all persons required to be listed per #1-4 below.*

- 1) List all of the Authority's current commissioners and officers and amount of compensation from the Authority and any other public entities as defined below. Enter zero if no compensation was paid.
- 2) List all of the Authority's key employees and highest compensated employees other than a commissioner or officer as defined below and amount of compensation from the Authority and any other public entities.
- 3) List all of the Authority's former officers, key employees and highest compensated employees who received more than \$100,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.
- 4) List all of the Authority's former commissioners who received more than \$10,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.

**Commissioner:** A member of the governing body of the authority with voting rights. Include alternates for purposes of this schedule.

**Officer:** A person elected or appointed to manage the authority's daily operations at any time during the year, such as the chairperson, vice-chairperson, secretary, or treasurer. For the purposes of this schedule, treat the authority's top management official and top financial official as officers. A member of the governing body may be both a commissioner and an officer for the purposes of this schedule.

**Key employee:** An employee or independent contractor of the authority (other than a commissioner or officer) who meets both of the following criteria:

- a) The individual received reportable compensation from the authority and all other public entities in excess of \$150,000 for the most recent fiscal year completed; and
- b) The individual has responsibilities or influence over the authority as a whole or has power to control or determine 10% or more of the authority's capital expenditures or operating budget.

**Highest compensated employee:** One of the five highest compensated employees or independent contractors of the authority other than current commissioners, officers, or key employees whose aggregate reportable compensation from the authority and other public entities is greater than \$100,000 for the most recent fiscal year completed.

**Compensation:** All forms of cash and non-cash payments or benefits provided in exchange for services, including salaries and wages, bonuses, severance payments, deferred payments, retirement benefits, fringe benefits, and other financial arrangements or transactions such as personal vehicles, meals, housing, personal and family education benefits, below-market loans, payment of personal or family travel, entertainment, and personal use of the Authority's property. Compensation includes payments and other benefits provided to both employees and independent contractors in exchange for services.

**Reportable compensation:** The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2019 Most recent available W-2 and 1099 should be used (**2017 or 2018 Forms**)(60 days prior to start of budget year is November 1, 2018, with 2017 being the most recent calendar year ended), and for fiscal years ending June 30, 2019, the calendar year 2018 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2019, with 2018 being the most recent calendar year ended).

**Other Public Entity:** Any municipality, county, local authority, fire district, or other government unit, regardless of whether it is related in any way to the Authority either by function or by physical location.

**Authority Schedule of Commissioners, Officers, Key Employees, Highest Compensated Employees and Independent Contractors (Continued)**

Jersey City Housing Authority																						
		For the Period	April 1, 2019		to		March 31, 2020															
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T			
Reportable Compensation from Authority (W-2/ 1099)																						
		Average Hours per Week Dedicated to Position	Position					Base Salary/ Stipend		Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body		Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)		Total Compensation All Public Entities			
Name	Title		Commissioner	Key Officer	Highest Compensated Employee	Former	(1)							Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/ 1099)		See note below					
1	Raj Mukherji	Chairperson	X											0	NJ Legislature				\$	-		
2	Aneesah Abdullah	Vice-Chairperson	X											0	None					0		
3	Hector Fuentes	Board Member	X											0	None					0		
4	Amy Herbold	Board Member	X											0	None					0		
5	Reginald J. Jones	Board Member	X											0	None					0		
6	Freddie Kitchens	Board Member	X											0	None					0		
7	Jeffrey Dublin	Board Member	X											0	City of Jersey City					0		
8	Vivian Brady-Phillips	Interim Executive Director		X	X	X				180,000		18,261	198,261	None						198,261		
9	Stephen Cea	Director of Development		X		X				121,349	100	19,962	141,411	None						141,411		
10	Patricia Ramirez	Director of HCV		X		X				106,310	250	13,449	120,009	None						120,009		
11	Nehru Nadella	Director of IT		X		X				105,521		21,931	127,452	None						127,452		
12	Arlyn Agustin	Acting CFO/Comptroller		X		X				97,840	6,588	0	104,428	None						104,428		
13	(Total Compensation reported based on Estimated CY 2019-W2s)													0					0			
14														0						0		
15																						
Total:						\$	611,019	\$	-	\$	6,938	\$	73,603	\$	691,561	↑	\$	-	\$	-	\$	691,561

(1) Insert "None" in this column for each individual that does not hold a position with another Public Entity

## Jersey City Housing Authority

N-4 (2)

Reporting only Checks issued between 04/01/2017 and 03/31/2018.  
(Contractor/ Vendor payments over \$100,000)

<u>Name of the Contractor/Vendor</u>	<u>Amount</u>
Jersey City Municipal Authority	111,009.88
AHM Housing Associates IV, LLC	115,963.65
Kitchen & Associates Architectural Svcs.	116,768.23
Practical LLC	122,800.00
Continental Flooring Company	126,592.27
ThyssenKrupp Elevator Corp	131,167.22
Lafayette Family Phase II Associates, LP	131,628.00
Lafayette Family Phase III Urban Renewal	134,571.80
Glenview Townhomes Urban Renewal Associates, LP	151,561.80
New Jersey Housing And Mortgage Finance Agency	156,727.56
McCormack Baron Ragan Mgmt Services	157,372.50
LEW Corporation	163,579.20
Lafayette Family Urban Renewal, LP	170,485.20
H D Supply	178,546.06
Game Time	179,866.46
Dwight Street Urban Renewal	184,031.10
Appliance Brokers Limited	192,433.00
The Community Preservation Corporation	232,745.24
Construction Pros	235,690.54
NJ Div of Pension & Ben-PERS	259,590.28
U.S. Department of Housing & Development	275,000.00
Housing Insurance Services Inc	283,330.28
B & B Excavating Company	295,164.84
Lafayette Senior Living Center LP	338,220.00
Housing Authority Risk Retention Group	338,334.08
SMAC Corporation	353,361.86
New Jersey Public Housing Authorities Jif	412,911.75
Petroleum Traders Corporation	549,760.18
Millennium Communications Group Inc	737,929.23
Greater Bergen Community Action	750,349.93
Key Government Finance Inc	778,919.64
NJ Div of Pens & Ben-Retired Health	1,118,396.83
AvidXchange, Inc.	1,144,719.90
NJ Div of Pens & Ben-Active Health	1,321,681.20
Jersey City Municipal Utilities Authority	1,331,112.53
Michaels Development Company	2,494,840.69
Public Service Electric & Gas Company	2,513,078.12
<b>Total for all Vendors</b>	<b><u>18,290,241.05</u></b>

## Schedule of Health Benefits - Detailed Cost Analysis

Jersey City Housing Authority  
For the Period April 1, 2019 to March 31, 2020

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
<b>Active Employees - Health Benefits - Annual Cost</b>								
Single Coverage	52	\$ 12,148	\$ 631,721	50	\$ 10,653	\$ 532,650	\$ 99,071	18.6%
Parent & Child	33	21,045	694,469	33	19,361	638,913	55,556	8.7%
Employee & Spouse (or Partner)	18	23,392	421,054	18	21,650	389,700	31,354	8.0%
Family	37	32,054	1,185,998	35	30,540	1,068,900	117,098	11.0%
Employee Cost Sharing Contribution (enter as negative - )			(506,479)			(578,553)	72,074	-12.5%
Subtotal	140		2,426,763	136		2,051,610	375,153	18.3%
<b>Commissioners - Health Benefits - Annual Cost</b>								
Single Coverage			-			-	-	#DIV/0!
Parent & Child			-			-	-	#DIV/0!
Employee & Spouse (or Partner)			-			-	-	#DIV/0!
Family			-			-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative - )							-	#DIV/0!
Subtotal	0		-	0		-	-	#DIV/0!
<b>Retirees - Health Benefits - Annual Cost</b>								
Single Coverage	46	7,350	338,122	48	7,896	379,008	(40,886)	-10.8%
Parent & Child	3	13,813	41,438	3	14,315	42,945	(1,507)	-3.5%
Employee & Spouse (or Partner)	54	19,121	1,032,556	53	21,113	1,118,989	(86,433)	-7.7%
Family	22	32,850	722,700	23	31,647	727,881	(5,181)	-0.7%
Employee Cost Sharing Contribution (enter as negative - )			-				-	#DIV/0!
Subtotal	125		2,134,816	127		2,268,823	(134,007)	-5.9%
<b>GRAND TOTAL</b>	<b>265</b>		<b>\$ 4,561,579</b>	<b>263</b>		<b>\$ 4,320,433</b>	<b>\$ 241,146</b>	<b>5.6%</b>

Is medical coverage provided by the SHBP (Yes or No)? (Place Answer in Box)  
Is prescription drug coverage provided by the SHBP (Yes or No)? (Place Answer in Box)

Yes	Yes or No
Yes	Yes or No

**Note: Remember to Enter an amount in rows for Employee Cost Sharing**

## Schedule of Accumulated Liability for Compensated Absences

Jersey City Housing Authority  
For the Period April 1, 2019 to March 31, 2020

*Complete the below table for the Authority's accrued liability for compensated absences.*

			Legal Basis for Benefit (check applicable items)		
Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Approved Labor Agreement	Resolution	Individual Employment Agreement
Accrued Compensated Absences as of 3/31/2018	(See attached for details)	\$ 2,437,524			
Total liability for accumulated compensated absences at beginning of current year		\$ 2,437,524			

The total Amount Should agree to most recently issued audit report for the Authority

ACCRUED EXPENSES - COMPENSATED ABSENCES CALCULATION 03-31-2018 (REVISED) 4.27.18

Housing Authority of the City of Jersey City  
Companied Absences  
FYE 3.31.18

Note: Payroll provided schedule of compensated absences from prior year to be initiated for current year activity and balance. Hourly rates updated from ADP Payroll System  
Balances of time allowed, taken and balance indicated based on client provided report (GG-16) and all terminated/desired employee removed from schedule based on termination report (GG-30 Eiv).

N.1-2.2										N.1-2.1										
Companied Code	Name	Home	Phone	Site	Start Date	End Date	3 day/year cut	Var. Alld	Var. Thn	Var. Bul	Stick Alld	Stick Thn	Stick Bul	Per Alld	Per Thn	Per Bul	Var + Pers	Sick + 35%	Terminal leave	TOTAL
U78	Abdullah, Nazeem G	051412	051412	003	05/03/2017	05/03/2017	05/03/2017	70.00	70.00	83.00	70.00	83.00	83.00	135.00	135.00	135.00	1.00	128.98	0.00	2,646.14
U78	Aguilar, Javier	203003	203003	003	08/10/2013	08/10/2013	03/05/2015	40.25	14.00	24.25	40.25	14.00	24.25	7.00	0.00	0.00	33.25	6.18	1,869.73	5,900.03
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	48.25	42.00	66.25	48.25	42.00	66.25	0.00	0.00	0.00	58.25	47.69	5,900.03	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	08/10/2013	08/10/2013	03/05/2015	28.00	7.00	21.00	28.00	7.00	21.00	4.50	0.00	0.00	35.50	7.35	1,869.73	482.75
U78	Alvarez, Adri P	690075	690075	006	0															



# ACCRUED EXPENSES - COMPENSATED ABSENCES CALCULATION 03-31-2018 (REVISED) 4.27.18

## Housing Authority of the City of Jersey City Compensated Absences FYE 3.31.18

Note: Payroll provided schedule of compensated absences from prior year to be updated for current year activity and balances. Hourly rates updated from ADP Payroll System  
Balances of time allowed, taken and balance updated based on client provided report (GG-16 EV) and all terminated/resigned employees removed from termination report (GG-30 EV)

Housing Authority of the City of Jersey City Compensated Absences FYE 3.31.18																					
Note: Pay roll provided schedule of compensated absences from prior year to be updated for current year activity and balance. Hourly rates updated from ADP Payroll System Balance of time allowed taken and balance updated based on client provided report (GG-16 EN) and all terminated/reassigned employees removed from schedule based on termination report (GG-30 EN)																					
N.1-2.2										N.1-2.1											
Company Code	Name	Home Department Code	Fund	Site	Hourly Rate	Hire Date	Resign Date	3 day/year out off date	Vac Alwd	Vac Tkn	Vac Bal	Sick Alwd	Sick Tkn	Sick Bal	Per Alwd	Per Tkn	Per Bal	Vac + Sick	Sick @ 35%	Time Allowed	TOTAL
UWD	690074	Kohler, Rosa B	999	014	\$41.66	10/1/1988		03/05/2015	2,005.50	1,636.25	420.00	2,472.75	398.50	2,084.25	31.50	171.25	160.25	580.25	0.00	24,171.53	
U78	202002	Konan, Joseph Y	202	002	\$27.94	02/02/1969		03/05/2015	1,642.50	1,102.50	420.00	988.50	078.25	2,022.25	215.25	121.00	92.25	512.25	102.25	14,282.47	
U78	990081	Lesatier, Kevin	999	081	\$90.00	06/30/1954		03/05/2015	1,946.00	1,452.50	420.00	1,688.00	207.50	1,400.50	343.75	119.75	210.00	630.00	438.34	29,897.07	
U78	990077	Ledwith, William	999	077	\$44.51	03/07/1985		03/05/2015	2,194.50	1,475.25	420.00	1,888.00	459.00	1,429.00	191.50	181.50	92.00	535.00	491.86	32,770.92	
U78	200003	Lee, Christopher L	203	003	\$25.00	06/12/2017		03/05/2015	58.50	14.00	45.50	59.50	14.00	45.50	9.50	1.50	1.50	53.50	15.63	1,557.50	
U78	990077	Lewis, Sean	999	077	\$31.32	01/29/1996		03/05/2015	1,370.25	1,140.00	420.00	1,045.50	359.50	1,405.00	168.00	151.75	18.25	246.50	240.10	7,719.25	
U78	210010	Linington, Henry J	210	010	\$31.32	01/12/2016		03/05/2015	2,864.50	1,081.00	420.00	1,829.50	740.25	1,109.25	91.75	77.50	210.00	630.00	409.24	28,049.49	
U78	011802	Lopez, Maria	010	002	\$32.85	03/01/1963		03/05/2015	1,190.75	1,095.50	119.25	766.50	508.25	1,257.50	257.50	0.00	0.00	79.50	0.00	7,891.50	
U78	011802	Lopez, Maria	010	002	\$32.85	12/04/2008		03/05/2015	1,190.75	1,095.50	119.25	766.50	508.25	1,257.50	257.50	0.00	0.00	79.50	0.00	7,891.50	
6AX	990073	Malher, Eban	999	005	\$19.23	08/01/2007		03/05/2015	70.00	42.00	28.00	59.00	21.00	38.00	0.00	0.00	0.00	28.00	0.00	1,891.50	
U78	205005	Malir, Donald P	205	005	\$17.11	02/07/2005		03/05/2015	705.25	662.25	140.00	409.50	137.25	565.25	143.50	90.00	53.00	103.50	92.25	3,310.05	
U78	200002	Morales, Sandra	202	002	\$19.02	12/05/2016		03/05/2015	117.25	91.00	26.25	117.25	81.00	66.25	18.50	10.75	7.75	34.00	10.69	668.92	
U78	690073	Muller, Sandra	999	073	\$33.71	01/02/2016		03/05/2015	1,903.75	1,365.50	538.25	1,207.25	721.25	486.00	265.25	234.90	50.00	470.69	370.29	24,821.30	
U78	020010	Muth, Frank	210	010	\$27.41	06/10/1991		03/05/2015	1,918.00	1,730.25	187.75	2,049.25	1,515.75	333.50	373.25	263.50	89.25	222.75	489.78	17,150.22	
U78	204004	Muth, Doreen A	204	004	\$30.58	02/05/1989		03/05/2015	1,591.25	1,457.75	133.50	969.50	949.00	330.50	276.00	175.00	168.75	222.75	337.67	558.37	
U78	210010	Nelander, Debbie	210	010	\$19.02	06/22/2016		03/05/2015	151.00	128.50	22.50	156.25	142.25	14.00	23.25	17.50	5.75	30.25	4.90	2,238.35	
U78	990077	Nelson, William	999	077	\$31.63	06/22/1987		03/05/2015	1,971.00	1,398.50	393.50	1,599.25	422.50	1,176.75	224.00	210.50	13.00	303.75	237.30	30,548.59	
U78	200003	Morales, Jose	203	003	\$25.56	02/05/2001		03/05/2015	1,899.00	1,049.00	420.00	1,093.75	599.50	1,293.25	144.75	77.50	67.25	597.25	81.35	17,422.90	
U78	220002	Morales, Jose	AG	020	\$32.37	02/03/2014		03/05/2015	1,062.50	762.50	300.00	857.50	599.50	251.00	144.75	175.25	69.75	469.75	347.48	31,007.84	
U78	200003	Morris, Jamal	203	003	\$27.14	03/01/1993		03/05/2015	1,800.25	1,375.00	420.00	838.25	748.50	89.75	244.50	233.25	11.25	431.25	31.41	12,852.97	
U78	690074	Nasr, Cristina	999	074	\$27.95	03/01/1993		03/05/2015	1,841.00	1,041.50	800.50	1,076.25	251.00	788.25	1.75	1.75	0.00	289.50	0.00	10,343.43	
UWD	690074	Nasr, Mark	999	074	\$27.95	03/01/1993		03/05/2015	1,841.00	1,041.50	800.50	1,076.25	251.00	788.25	1.75	1.75	0.00	289.50	0.00	10,343.43	
UWD	690074	Nasr, Mark	999	074	\$27.95	03/01/1993		03/05/2015	1,841.00	1,041.50	800.50	1,076.25	251.00	788.25	1.75	1.75	0.00	289.50	0.00	10,343.43	
UWD	690074	Nasr, Mark	999	074	\$27.95	03/01/1993		03/05/2015	1,841.00	1,041.50	800.50	1,076.25	251.00	788.25	1.75	1.75	0.00	289.50	0.00	10,343.43	
UWD	690074	Nasr, Mark	999	074	\$27.95	03/01/1993		03/05/2015	1,841.00	1,041.50	800.50	1,076.25	251.00	788.25	1.75	1.75	0.00	289.50	0.00	10,343.43	
UWD	690074	Nasr, Mark	999	074	\$27.95	03/01/1993		03/05/2015	1,841.00	1,041.50	800.50	1,076.25	251.00	788.25	1.75	1.75	0.00	289.50	0.00	10,343.43	
UWD	690074	Nasr, Mark	999	074	\$27.95	03/01/1993		03/05/2015	1,841.00	1,041.50	800.50	1,076.25	251.00	788.25	1.75	1.75	0.00	289.50	0.00	10,343.43	
UWD	690074	Nasr, Mark	999	074	\$27.95	03/01/1993		03/05/2015	1,841.00	1,041.50	800.50	1,076.25	251.00	788.25	1.75	1.75	0.00	289.50	0.00	10,343.43	
UWD	690074	Nasr, Mark	999	074	\$27.95	03/01/1993		03/05/2015	1,841.00	1,041.50	800.50	1,076.25	251.00	788.25	1.75	1.75	0.00	289.50	0.00	10,343.43	
UWD	690074	Nasr, Mark	999	074	\$27.95	03/01/1993		03/05/2015	1,841.00	1,041.50	800.50	1,076.25	251.00	788.25	1.75	1.75	0.00	289.50	0.00	10,343.43	
UWD	690074	Nasr, Mark	999	074	\$27.95	03/01/1993		03/05/2015	1,841.00	1,041.50	800.50	1,076.25	251.00	788.25	1.75	1.75	0.00	289.50	0.00	10,343.43	
UWD	690074	Nasr, Mark	999	074	\$27.95	03/01/1993		03/05/2015	1,841.00	1,041.50	800.50	1,076.25	251.00	788.25	1.75	1.75	0.00	289.50	0.00	10,343.43	
UWD	690074	Nasr, Mark	999	074	\$27.95	03/01/1993		03/05/2015	1,841.00	1,041.50	800.50	1,076.25	251.00	788.25	1.75	1.75	0.00	289.50	0.00	10,343.43	
UWD	690074	Nasr, Mark	999	074	\$27.95	03/01/1993		03/05/2015	1,841.00	1,041.50	800.50	1,076.25	251.00	788.25	1.75	1.75	0.00	289.50	0.00	10,343.43	
UWD	690074	Nasr, Mark	999	074	\$27.95	03/01/1993		03/05/2015	1,841.00	1,041.50	800.50	1,076.25	251.00	788.25	1.75	1.75	0.00	289.50	0.00	10,343.43	
UWD	690074	Nasr, Mark	999	074	\$27.95	03/01/1993		03/05/2015	1,841.00	1,041.50	800.50	1,076.25	251.00	788.25	1.75	1.75	0.00	289.50	0.00	10,343.43	
UWD	690074	Nasr, Mark	999	074	\$27.95	03/01/1993		03/05/2015	1,841.00	1,041.50	800.50	1,076.25	251.00	788.25	1.75	1.75	0.00	289.50	0.00	10,343.43	
UWD	690074	Nasr, Mark	999	074	\$27.95	03/01/1993		03/05/2015	1,841.00	1,041.50	800.50	1,076.25	251.00	788.25	1.75	1.75	0.00	289.50	0.00	10,343.43	
UWD	690074	Nasr, Mark	999	074	\$27.95	03/01/1993		03/05/2015	1,841.00	1,041.50	800.50	1,076.25	251.00	788.25	1.75	1.75	0.00	289.50	0.00	10,343.43	
UWD	690074	Nasr, Mark	999	074	\$27.95	03/01/1993		03/05/2015	1,841.00	1,041.50	800.50	1,076.25	251.00	788.25	1.75	1.75	0.00	289.50	0.00	10,343.43	
UWD	690074	Nasr, Mark	999	074	\$27.95	03/01/1993		03/05/2015	1,841.00	1,041.50	800.50	1,076.25	251.00	788.25	1.75	1.75	0.00	289.50	0.00	10,343.43	
UWD	690074	Nasr, Mark	999	074	\$27.95	03/01/1993		03/05/2015	1,841.00	1,041.50	800.50	1,076.25	251.00	788.25	1.75	1.75	0.00	289.50	0.00	10,343.43	
UWD	690074	Nasr, Mark	999	074	\$27.95	03/01/1993															

ACCRUED EXPENSES - COMPENSATED ABSENCES CALCULATION 03-31-2018 (REVISED) 4.27.18

Housing Authority of the City of Jersey City Compensated Absences FYE 3.31.18																					
Note: Payroll provided schedule of compensated absences from prior year to be updated for current year activity and balances. Hourly rates updated from ADP Payroll System Balances of time allowed, taken and balance undated based on client provided report (GG-16 EV) and all terminated/resigned employees removed from schedule based on termination report (GG-30 EV)																					
N.1-2.2																					
N.1-2.1																					
Company Code	Name	Home Department Code	Fund	Site	Hourly Rate	Hire Date	Re-hire Date	3 day/ear year cut			Sick Bal	Per Allw	Per Tm	Vac + Perm	Sick @ 35%	Terminated leave	TOTAL				
U78	Tyler, Corey L.	211011	211	011	\$22.50	05/18/2015	03/22/2016	09/05/2015	68.25	0.00	98.25	98.25	21.00	75.25	13.25	3.50	11.75	108.00	28.34	272.42	\$ 2,754.00
U78	Verdes, Annelisa	204004	204	004	\$22.26	03/18/2002	03/18/2002	09/05/2015	1,502.25	1,271.50	230.75	1,051.75	888.50	162.75	245.50	228.83	15.67	248.42	272.42	15,180.16	\$ 15,180.16
U78	Vera, Nancy	051802	051	002	\$22.95	02/19/2009	02/19/2009	09/05/2015	1,120.00	926.50	193.50	951.75	398.50	552.25	212.75	202.50	10.25	251.75	147.92	10,353.32	\$ 10,353.32
U78	Vick, David	051802	051	002	\$22.95	02/19/2009	02/19/2009	09/05/2015	951.75	751.25	200.50	829.75	624.00	205.75	0.00	0.00	0.00	200.50	72.01	2,582.50	\$ 2,582.50
U78	Walcott, Timisha S	698075	699	075	\$33.65	12/15/2008	03/05/1990	09/05/2015	835.50	751.25	74.25	829.75	624.00	205.75	0.00	0.00	0.00	74.25	27.01	2,582.50	\$ 2,582.50
U78	Watkins Jr, Samuel	205005	205	005	\$37.49	03/05/1990	03/05/1990	09/05/2015	2,283.75	1,268.75	420.00	1,392.50	521.00	861.50	257.75	220.10	37.65	457.65	525.35	525.00	\$ 36,839.16
U78	Welford, Jamell L	698081	699	081	\$15.00	05/01/2017	01/22/2018	09/05/2015	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	525.00	\$ 525.00
U78	Wooten, Ryan	211011	211	011	\$25.00	08/01/2017	09/01/2017	09/05/2015	25.75	1.75	20.00	25.75	7.00	22.75	4.75	1.00	3.75	31.75	7.96	793.75	\$ 793.75
U78	Wright, James	091802	091	802	\$29.99	06/20/2007	06/20/2007	09/05/2015	1,650.00	1,398.25	251.75	1,545.25	701.50	346.75	240.00	212.25	27.75	269.50	161.08	1,403.00	\$ 1,403.00
U78	Ziefinski, Scott	204004	204	004	\$27.84	10/27/1997	10/27/1997	09/05/2015	1,835.75	523.00	420.00	978.00	871.50	100.50	233.75	130.75	103.00	523.00	394.95	24,714.72	\$ 24,714.72
U78	Zimmer, Robert	698077	699	077	\$45.10	03/01/1971	03/01/1971	09/05/2015	2,441.25	1,261.00	420.00	2,528.75	265.50	2,353.25	356.50	227.50	129.00	540.00	624.85	48,441.46	\$ 48,441.46
																					\$ 12,417,534.35
																					F

## Schedule of Shared Service Agreements

Jersey City Housing Authority

For the Period

April 1, 2019

to

March 31, 2020

*Enter the shared service agreements that the Authority currently engages in and identify the amount that is received/paid for those services.*

Name of Entity Providing Service	Name of Entity Receiving Service	Type of Shared Service Provided	Comments (Enter more specifics if needed)	Agreement Effective Date	Agreement End Date	Amount to be Received by/ Paid from Authority
City of Jersey City	Jersey City Housing Authority	Protective Services	Off-Duty Police Officers securing & monitoring various housing sites	6/15/2018	6/14/2019	\$ 280,000
City of Jersey City	Jersey City Housing Authority	Gasoline/Fuel -	Gasoline for JCHA's Fleet Vehicles	7/9/2018	7/8/2021	\$ 26,250
Department of Public Works		Motor Vehicles				

If No Shared Services X this Box

☐

**2019 HOUSING AUTHORITY BUDGET**

**JERSEY CITY HOUSING AUTHORITY**

**Financial Schedules Section**

# SUMMARY

Jersey City Housing Authority  
For the Period April 1, 2019 to March 31, 2020

	<b>FY 2020 Proposed Budget</b>					<b>FY 2019 Adopted Budget</b>	<b>\$ Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>
	<b>Public Housing Management</b>	<b>Section 8</b>	<b>Housing Voucher</b>	<b>Other Programs</b>	<b>Total All Operations</b>	<b>Total All Operations</b>	<b>All Operations</b>	<b>All Operations</b>
<b>REVENUES</b>								
Total Operating Revenues	\$ 31,251,255	\$ -	\$ 50,661,855	\$ 1,338,507	\$ 83,251,617	\$ 75,173,298	\$ 8,078,319	10.7%
Total Non-Operating Revenues	23,450	-	15,451	914	39,815	22,530	17,285	76.7%
Total Anticipated Revenues	31,274,705	-	50,677,306	1,339,421	83,291,432	75,195,828	8,095,604	10.8%
<b>APPROPRIATIONS</b>								
Total Administration	6,898,965	-	1,928,832	303,770	9,131,567	8,260,304	871,263	10.5%
Total Cost of Providing Services	23,391,395	-	48,748,474	1,035,651	73,175,520	65,951,179	7,224,341	11.0%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	801,014	794,721	6,293	0.8%
Total Operating Appropriations	30,290,360	-	50,677,306	1,339,421	83,108,101	75,006,204	8,101,897	10.8%
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	183,330	189,624	(6,294)	-3.3%
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	183,330	189,624	(6,294)	-3.3%
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	30,290,360	-	50,677,306	1,339,421	83,291,432	75,195,828	8,095,604	10.8%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	30,290,360	-	50,677,306	1,339,421	83,291,432	75,195,828	8,095,604	10.8%
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	<b>\$ 984,345</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>#DIV/0!</b>

# Revenue Schedule

## Jersey City Housing Authority

For the Period

April 1, 2019

to

March 31, 2020

	<b>FY 2020 Proposed Budget</b>				<b>FY 2019 Adopted Budget</b>	<b>\$ Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>
	<b>Public Housing Management</b>	<b>Section 8</b>	<b>Housing Voucher</b>	<b>Other Programs</b>	<b>Total All Operations</b>	<b>Total All Operations</b>	<b>All Operations</b>
<b>OPERATING REVENUES</b>							
<i>Rental Fees</i>							
Homebuyers' Monthly Payments					\$ -	\$ -	#DIV/0!
Dwelling Rental	8,697,007			1,224,240	9,921,247	9,696,246	225,001 2.3%
Excess Utilities	78,451				78,451	57,776	20,675 35.8%
Non-Dwelling Rental	232,225				232,225	207,232	24,993 12.1%
HUD Operating Subsidy	9,858,194				9,858,194	9,628,811	229,383 2.4%
New Construction - Acc Section 8					-	-	#DIV/0!
Voucher - Acc Housing Voucher			46,631,172		46,631,172	43,277,266	3,353,906 7.7%
Total Rental Fees	18,865,877	-	46,631,172	1,224,240	66,721,289	62,867,331	3,853,958 6.1%
<i>Other Operating Revenues (List)</i>							
Fraud Recovery Income	12,191		71,220		83,411	88,497	(5,086) -5.7%
Late Fees, Parking, Summons/Complaints	141,121			19,594	160,715	150,627	10,088 6.7%
CFP Operations Income	3,299,668				3,299,668	1,109,082	2,190,586 197.5%
HCV Administrative Fees Income			3,693,966		3,693,966	3,686,893	7,073 0.2%
Ross Grant Revenue	163,550				163,550	164,000	(450) -0.3%
Developer Fee	750,000				750,000	649,695	100,305 15.4%
COCC Fees (AM/BK/MF/CFP/HCV, etc.)	7,200,277				7,200,277	5,810,787	1,389,490 23.9%
FSS Grant (HCV)			249,247		249,247	235,000	14,247 6.1%
HCV Inspection Fees			16,250		16,250	7,650	8,600 112.4%
Sale of Dwellings	390,000				390,000	325,000	65,000 20.0%
Escrow (PILOT)					-	78,736	(78,736) -100.0%
Continuum of Care Grants				36,830	36,830	-	36,830 #DIV/0!
Special Needs Assistance Programs				57,843	57,843	-	57,843 #DIV/0!
CFP Force Account Labor	428,571				428,571	-	428,571 #DIV/0!
Type in (Grant, Other Rev)					-	-	- #DIV/0!
Type in (Grant, Other Rev)					-	-	- #DIV/0!
Type in (Grant, Other Rev)					-	-	- #DIV/0!
Type in (Grant, Other Rev)					-	-	- #DIV/0!
Type in (Grant, Other Rev)					-	-	- #DIV/0!
Type in (Grant, Other Rev)					-	-	- #DIV/0!
Total Other Revenue	12,385,378	-	4,030,683	114,267	16,530,328	12,305,967	4,224,361 34.3%
Total Operating Revenues	31,251,255	-	50,661,855	1,338,507	83,251,617	75,173,298	8,078,319 10.7%
<b>NON-OPERATING REVENUES</b>							
<i>Other Non-Operating Revenues (List)</i>							
Type in					-	-	- #DIV/0!
Type in					-	-	- #DIV/0!
Type in					-	-	- #DIV/0!
Type in					-	-	- #DIV/0!
Type in					-	-	- #DIV/0!
Type in					-	-	- #DIV/0!
Total Other Non-Operating Revenue	-	-	-	-	-	-	- #DIV/0!
<i>Interest on Investments &amp; Deposits (List)</i>							
Interest Earned	23,450		15,451	914	39,815	22,530	17,285 76.7%
Penalties	-		-	-	-	-	- #DIV/0!
Other	-		-	-	-	-	- #DIV/0!
Total Interest	23,450	-	15,451	914	39,815	22,530	17,285 76.7%
Total Non-Operating Revenues	23,450	-	15,451	914	39,815	22,530	17,285 76.7%
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 31,274,705</b>	<b>\$ -</b>	<b>\$ 50,677,306</b>	<b>\$ 1,339,421</b>	<b>\$ 83,291,432</b>	<b>\$ 75,195,828</b>	<b>\$ 8,095,604 10.8%</b>

# Prior Year Adopted Revenue Schedule

## Jersey City Housing Authority

### FY 2019 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING REVENUES</b>					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	8,528,392			1,167,854	9,696,246
Excess Utilities	57,776				57,776
Non-Dwelling Rental	207,232				207,232
HUD Operating Subsidy	9,628,811				9,628,811
New Construction - Acc Section 8	-	-	-	-	-
Voucher - Acc Housing Voucher	-		43,277,266		43,277,266
Total Rental Fees	18,422,211	-	43,277,266	1,167,854	62,867,331
<i>Other Revenue (List)</i>					
Fraud Recovery Income	16,768		71,729		88,497
Late Fees, Parking, Summons/Complaints	126,486		8,911	15,230	150,627
CFP Operations Income	1,109,082				1,109,082
HCV Administrative Fees Income			3,686,893		3,686,893
Ross Grant Revenue	164,000				164,000
Developer Fee	649,695				649,695
COCC Fees (AM/BK/MF/CFP/HCV, etc.)	5,810,787				5,810,787
FSS Grant (HCV)			235,000		235,000
HCV Inspection Fees			7,650		7,650
Sale of Dwellings	325,000				325,000
Escrow (PILOT)				78,736	78,736
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Total Other Revenue	8,201,818	-	4,010,183	93,966	12,305,967
Total Operating Revenues	26,624,029	-	47,287,449	1,261,820	75,173,298
<b>NON-OPERATING REVENUES</b>					
<i>Other Non-Operating Revenues (List)</i>					
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Other Non-Operating Revenues	-	-	-	-	-
<i>Interest on Investments &amp; Deposits</i>					
Interest Earned	11,058		9,283	2,189	22,530
Penalties					-
Other					-
Total Interest	11,058	-	9,283	2,189	22,530
Total Non-Operating Revenues	11,058	-	9,283	2,189	22,530
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 26,635,087</b>	<b>\$ -</b>	<b>\$ 47,296,732</b>	<b>\$ 1,264,009</b>	<b>\$ 75,195,828</b>

# Appropriations Schedule

Jersey City Housing Authority  
For the Period April 1, 2019 to March 31, 2020

	<b>FY 2020 Proposed Budget</b>				<b>FY 2019 Adopted Budget</b>	<b>\$ Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>
	<b>Public Housing Management</b>	<b>Section 8</b>	<b>Housing Voucher</b>	<b>Other Programs</b>	<b>Total All Operations</b>	<b>Total All Operations</b>	<b>All Operations</b>
<b>OPERATING APPROPRIATIONS</b>							
<i>Administration</i>							
Salary & Wages	3,792,682		1,030,558	165,556	\$ 4,988,796	\$ 4,738,813	\$ 249,983 5.3%
Fringe Benefits	2,314,279		700,837	89,804	3,104,920	2,627,822	477,098 18.2%
Legal	276,638		25,326	5,673	307,637	248,157	59,480 24.0%
Staff Training	72,485		20,074	1,548	94,107	29,500	64,607 219.0%
Travel	38,427		6,173	488	45,088	29,975	15,113 50.4%
Accounting Fees	-				-	-	- #DIV/0!
Auditing Fees	15,555		24,127	15,998	55,680	57,980	(2,300) -4.0%
Miscellaneous Administration*	388,899		121,737	24,703	535,339	528,057	7,282 1.4%
Total Administration	6,898,965	-	1,928,832	303,770	9,131,567	8,260,304	871,263 10.5%
<i>Cost of Providing Services</i>							
Salary & Wages - Tenant Services	141,891		217,749	2,628	362,268	204,881	157,387 76.8%
Salary & Wages - Maintenance & Operation	5,401,981		228,427	67,075	5,697,483	5,109,909	587,574 11.5%
Salary & Wages - Protective Services	-				-	-	- #DIV/0!
Salary & Wages - Utility Labor	-				-	-	- #DIV/0!
Fringe Benefits	3,679,808		230,849	155,551	4,066,208	2,810,249	1,255,959 44.7%
Tenant Services	48,641		-	-	48,641	49,825	(1,184) -2.4%
Utilities	4,117,089		32,126	275,822	4,425,037	4,589,464	(164,427) -3.6%
Maintenance & Operation	3,372,255		3,500	152,453	3,528,208	1,727,124	1,801,084 104.3%
Protective Services	280,000		-	-	280,000	280,000	- 0.0%
Insurance	1,064,224		144,237	62,597	1,271,058	807,475	463,583 57.4%
Payment in Lieu of Taxes (PILOT)	-		-	115,875	115,875	78,736	37,139 47.2%
Terminal Leave Payments	64,723		6,449		71,172	-	71,172 #DIV/0!
Collection Losses					-	-	- #DIV/0!
Other General Expense	5,220,783		1,253,965	203,650	6,678,398	6,989,649	(311,251) -4.5%
Rents			46,631,172		46,631,172	43,277,266	3,353,906 7.7%
Extraordinary Maintenance					-	26,601	(26,601) -100.0%
Replacement of Non-Expendible Equipment					-	-	- #DIV/0!
Property Betterment/Additions					-	-	- #DIV/0!
Miscellaneous COPS*					-	-	- #DIV/0!
Total Cost of Providing Services	23,391,395	-	48,748,474	1,035,651	73,175,520	65,951,179	7,224,341 11.0%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	801,014	794,721	6,293 0.8%
Total Operating Appropriations	30,290,360	-	50,677,306	1,339,421	83,108,101	75,006,204	8,101,897 10.8%
<b>NON-OPERATING APPROPRIATIONS</b>							
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	183,330	189,624	(6,294) -3.3%
Operations & Maintenance Reserve					-	-	- #DIV/0!
Renewal & Replacement Reserve					-	-	- #DIV/0!
Municipality/County Appropriation					-	-	- #DIV/0!
Other Reserves					-	-	- #DIV/0!
Total Non-Operating Appropriations	-	-	-	-	183,330	189,624	(6,294) -3.3%
<b>TOTAL APPROPRIATIONS</b>	30,290,360	-	50,677,306	1,339,421	83,291,432	75,195,828	8,095,604 10.8%
<b>ACCUMULATED DEFICIT</b>					-	-	- #DIV/0!
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	30,290,360	-	50,677,306	1,339,421	83,291,432	75,195,828	8,095,604 10.8%
<b>UNRESTRICTED NET POSITION UTILIZED</b>							
Municipality/County Appropriation	-	-	-	-	-	-	- #DIV/0!
Other					-	-	- #DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	- #DIV/0!
<b>TOTAL NET APPROPRIATIONS</b>	\$ 30,290,360	\$ -	\$ 50,677,306	\$ 1,339,421	\$ 83,291,432	\$ 75,195,828	\$ 8,095,604 10.8%

\* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations \$ 1,514,518.00 \$ - \$ 2,533,865.30 \$ 66,971.05 \$ 4,155,405.07



# Prior Year Adopted Appropriations Schedule

## Jersey City Housing Authority

	FY 2019 Adopted Budget				
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	\$ 3,692,954		\$ 982,545	\$ 63,314	\$ 4,738,813
Fringe Benefits	2,043,238		550,225	34,359	2,627,822
Legal	187,323		48,156	12,678	248,157
Staff Training	27,600		700	1,200	29,500
Travel	25,225		4,300	450	29,975
Accounting Fees	-				-
Auditing Fees	16,602		23,951	17,427	57,980
Miscellaneous Administration*	349,984		161,103	16,970	528,057
Total Administration	6,342,926	-	1,770,980	146,398	8,260,304
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services			204,881		204,881
Salary & Wages - Maintenance & Operation	4,688,197		184,478	237,234	5,109,909
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	2,482,081		218,885	109,283	2,810,249
Tenant Services	49,825				49,825
Utilities	4,299,275		9,295	280,894	4,589,464
Maintenance & Operation	1,355,690		342,734	28,700	1,727,124
Protective Services	280,000				280,000
Insurance	704,753		60,840	41,882	807,475
Payment in Lieu of Taxes (PILOT)				78,736	78,736
Terminal Leave Payments					-
Collection Losses					-
Other General Expense	5,626,818		1,227,373	135,458	6,989,649
Rents			43,277,266		43,277,266
Extraordinary Maintenance	26,601				26,601
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	19,513,240	-	45,525,752	912,187	65,951,179
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	794,721
Total Operating Appropriations	25,856,166	-	47,296,732	1,058,585	75,006,204
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	189,624
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	189,624
<b>TOTAL APPROPRIATIONS</b>	25,856,166	-	47,296,732	1,058,585	75,195,828
<b>ACCUMULATED DEFICIT</b>					-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	25,856,166	-	47,296,732	1,058,585	75,195,828
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
<b>TOTAL NET APPROPRIATIONS</b>	\$ 25,856,166	\$ -	\$ 47,296,732	\$ 1,058,585	\$ 75,195,828

\* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations	\$ 1,292,808.30	\$ -	\$ 2,364,836.60	\$ 52,929.25	\$ 3,750,310.20
--------------------------------------	-----------------	------	-----------------	--------------	-----------------

## Debt Service Schedule - Principal

Jersey City Housing Authority

If Authority has no debt X this box

☐

*Fiscal Year Ending in*

	Adopted Budget Year 2019	Proposed Budget Year 2020	2021	2022	2023	2024	2025	Thereafter	Total Principal Outstanding
Debt Issuance #1-EPC	\$ 679,196	\$ 677,931	\$ 693,267	\$ 708,949	\$ 724,987	\$ 741,387	\$ 758,158	\$ 515,205	\$ 4,819,884
Debt Issuance #2-HMFA	66,829	72,008	77,589	83,602	43,360	-	-	-	276,559
Debt Issuance #3-CPC	48,696	51,075	53,571	56,188	58,934	61,813	190,889	811,478	1,283,948
Debt Issuance #4-CFFP	460,000	480,000	505,000	535,000	560,000	595,000	620,000	2,080,000	5,375,000
<b>TOTAL PRINCIPAL</b>	<b>1,254,721</b>	<b>1,281,014</b>	<b>1,329,427</b>	<b>1,383,739</b>	<b>1,387,281</b>	<b>1,398,200</b>	<b>1,569,047</b>	<b>3,406,683</b>	<b>11,755,391</b>
<b>LESS: HUD SUBSIDY</b>	<b>460,000</b>	<b>480,000</b>	<b>505,000</b>	<b>535,000</b>	<b>56,000</b>	<b>595,000</b>	<b>620,000</b>	<b>2,080,000</b>	<b>4,871,000</b>
<b>NET PRINCIPAL</b>	<b>\$ 794,721</b>	<b>\$ 801,014</b>	<b>\$ 824,427</b>	<b>\$ 848,739</b>	<b>\$ 1,331,281</b>	<b>\$ 803,200</b>	<b>\$ 949,047</b>	<b>\$ 1,326,683</b>	<b>\$ 6,884,391</b>

Indicate the Authority's most recent bond rating and the year of the rating by ratings service.

	<b>Moody's</b>	<b>Fitch</b>	<b>Standard &amp; Poors</b>
Bond Rating			
Year of Last Rating			

If no Rating type in Not Applicable

## Debt Service Schedule - Interest

Jersey City Housing Authority

If Authority has no debt X this box

*Fiscal Year Ending in*

	Adopted Budget Year 2019	Proposed Budget Year 2020							Total Interest Payments Outstanding
			2021	2022	2023	2024	2025	Thereafter	
Debt Issuance #1-EPC	99,723	100,988	85,653	69,970	53,933	37,533	20,762	4,337	373,176
Debt Issuance #2-HMFA	26,613	21,433	15,853	9,840	3,360	-	-	-	50,486
Debt Issuance #3-CPC	63,288	60,909	58,413	55,796	53,050	50,171	47,171	271,450	596,960
Debt Issuance #4-CFFP	291,084	255,625	231,000	205,000	177,700	148,983	118,780	158,775	1,295,863
<b>TOTAL INTEREST</b>	480,708	438,955	390,919	340,606	288,043	236,686	186,713	434,562	2,316,484
<b>LESS: HUD SUBSIDY</b>	291,084	255,625	231,000	205,000	177,700	148,983	118,780	158,775	1,295,863
<b>NET INTEREST</b>	<u>\$ 189,624</u>	<u>\$ 183,330</u>	<u>\$ 159,919</u>	<u>\$ 135,606</u>	<u>\$ 110,343</u>	<u>\$ 87,704</u>	<u>\$ 67,933</u>	<u>\$ 275,787</u>	<u>\$ 1,020,622</u>

# Net Position Reconciliation

Jersey City Housing Authority  
For the Period April 1, 2019 to March 31, 2020

## FY 2020 Proposed Budget

### TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)

Less: Invested in Capital Assets, Net of Related Debt (1)

Less: Restricted for Debt Service Reserve (1)

Less: Other Restricted Net Position (1)

Total Unrestricted Net Position (1)

Less: Designated for Non-Operating Improvements & Repairs

Less: Designated for Rate Stabilization

Less: Other Designated by Resolution

Plus: Accrued Unfunded Pension Liability (1)

Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)

Plus: Estimated Income (Loss) on Current Year Operations (2)

Plus: Other Adjustments (attach schedule)

Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
\$ 116,201,320	\$ 234,016	\$ (1,052,875)	\$ (8,096,903)	\$ 107,285,558
56,142,474		33,392	6,046,150	62,222,016
73,209,064			2,624,998	75,834,062
(13,150,218)	234,016	(1,086,267)	(16,768,051)	(30,770,520)
				-
				-
				-
12,743,958		4,301,038	12,891,048	29,936,044
				-
				-
				-
(406,260)	234,016	3,214,771	(3,877,003)	(834,476)
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
\$ (406,260)	\$ 234,016	\$ 3,214,771	\$ (3,877,003)	\$ (834,476)

### UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET

Unrestricted Net Position Utilized to Balance Proposed Budget

Unrestricted Net Position Utilized in Proposed Capital Budget

Appropriation to Municipality/County (3)

Total Unrestricted Net Position Utilized in Proposed Budget

### PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR

(4)

(1) Total of all operations for this line item must agree to audited financial statements.

(2) Include budgeted and unbudgeted use of unrestricted net position in the current year's operations.

(3) Amount may not exceed 5% of total operating appropriations. See calculation below.

Maximum Allowable Appropriation to Municipality/County \$ 1,514,518 \$ - \$ 2,533,865 \$ 66,971 \$ 4,156,237

(4) If Authority is projecting a deficit for any operation at the end of the budget period, the Authority must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit, if not already detailed in the budget narrative section.

2019  
JERSEY CITY  
HOUSING  
AUTHORITY

CAPITAL  
BUDGET/  
PROGRAM

# 2019 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

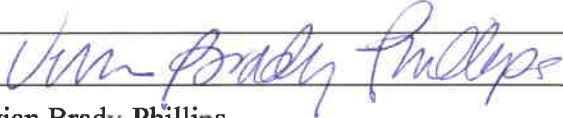
## JERSEY CITY HOUSING AUTHORITY

**FISCAL YEAR:**    **FROM:**    April 1, 2019    **TO:**    March 31, 2020

☒ It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the Jersey City Housing Authority, on the 2<sup>nd</sup> day of January, 2019.

**OR**

☐ It is hereby certified that the governing body of the \_\_\_\_\_ Housing Authority have elected **NOT** to adopt a Capital Budget /Program for the aforesaid fiscal year, pursuant to N.J.A.C. 5:31-2.2 for the following reason(s): \_\_\_\_\_

Officer's Signature:			
Name:	Vivian Brady-Phillips		
Title:	Interim Executive Director		
Address:	Jersey City Housing Authority 400 US Highway #1 (Marion Gardens Bldg. #7) Jersey City, NJ 07306		
Phone Number:	(201) 706-4600	Fax Number:	(201) 547-6702
E-mail address	vbrady-phillips@jcha.us		

# 2019 CAPITAL BUDGET/PROGRAM MESSAGE

## JERSEY CITY HOUSING AUTHORITY

**FISCAL YEAR:**    **FROM:**    April 1, 2019    **TO:**    March 31, 2020

This section is included in the Capital Budget pursuant to N.J.A.C. 5:31-2. It does not in itself confer any authorization to raise or expend funds. Rather, it is a document used as part of the Housing Authority's planning and management system. Specific authorization to spend funds for purposes described in this section must be granted elsewhere, by a separate financing agreement, security agreement, by resolution appropriating funds from the Renewal and Replacement Reserve, or other lawful means.

1. Has the Capital Budget/Program been prepared in consultation with or reviewed by, the local and county planning board(s), governing body(ies), or other affected governmental entity(ies) of the jurisdiction(s) served by the Housing Authority?

**Yes**

2. Has each capital project/project financing been developed from a specific plan or report and have the full life cycle costs of each been calculated?

**Yes**

3. Has the Housing Authority prepared a long-term (10-20 years) infrastructure needs assessment?

**Yes**

4. Are any of the capital projects/project financings being undertaken in a community that has a State Plan designated center? If so, please describe the relationship of same to the center's goals and objectives.

**N/A**

5. Describe the impact on the schedule of rents and/or user charges if the proposed capital projects are undertaken. Indicate the impact on current and future year's schedules.

**If the proposed capital projects are undertaken, the JCHA will be able to commence leasing of the vacant dwelling units and maintain stable occupancy, resulting in increased rental income for the JCHA.**

6. Have the projects been reviewed and approved by HUD?

**Yes**

*Add additional sheets if necessary.*

# Proposed Capital Budget

## Jersey City Housing Authority

For the Period

April 1, 2019

to

March 31, 2020

		<i>Funding Sources</i>				
		<b>Renewal &amp;</b>				
		<b>Unrestricted Net</b>	<b>Replacement</b>	<b>Debt</b>	<b>Capital Grants</b>	<b>Other</b>
		<b>Position Utilized</b>	<b>Reserve</b>	<b>Authorization</b>		<b>Sources</b>
	<b>Estimated Total Cost</b>					
<i>Public Housing Management</i>						
CFP Operations, Mgmt Imp/Admin	\$ 1,603,669				\$ 1,603,669	
Fees & Costs	60,000				60,000	
General Capital Activities: Site/Dwell	2,291,715				2,291,715	
Bond Debt Service	746,075				746,075	
Total	4,701,459	-	-	-	4,701,459	-
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 4,701,459</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,701,459</b>	<b>\$ -</b>

Enter brief description of up to four projects for each operation above. For operations with more than four budgeted projects, please attach additional schedules. Input total amount of all projects for the operation on single line and enter "See Attached Schedule" instead of project description.



# 5 Year Capital Improvement Plan

**Jersey City Housing Authority**  
For the Period April 1, 2019 to March 31, 2020

*Fiscal Year Beginning in*

	<b>Estimated Total Cost</b>	<b>Current Budget</b>					
		<b>Year 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<i>Public Housing Management</i>							
CFP Operations, Mgmt Imp/Adn \$	9,622,014	\$ 1,603,669	\$ 1,603,669	\$ 1,603,669	\$ 1,603,669	\$ 1,603,669	\$ 1,603,669
Fees & Costs	360,000	60,000	60,000	60,000	60,000	60,000	60,000
General Capital Activities: Site/L	13,750,290	2,291,715	2,291,715	2,291,715	2,291,715	2,291,715	2,291,715
Bond Debt Service	4,476,450	746,075	746,075	746,075	746,075	746,075	746,075
Total	28,208,754	4,701,459	4,701,459	4,701,459	4,701,459	4,701,459	4,701,459
<i>Section 8</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>Housing Voucher</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>Other Programs</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 28,208,754</b>	<b>\$ 4,701,459</b>	<b>\$ 4,701,459</b>	<b>\$ 4,701,459</b>	<b>\$ 4,701,459</b>	<b>\$ 4,701,459</b>	<b>\$ 4,701,459</b>

Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.

## 5 Year Capital Improvement Plan Funding Sources

### Jersey City Housing Authority

For the Period      April 1, 2019      to      March 31, 2020

		<i>Funding Sources</i>				
		<b>Renewal &amp;</b>				
		<b>Unrestricted Net</b>	<b>Replacement</b>	<b>Debt</b>		
		<b>Position Utilized</b>	<b>Reserve</b>	<b>Authorization</b>	<b>Capital Grants</b>	<b>Other Sources</b>
	<b>Estimated Total Cost</b>					
<i>Public Housing Management</i>						
CFP Operations, Mgmt Imp/Adr	\$ 9,622,014				\$ 9,622,014	
Fees & Costs	360,000				360,000	
General Capital Activities: Site/I	13,750,290				13,750,290	
Bond Debt Service	4,476,450				4,476,450	
Total	28,208,754	-	-	-	28,208,754	-
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 28,208,754</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 28,208,754</b>	<b>\$ -</b>
Total 5 Year Plan per CB-4	<b>\$ 28,208,754</b>					
Balance check	-	If amount is other than zero, verify that projects listed above match projects listed on CB-4.				

*Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.*