

PHILADELPHIA REDEVELOPMENT AUTHORITY



EMPLOYEE HANDBOOK

Philadelphia Redevelopment Authority
Employee Handbook

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INTRODUCTION

This Handbook has been developed by the Human Resources Department in order to provide PRA employees with information about key policies, procedures and benefits relating to employment at the PRA. The Handbook is accessible via the Employee Intranet.

1.1 Handbook Not a Contract

THIS HANDBOOK IS NOT AN EMPLOYMENT CONTRACT. The policies set forth in the Philadelphia Redevelopment Authority (“PRA”) *Employee Handbook* are guidelines and are not intended to be all inclusive. They are, furthermore, subject to change at any time at the discretion of the PRA or as a result of new and/or revised federal, state and local laws, City ordinances and collective bargaining agreements. This handbook is not intended to create a contract of employment or to be a guarantee of continuing employment or the benefits or policies stated in it.

The information contained in this Handbook describes the employment policies and procedures of the PRA in effect on the date the Handbook is issued.

1.2 Handbook Subject to Change

The provisions of this Handbook are periodically reviewed, and may be modified or terminated at any time by the PRA at its discretion and without prior notice. Depending upon the circumstances, the PRA’s actions may at times depart from its written policies and procedures contained herein. This Handbook does not supersede the actual provisions of any benefit plans, which may be modified or terminated subject to any applicable collective bargaining agreements at any time by the PRA at its discretion and without prior notice.

Where federal, state or local law, collective bargaining agreements, managerial decisions or other mandates conflict with or provide for a greater benefit than any policy contained in this Manual, the law, agreement or mandate will supersede such policy and control.

This Handbook replaces and supersedes any other manuals, handbooks or statements of policy. If you have any questions about any information contained in this Handbook, or would like more information about any aspect of the PRA’s policies or practices, feel free to contact Human Resources.

1.3 Welcome from the Philadelphia Redevelopment Authority

Welcome to the PRA. We are proud of the Authority and its greatest assets - the people who work here. We are pleased that you have joined us and hope you will quickly feel at home, enjoy your work and find your employment with us both satisfying and rewarding.

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We know you will take pride in being a member of our agency and in your association with the many distinguished professionals and skilled support personnel who have contributed to our pursuit of excellence in the work we do here at PRA.

We value YOU as a member of our organization and expect that your skills, enthusiasm and team effort will make an important contribution to our overall success. We believe that working together in a spirit of mutual respect and goodwill will make employment with the PRA a productive and fulfilling experience for us all! Thank you for joining us!

1.4 Mission

The PRA's work, authorized by Pennsylvania State Charter under the Urban Redevelopment Law of 1945, focuses on planning and developing balanced mixed-use communities to create thriving, well-served neighborhoods. As the public government agency charged with the redevelopment of the City of Philadelphia, the Redevelopment Authority provides the foundations that enable private investors to revitalize neighborhoods. We have been deeply involved in the development of the City since the Urban Redevelopment Law passed and we continue to work towards identifying new opportunities, while responding to changing economic conditions.

2 EMPLOYMENT INFORMATION

2.1 At-will Employment

Employment at the PRA is at-will, which means that any employee may voluntarily leave employment at any time or may be discharged by PRA, with or without cause or prior notice, at any time, for any reason and with or without compliance with specific procedures that are described in this Handbook. None of the PRA's policies may be construed to create a contract of employment or any other legal obligation, express or implied, and any policy may be amended, revised, or otherwise altered, in whole or in part, at any time, at the sole and absolute discretion of the PRA. No manager or representative other than the PRA's Executive Director has the authority to enter into any contract of employment of any kind. Any oral or written statements by any PRA representative to the contrary are expressly disavowed and should not be relied upon by any employee.

2.2 Introductory Period

All new and rehired employees are subject to an introductory period of six months. The purpose of the introductory period is to complete the new employee selection process by providing a period of on-the-job work experience by which the new employee and the Director can evaluate employment suitability in terms of knowledge, skill, ability, performance, compatibility, and interest. If a problem with an employee's performance

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arises during this introductory period, the PRA will notify the employee and, for bargaining unit employees, the employee's union. If a bargaining unit employee is dismissed during or at the end of the introductory period, the employee may request that the dismissal be discussed with the union. The dismissal is not subject to the grievance procedure outlined in the collective bargaining agreement between the PRA and the American Federation of State, County and Municipal Employees ("AFSCME") Local 1971.

If you are promoted within the PRA, the promotion is also subject to a promotional introductory period of three months. Completion of this period does not guarantee continued employment in the new position.

2.3 Regular Full-Time Employees

A regular full-time employee is one who has completed his or her introductory period and is scheduled to work a minimum of 7.5 hours per day (37.50 hours per week).

2.4 Union Representation

PRA bargaining unit employees are represented by Local 1971, American Federation of State, County, and Municipal Employees, District Council 33, AFL-CIO (the "union").

Employees working in jobs represented by the union have the legal right to join or not join the union. Employees who choose to join pay full union dues; those who choose not to join are required by law to pay a "fair share fee" for union services rendered. If you work in a union/bargaining unit job, you may obtain a copy of the collective bargaining agreement ("CBA") from your union steward.

If any part of this handbook provides for policies and/or procedures inconsistent with the CBA between the union and the PRA, the CBA controls for those employees covered by it.

3 EMPLOYMENT POLICIES AND PRACTICES

3.1 Equal Employment Opportunity

The PRA is an equal opportunity employer and is committed to providing a work environment that is free of discrimination or harassment. In order to provide equal employment and advancement opportunities to all individuals, employment decisions are based on merit, qualifications and abilities. This means that the PRA does not discriminate against employees or job applicants on the basis of race, color, creed, ethnicity, religion, national origin, ancestry, sex (including pregnancy, childbirth, or a related medical condition), age, veteran status, disability, sexual orientation, gender identity, weight, marital status, political affiliation, familial status, genetic information, domestic or sexual

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violence victim status or any other basis prohibited by law. This nondiscrimination policy applies to all terms and conditions of employment, which include (but are not limited to): recruitment, hiring, selection, compensation, hours, benefits, training, assignment, shift assignment, evaluation, promotion, demotion, layoff, discipline and termination.

Harassment based on any status, condition or classification protected by applicable law is a form of discrimination prohibited by this policy. Any employee who becomes aware of any instance of harassment or discrimination must bring the matter to the attention of his or her director/supervisor and/or to human resources as outlined in PRA's Prohibited Discrimination, Harassment and Retaliation policy, set forth in Section 3.2, so that prompt and effective corrective action may be taken.

Management and supervisors are accountable for ensuring that all personnel actions taken are consistent with the PRA's Equal Opportunity Employment Policy. The PRA will ensure positive steps are taken to incorporate the contributions of a diverse workforce into our business activities. Assistance and guidance is provided to enhance each manager's/supervisor's ability to manage a diverse workforce. Questions regarding any employment actions should be referred to human resources before implementation.

3.2 Prohibited Discrimination, Harassment And Retaliation

3.2.1 Prohibited Discrimination and Harassment

The PRA will not tolerate conduct by any person based on any classification protected under the Equal Employment Opportunity policy, set forth in Section 3.1, that discriminates against an individual or harasses, disrupts or interferes with an employee's work performance or that creates an intimidating, offensive or hostile work environment. Every employee has the responsibility to maintain the workplace free of any form of prohibited harassment or discrimination. Prohibited harassment includes but is not limited to printing, displaying, downloading or sending offensive, insensitive or sexually suggestive messages, images, jokes or pictures or using e-mail or the Internet or any of the computers or communication systems of the PRA for such activities.

3.2.2 Prohibited Sexual Harassment

While all forms of harassment are prohibited, it is the policy of the PRA to emphasize that sexual harassment is specifically prohibited. No employee or third party is to harass another employee by making unwelcome sexual advances, requesting sexual favors or engaging in any other verbal or physical conduct of a discriminatory nature. No employee is to make submission to or rejection of such conduct a basis for employment decisions. No individual is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect that employee's employment, evaluation, compensation, advancement, assigned duties, shifts, career development or any other term or condition of employment. In addition, no individual is to favor in any

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way any applicant or employee because that applicant or employee has performed or shown a willingness to perform sexual favors for the individual.

Sexually harassing conduct in the workplace, whether committed by supervisors, non-supervisory personnel or non-employees, is prohibited. Sexually harassing conduct in the workplace refers to unwelcome sexual attention, sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual or gender-motivated nature and includes, but is not limited to:

1. Sexual flirtations, touching, advances or propositions;
2. Verbal conduct such as making derogatory comments, slurs or epithets of a sexual nature;
3. Sexually graphic or suggestive comments about an individual's dress or body;
4. Sexually degrading words to describe an individual;
5. The display in the workplace of sexually suggestive objects, depictions or photographs, including nude photographs;
6. Promising favorable employment actions (such as raises or promotions) in exchange for romantic or sexual relations or threatening adverse employment actions (such as raises or promotions) in exchange for romantic or sexual relations or threatening adverse employment actions (such as demotions or termination) if an employee refuses to submit to requests for romantic or sexual relations; and
7. Printing, displaying, downloading or sending offensive, insensitive or sexually suggestive messages, images, jokes or pictures using e-mail, the Internet or any of the PRA's computers or communication systems.

3.2.3 Reporting and Investigation Procedure and Prohibited Retaliation

Any employee who believes that the actions or words of a supervisor, fellow employee or non-employee constitute discrimination, sexual harassment, other prohibited harassment or retaliation should promptly report the incident to the employee's manager/supervisor, human resources, or any other member of management with whom the employee feels comfortable. Any supervisor or manager approached must immediately report the matter to human resources.

All complaints will be investigated promptly, impartially and in as confidential a manner as possible by the Human Resources Director. If an employee is not satisfied with the handling of a complaint or the action being taken by the investigator(s), then the employee should bring the complaint to the attention of the Executive Director. In all cases, the complaining employee will be advised of the relevant findings and conclusions.

No employee will be discharged or retaliated against in any manner because the employee complained about discrimination, sexual harassment, other prohibited harassment or retaliation, or cooperated with an investigation of a complaint of discrimination, sexual harassment, other prohibited harassment or retaliation, unless the complaint or information provided in an investigation is found to be false and made in bad faith.

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If the PRA determines that an employee engaged in discriminatory conduct, sexual harassment, other prohibited harassment or retaliation in violation of this policy, appropriate disciplinary action will be taken against the offending employee, up to and including termination. In addition, the PRA will take steps to prevent further discrimination, harassment or retaliation.

3.3 Americans with Disabilities Act

It is the PRA's policy to comply with the Americans with Disabilities Act of 1990 and other state and local laws that provide equal opportunities for qualified individuals with disabilities (as defined in those laws) who can perform the essential functions of a position with or without reasonable accommodation.

In all employment-related decisions, the PRA is committed to giving eligible individuals with disabilities the same consideration afforded all other qualified individuals. No disabled individual will be denied or removed from consideration for employment or transfer or promotion to any position because that individual: (a) has a disability; (b) has a history of disability; (c) is perceived as having a disability; or (d) requires reasonable accommodation in order to perform the essential functions of the position.

Reasonable Accommodation: The PRA will provide reasonable accommodation to disabled individuals as needed to assist such individuals to perform the essential functions of their jobs. The PRA will consider the possible modifications or adjustments that reasonably could be made to the position, the work environment or the manner in which the work is performed in order to allow the disabled individual to qualify for consideration for the position or to perform the position currently held.

The PRA cannot accommodate a disability of which it has no knowledge. The PRA will not anticipate or presume that an employee is disabled. Thus, it is the responsibility of each employee to make the Human Resources Department aware of his or her need for accommodation in order to perform or qualify for a job and to cooperate and provide information in the search for a reasonable accommodation.

Undue Hardship: An accommodation, although reasonable, will not be acceptable to the PRA if it imposes an undue hardship on the PRA because it is unduly costly, extensive, substantial, and disruptive, impacts the ability of other employees to do their jobs, or would fundamentally alter the nature or operation of the business. The PRA, however, will continue to consider alternatives to the accommodation that do not create such an undue hardship.

Direct Threat to Safety: The PRA may decline to hire a disabled employee for a position or remove a disabled employee from a position if the PRA determines that the employee cannot perform the essential functions of the job without creating a direct threat to the safety or health of the employee or of other employees and that there is no reasonable accommodation that would eliminate that threat. Any direct threat determination will be

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made only after an individualized assessment is undertaken of the employee's specific limitations and the essential functions of the particular position.

Medical Examinations: Post-offer medical examinations are required only for those positions in which there is a bona fide job-related physical requirement. They are given to all persons entering the position only after conditional job offers are made. Medical records will be kept separate and confidential in accordance with applicable laws.

3.4 Personnel Files

Employees may examine and copy their Personnel file at a reasonable time during business hours by making a written request to the Human Resources Department. If an employee is represented by the union, with your written permission, the Union, as your representative may also examine your Personnel file.

It is your responsibility to promptly notify the Human Resources Department in writing of any changes in important information, such as: name, address, telephone number, emergency contact information, changes in marital or dependent status for health insurance, change of beneficiaries for life insurance and/or pension benefit, etc.

3.5 Employee Conduct/Discipline

Generally accepted rules and regulations regarding employee behavior in the work environment are necessary for the benefit and safety of all employees and for the efficient operation of the PRA. Employees are expected to conduct themselves in a professional, positive manner when dealing with others and to promote the best interest of the PRA. Employees should refrain from behavior or conduct deemed offensive or undesirable or conduct that will subject them to disciplinary action.

This policy states the PRA's position on administering equitable and consistent discipline in the workplace regarding unsatisfactory workplace conduct. The PRA's intent is to ensure fair treatment of all employees and to make certain that disciplinary actions are prompt, consistent and impartial. The objective of any disciplinary action is to correct the problem, prevent recurrence and help the employee to be a productive member of the PRA. The PRA hopes that most employee problems can be corrected at an early stage, benefiting both the employee and the PRA.

Disciplinary action may include a verbal warning, written warning, suspension or termination. The appropriate disciplinary action will be determined by the PRA. The PRA does not guarantee that one form of action will necessarily precede another. Length of service and employment history along with the circumstances of the case may be taken into account in deciding the action to be taken. The PRA reserves the right to terminate the employment of any individual. Disciplinary action becomes part of the employee's employment record.

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Listed below are examples of infractions of rules of conduct that may result in disciplinary action up to and including termination of employment. This list is not meant to be all-inclusive, and there may be various other circumstances that may require discipline and/or termination of employment.

- Damage or abuse of PRA property or the property of other employees
- Possession, sale, distribution, transfer or use of illegal drugs at any time, on or off duty, or while operating PRA vehicles or equipment
- Falsifying PRA records or timesheets
- Fighting or threatening violence in the workplace
- Working under the influence of alcohol/ illegal drugs
- Smoking on work premises
- Gambling of any kind
- Insubordination or disrespectful conduct
- Unacceptable comments or foul language
- Comments that are disruptive because of tone or volume
- Disruptive behavior such as throwing or slamming objects or walking out in the middle of a meeting or a discussion
- Negligence leading to damage of employer owned property or equipment
- Violation of the PRA's policies, safety or work rules
- Sexual or other unlawful harassment
- Any other violation of the PRA's discrimination and/or harassment policies
- Unauthorized possession, use or sale of weapons, firearms or explosive materials on work premises
- Excessive tardiness, absenteeism or absence
- Unauthorized use of PRA equipment
- Unauthorized disclosure of confidential or proprietary information
- Theft, fraud, embezzlement or other acts of dishonesty

All managerial and supervisory personnel have the responsibility to convey, observe and enforce the employee rules of conduct.

3.6 Resignations

An employee seeking to resign must notify Human Resources or the Executive Director in writing with as much advanced notice as possible, but at least two weeks prior to the desired effective date of his/her resignation.

4 STANDARDS OF CONDUCT

4.1 City Residency Required

All PRA employees must be residents of the City of Philadelphia, and new employees must become residents of the City of Philadelphia within six months of completing their introductory period.

4.2 Outside Employment

PRA Employees may not hold another job or provide services to a non-PRA employer if that job or those services are incompatible with their PRA duties. Employees are prohibited from working for or contracting with any government or quasi-government agency. Employees may, however, hold another job or provide services to a non-PRA employer, provided that they receive written approval from PRA's Executive Director prior to taking such other job or providing such services. The outside job or provision of services must not:

- interfere with the employee's effectiveness working for PRA;
- involve PRA resources, time or facilities;
- be a United States Government, Commonwealth of Pennsylvania, or any county, city, or other political subdivision position;
- present a conflict of interest;
- bring disfavor or disrespect to the employee, the PRA or the City of Philadelphia.

Employees must notify the PRA of any outside employment, contract or arrangement to provide services to a non-PRA employer or entity.

4.3 Conflict of Interest

The City, pursuant to its agreement with the Department of Housing and Urban Development (HUD) has given the following assurances:

"The City will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves and others, particularly those with whom they have family, business or other ties."

The HUD Community Development Block Grant regulations state that:

"(b.) Conflicts prohibited. Except for approved eligible administrative or personnel cost, the general rule is that no persons described in paragraph c. of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a personal

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or financial interest or benefit from the activity, or have an interest in any contract, sub-contract or agreement with respect thereto, or the proceeds there under, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. For the UDAG program, the above restrictions shall apply to all activities that are a part of the UDAG project, and shall cover any such interest or benefit during or at any time after, such person's tenure.

(c.) Persons covered. The conflict of interest provision of paragraph (b) of this section apply to any persons who is an employee, agent, consultant, officer, or elected official of the recipient, or of any designated public agencies or sub-recipients under 24CFR 570.204 which are receiving funds under this part." 24CFR 570.611

In addition to the Agreement between the City and HUD, State and local laws also prohibit government employees from engaging in activities which are deemed by law to conflict with their employment. Briefly stated, State and local laws prohibit employees from:

- engaging in an activity that may conflict with their employment,
- using their position for personal gain,
- having an interest, direct or indirect, in any contract for purchase of property, erection of any structure or supplying any service,
- soliciting any contracts in which the employee has a direct or indirect interest, or,
- using confidential information received as a result of their employment to obtain financial gain for themselves, a member of their immediate family or a business with which they are associated.

In view of the above, the Authority adopted the following policy:

No employee shall knowingly serve as an officer, board member, employee, advisor, general member or hold any similar position in any corporation or organization which receives funding or seeks to obtain funding from the Redevelopment Authority and/or the Office of Housing and Community Development (OHCD).

Exception to the above-stated paragraph may be granted only by HUD, through the Executive Director as set forth below, in cases where a Redevelopment Authority employee seeks a position on the Board of Directors of a corporations or organization which receives or seeks funding from OHCD under the following conditions: 1) the employee receives no compensation for his or her service on the Board, 2) the employee sits on the Board in his or her public capacity, i.e., represents the City's and OHCD's interests, and 3) the bylaws of such corporation or organization authorize the City's representation on its Board.

Every employee shall disclose any interest that he / she or any member(s) of his/her family (parent, grandparent, aunt, uncle, spouse, children, sibling) has in a corporation or organization which receives or seeks funding from the Redevelopment Authority and / or the Office of Housing and Community Development. This includes family members who may be employed by other agencies such as PHDC, PHA, Community groups, etc. which receives funding from or through the Redevelopment Authority and / or the Office of Housing and Community Development.

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Requests for exceptions to this policy shall be forwarded to the Executive Director for determination by HUD. A request for an exception shall be submitted in writing by an employee to the Executive Director stating reasons for the request. While a request for an exception is pending before HUD, an employee must comply with the policy.

Employees are required to complete a Personal Declaration Regarding Conflict of Interest disclosure form annually; however, an employee shall update the form as necessary during the year. Any employee engaged in an activity in violation of this policy, or who fails to submit the disclosure as requested, shall be subject to disciplinary action, as determined by the Executive Director, which may include termination of employment.

The purpose of this policy is to promote the efficient operations of this Authority and to foster the public's confidence in the fairness of our internal process. This policy is subject to revision based on regulatory changes and /or policy direction from HUD, upon written notice to all employees.

4.4 Political Activity

The Philadelphia Home Rule Charter which the PRA abides by, places restrictions on the political activities of covered employees. In general, those restrictions prohibit activity aimed at promoting or opposing the success of a political party or body, or the nomination or election of particular candidates at primary, general or special elections. Activities related to referenda are generally not prohibited unless the specific ballot question is so closely identified with a particular political party or body that a position on the question necessarily constitutes support of or opposition to that party or body.

The Charter does not prohibit voting, privately expressing opinions on political candidates, making voluntary contributions for political purposes, participating in the activities of non-partisan civic organizations, and certain other activities not associated with the support of candidates, political parties or bodies.

Employees who are interested in an interpretation of whether a particular activity is or is not covered by the Charter's restrictions on political activities, should contact Human Resources.

4.5 Philadelphia Ethics Code

The PRA abides by the Philadelphia Code Chapter 20-600, Standards of Conduct and Ethics, outlining the expected ethical behavior of employees. A detailed explanation of the City's Ethics Code can be found by accessing The Official Philadelphia Code online at www.amlegal.com/library/pa/philadelphia.shtml and searching for Title 20, Chapter 600.

4.6 Prohibited Gifts, Gratuities and Favors

Under Executive Order 002-04 employees are prohibited from soliciting or accepting any gift, gratuity, favor, invitation, entertainment or loan from those individuals or businesses that do business with the PRA, that wish to do business with the PRA, that are regulated by the PRA, that are seeking legislative or administrative action by the PRA, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties. An offer or receipt of a prohibited item should be reported to the Deputy Executive Director of Operations immediately.

4.7 Financial Disclosure

PRA employees are required under the State Ethics Act to file a Statement of Financial Interest annually. The applicable form will be distributed to each employee and must be returned by the stated deadline to the Human Resources Department. Failure to complete and file this report on a timely basis may result in disciplinary action.

4.8 Confidential and Proprietary Information

While at the PRA, employees may have access to and become acquainted with PRA trade secrets and similarly protected confidential information about PRA's business. All employees must regard all such information about the PRA as propriety and confidential. Confidential information includes, but is not limited to, information related to the PRA's customers, suppliers, PRA's financial information, present or future product activities, research, development, and investigation. Employees should refer inquiries to their supervisor if they are not sure whether particular information is confidential.

Except on a need-to-know basis as may be required during the course of employment, employees shall not disclose any confidential information about the PRA either directly or indirectly, or use the information in any way, during the term of employment or at any time thereafter.

Failure to maintain confidential information will result in disciplinary action, up to and including termination.

4.9 Workplace Violence Policy

The PRA is committed to providing a safe work environment which is violence-free. The PRA seeks to prevent workplace violence by taking threats of workplace violence seriously, investigating incidents promptly and responding appropriately.

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4.9.1 Prohibited Behavior

The PRA does not tolerate: threats of any kind; threatening, physically aggressive or violent behavior; intimidation; defacing of or damage to property; or other behavior that suggests the potential for violence. Possession or use of a weapon on the job or on PRA premises (including parking lots) is prohibited, except for authorized possession and use by law enforcement and security personnel.

4.9.2 Individuals and Conduct Covered

This policy applies to all applicants and employees, as well as to others who may be on the PRA's property or connected with the PRA (e.g., an outside vendor, consultant or visitor). Behavior prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events. Behavior prohibited by this policy engaged in while off duty and off PRA premises is also covered if such behavior may reflect negatively upon the PRA or is incompatible with the qualities necessary for holding a position with the PRA.

4.9.3 Restraining Orders

Employees should notify the Human Resources Director if a restraining order involving them is in effect, or if a potentially violent non-work-related situation could result in violence in the workplace.

4.9.4 Reporting an Incident

The PRA encourages reporting of all perceived incidents of behavior prohibited under this policy, regardless of the offender's identity or position. Individuals should immediately report any known instance of prohibited behavior to any supervisor or manager or human resources. In an emergency situation, individuals should leave the dangerous area and contact the police at 911, if appropriate.

4.9.5 Investigations of Reports and Enforcement

Any reports of behavior prohibited under this policy will be taken seriously. The PRA will investigate all reports of incidents in as prompt and confidential a manner as is reasonably possible and will take appropriate corrective action when warranted. Any employee who is found to have engaged in conduct in violation of this policy will be disciplined appropriately, up to and including termination.

4.9.6 Protection Against Retaliation

Retaliation in any form against an individual who in good faith has reported an incident under this policy is prohibited. Likewise, there will be no retaliation against individuals participating in an investigation. Retaliation itself will be cause for appropriate disciplinary

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action. Perceived acts of retaliation should be reported immediately to a supervisor or manager or to human resources.

4.10 Drug-Free Workplace

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace. Any violation of this prohibition shall be met with appropriate disciplinary action regardless of whether or not an employee who engages in such behavior is prosecuted criminally for such behavior or, if such employee is prosecuted criminally, the outcome of such criminal process(es).

As a condition of employment, you are required to:

- Abide by the terms set forth in the above statement, and
- Notify the PRA of any drug-related criminal arrest or conviction within 5 days of such arrest or conviction.

The PRA will make every effort to support any employee who wishes to seek assistance in recovering from substance abuse problems. Drug and alcohol counseling and rehabilitation programs are available to all employees through all of the PRA's healthcare providers. If you are interested in pursuing assistance for a substance abuse problem, or if you have any questions or concerns surrounding the PRA's efforts to maintain a drug free workplace, please contact Human Resources at (215) 209-8779 or 8677.

4.11 Smoke-Free Workplace

In the best interest of the health and safety of our employees and the general public, and in accordance with the City of Philadelphia's Clean Indoor Air Worker Protection Law which became effective January 8, 2007, no employee may "inhale, exhale, burn or carry any lighted cigarette, cigar, pipe or other such device which contains tobacco or other smoke producing products" in the workplace or in any other enclosed areas of 1234 Market Street. Any employee who violates this policy will be subject to disciplinary action.

4.12 Electronic Communications, Internet and E-mail Use

This policy governs access to and use of electronic communications, the Internet and e-mail by PRA employees from PRA facilities and/or through PRA furnished computers, networks, e-mail accounts and Internet access accounts. Access to PRA systems will be granted only to the extent that a clear business and technical requirement is established by the requesting employee or Department.

Failure to follow the guidelines set out in this policy, including, but not limited to, engaging in any unacceptable uses of the Internet and e-mail as outlined in this policy may result in disciplinary action, up to and including termination.

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4.12.1 No Expectation of Privacy

The PRA's computers, servers, network, and electronic equipment and communication devices (e.g., cellular telephones, walkie-talkies, and personal data assistants, such as PDA's, Blackberries, etc.), are the property of the PRA. Consequently, all voicemail and e-mail communications, all communications within the PRA's electronic and voice networks, all communications and information sent or received via the Internet and all data stored in employees' computers are the property of the PRA. Employees have no expectation of privacy in any communications or information on these systems.

The PRA retains the right to monitor all Internet usage, voicemail, and e-mail messages for any legitimate business reason without notice to the user, sender, or the recipient of the message. For example, monitoring may be necessary to protect and ensure the system's security, to electronically scan messages for the presence of specific content viruses or passwords, or to respond to legal processes. Voicemail and e-mail messages may also be subject to disclosure through legal subpoena or discovery requests. Please note that deleting voicemail or e-mail messages does not guarantee that they are erased from the system. The PRA also has the right to inspect any and all files stored in our network.

4.12.2 Guidelines for Use of E-Mail

E-mail communications should be drafted with the same care and formality as a printed or handwritten memorandum.

It is the policy of the PRA that these systems for communication, information, and data storage be used only for legitimate business purposes during working time. Nevertheless, an employee who has been granted access to use PRA's e-mail system is permitted to use the e-mail system during non-working time, provided that such use does not unduly disrupt the operations/production of PRA, violate other PRA policies; or result in an overload of the system due to excessive use. The use of these systems for obscene, sexually explicit, or illegal communications is strictly prohibited. The display of any kind of sexually explicit image or document is prohibited. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded. Any communication which involves intimidating, hostile or offensive material on the basis of sex, race, color, religion, nation origin, age or disability is strictly prohibited. The PRA's policy against sexual harassment and other prohibited harassment applies to all of our systems of electronic communication.

Prohibited activities also include accessing or using another's e-mail, voicemail, password, address, mailbox, messages or documents without proper authority.

4.12.3 Acceptable Uses of E-Mail and the Internet

Acceptable uses of e-mail and the Internet depend on the specific business needs with respect to obtaining and distributing information, and PRA policies regarding the use of employee time and PRA resources. Some general examples of acceptable use include the following:

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1. searching the Internet for information relating to a current project required by your job duties;
2. searching for, and downloading information for purposes of job-related training, for yourself or for others;
3. sending and receiving e-mail messages to non- PRA personnel in the course of conducting PRA business (such as contractors or consultants), provided that the messages do not contain confidential or sensitive PRA or customer information;
4. subscription, with management approval, to a "listserv" or other information service that automatically delivers information that you need to conduct PRA business or perform your job duties.

4.12.4 Unacceptable Uses of the Internet and E-Mail

Except as described below, you may not use your PRA e-mail or Internet access for communications that:

1. infringe the copyright, trademark, or other intellectual property rights of third parties (including communications and transfers that contain copyrighted materials, such as articles, books, music, movies, photographs, and graphical images, in violation of copyright law);
2. are otherwise illegal or contrary to the established policies of the PRA; or
3. contain material that is pornographic, fraudulent, harassing, offensive, knowingly false, or discriminatory with regard to race, sex, religion, national origin, or physical attributes, including but not limited to activities that are governed by the PRA Equal Employment Opportunity and Harassment Policies.

4.12.5 PRA Information

Confidential financial data or other non-public proprietary PRA information may not be distributed over or in any way posted on the Internet (including, but not limited to, posting on bulletin board services or other Internet sites, or distribution by listserv or any other form of email). Transmission and distribution of PRA information for business purposes is subject to the rules and policies of the PRA and must be approved by your supervisor.

4.12.6 Personal Use of Internet and E-Mail

Incidental, occasional and brief personal uses of the internet and e-mail are permitted. Any messages or other files pertaining to such personal use will be treated no differently than any other messages or files, (i.e., they are property of the PRA, subject to the user responsibilities and prohibited uses listed in this policy and subject to review). In general, however, personal uses should be restricted to non-work hours and must not interfere with work. You may not use PRA computers or PRA furnished Internet access to create, host, or maintain personal Internet pages.

4.12.7 Political Activity and Public Debate

You may not use PRA-furnished Internet access or PRA-furnished computers, networks, or telecommunications facilities to promote political candidates or otherwise engage in political activity; participate in public debate on the Internet (including but not limited to "chat rooms" and bulletin boards) unless it is directly related to your job duties and has the approval of your supervisor; or to participate in public debate or information exchanges in a way that suggests that your personal views are official views or policies of the PRA.

Nothing in this section prohibits employees from discussing terms and conditions of employment.

4.12.8 Software Transfers

Software downloaded to PRA computers from the Internet may contain computer viruses or otherwise interfere with the operation of your computer or the operation of PRA networks. PRA software is licensed to the PRA for PRA use only and may not be made available for use by other than employees. You may not use PRA computers or your Internet access to download software from the Internet without written approval.

4.12.9 User Names and Passwords

You may not use any user name or network password but your own to access e-mail or the Internet without the knowledge and express consent of the person to whom they are assigned, except as authorized by your supervisor.

4.13 Return of PRA Property

Any PRA property issued to employees, including but not limited to computers and computer equipment, keys, parking passes, cell phones, financial calculators, identification cards, building passes, and PRA credit cards must be returned to the PRA at the time of separation from employment. Employees will be responsible for any lost or damaged items.

4.14 Media Policy

There may be instances when PRA business and events draw attention from the news media. Under such circumstances, it is imperative that only a designated spokesperson respond to the media on behalf of PRA to deliver an appropriate message and avoid giving misinformation. Thus, no PRA employee, other than the Executive Director should communicate with the media regarding PRA business on behalf of PRA. Employees who are contacted by any person representing the media regarding PRA business must follow these steps:

- State that you are not authorized to comment on behalf of PRA.

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- Take a message, and let the person know that someone from the PRA will respond to his/her request as soon as possible.
- Report the message with the media representative's contact information immediately to your director. If your director is not available, report the message to the Executive Office.
- Directors that are either directly contacted by the media, or are informed of a contact by an employee must notify the Executive Director immediately.
- The Executive Director will decide if a response is appropriate, and who will handle the response.

4.15 Dress Code

The Philadelphia Redevelopment Authority is committed to maintaining a professional environment. To that end, PRA expects employees to dress appropriately in business and/or "business casual" attire. Because our work involves frequent visits from clients, visitors, and the public, professional attire is essential. Good grooming and appropriate dress reflect employee pride and inspire confidence on the part of the public we serve.

4.15.1 Procedures

All PRA employees are expected to present a professional image to clients, visitors, and the public. Acceptable personal appearance is an ongoing requirement of employment with PRA. Employees who do not meet these standards may be asked to leave the premises and may be subject to further disciplinary action.

4.15.2 Specific requirements

All employees should be neat and well-groomed and wear clothing that is considered appropriate attire. Recreational clothing or clothing that is tight, short and/or revealing is not consistent with the professional image that we want to project. Employees are expected to demonstrate good judgment and professional taste. Courtesy to coworkers and your professional image to the public should be the factors that are used to ensure that you are dressing in attire that is appropriate. Generally, an employee unsure of what is appropriate should either not wear the clothing, or should speak to their Director or Human Resources before wearing it.

- a. **Neat and Well-Groomed** - Employees should appear neat and professional at all times. Employees are expected to ensure that their clothing is clean, ironed, and not torn, ripped, frayed or stained.
- b. **Business and/or "Business Casual" Attire** - Employees should use common sense and good judgment in determining what to wear to work. The attire that is appropriate for work includes:
 - Slacks, khakis or corduroys

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- Jeans (clean and free of rips, tears and fraying; may not be excessively tight or revealing)
- Capri pants
- Suits
- Dresses, or skirts of an appropriate length
- Button-down, polo collar or golf shirts
- Blouses or shirts
- Turtlenecks
- Sweaters
- Blazers, jackets, sport coats or cardigans
- Dress shoes
- Boat or deck shoes, moccasins
- Sandals
- Boots

c. **Prohibited Attire** - Some attire is unacceptable for work at any time. The following list provides some examples:

- Shorts or cut-offs
- Leggings
- Low-rise or hip hugger jeans
- Sweatpants
- Sweat or jogging suits
- Miniskirts or mini-dresses
- T-shirts or sweatshirts with phrases, words, statements, pictures, cartoons or drawings that are degrading, confrontational, slanderous, insulting or provocative
- Tank tops, tube tops, halter tops, or shirts with spaghetti straps
- Off the shoulder tops
- Flip-flops
- Sneakers
- Athletic wear
- Beach wear
- Clothing that reveals the employee's underwear
- Any clothing that reveals the employee's stomach, full back, excessive cleavage or chest, or otherwise revealing attire

4.15.3 Exceptions

In special circumstances, such as during unusually hot or cold weather, during special occasions, or on Fridays, staff members may be permitted to dress in a more casual fashion than is normally required including bargaining union employees wearing their union attire. On these occasions, staff members are still expected to present a neat and well-groomed

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appearance and should not look sloppy or unprofessional. Likewise, tight, short, revealing or otherwise workplace-inappropriate attire is never permitted.

- a. **Job Specific Concerns** - This dress code policy is a general guideline, but employees should take into consideration any job specific concerns or requirements. Employees in our Maintenance Shop and those who work in the field for the majority of their day shall wear clothing suitable to their jobs and to their worksite.

- b. **Reasonable accommodation of religious beliefs or disability** - PRA recognizes the importance of religious beliefs and disabilities to persons within its workforce. Every effort will be made to reasonably accommodate an employee with religious beliefs or a disability that may make it difficult for that employee to comply fully with the dress code policy unless the accommodation creates an undue hardship. Those requesting a workplace attire accommodation based on religious beliefs or a disability should do so by contacting the Human Resources Director.

4.15.4 Policy Violations

Violations of this policy will be subject to the following discipline:

1. First occurrence – Verbal warning - Employee will be advised that the attire is inappropriate for the workplace setting. Unless the attire is outrageous, the employee will be allowed to work the rest of the shift.
2. Second occurrence – Written warning - Employee will be required to leave work and change to acceptable attire before returning to work.
3. Third occurrence – One day suspension without pay - Employee will be required to leave work and change to acceptable attire before returning to work.
4. Fourth and subsequent occurrences - Employee will be required to leave work and change to acceptable attire before returning to work and will be subject to further discipline, up to and including termination.

Non-exempt employees will be required to use annual leave, compensatory leave, or leave without pay for the period absent from work.

The rules set forth in this policy are subject to change at any time and at the sole discretion of PRA.

5 COMPENSATION

5.1 About Your Pay

Employees are paid every other Thursday for the two-week period ending the Sunday after payday. Payment will be made by either direct deposit into your bank account or by a check.

An employee's starting salary is based on the salary range established for his or her job classification. It begins at a specific step of the employee's job salary range, which may include up to five steps, depending on the employee's initial starting step.

5.2 Payroll Deductions

Certain payroll deductions are mandatory and will be automatically withheld from employees' pay. These deductions include, but are not limited to the following:

- City Wage Tax
- Social Security
- Medicare
- Federal Income Tax
- State Income Tax
- Unemployment Tax
- Pension Contribution
- Health care premiums
- Imputed income for Group Term Life Insurance over \$50,000
- Union Dues or Fare Share Fee (Bargaining Unit Employees)
- Federal Income Tax for Group Legal Services Fund (Bargaining Unit Employees)

Other payroll deductions are optional or situational and may be withheld from an employee's pay. These deductions include, but are not limited to the following:

- 457 Deferred Compensation Plan
- Flexible Spending Accounts (Dependent Care, Medical Care and/or Transportation Savings Account)
- Combined Campaign Contributions
- United States Savings Bonds
- Court-Ordered Wage Garnishments
- IRS delinquent taxes
- Tuition repayment
- Optional supplemental Life Insurance premiums
- Optional Vision insurance premiums

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5.3 Exempt and Non-Exempt Employees

As an employee of the PRA, you are classified as either exempt or non-exempt from federal and state wage and hour laws.

- **Exempt** – An employee whose position meets the specific exemption tests established by the Fair Labor Standards Act (FLSA) and Pennsylvania law is exempt from overtime pay requirements. Salary for those employees is designed to compensate for all hours required to perform the job in question.
- **Non-exempt** – An employee whose position does not meet the FLSA and Pennsylvania exemption tests is entitled to the applicable overtime pay rate as specified by state and/or federal wage and hour laws.

5.4 Overtime Pay and Compensatory Time

Overtime is defined as hours worked in excess of 7.5 hours on a regular workday, and for hours worked on Saturdays, Sundays and holidays for non-exempt employees. In all cases, overtime will be assigned by mutual consent of the PRA and the employee. You may choose a cash payment or compensatory time.

Pay or compensatory time for overtime is 1 ½ times your straight-time pay for all hours worked in excess of 7.5 hours a day and for hours worked on Saturday.

Although the standard overtime rate is 1 ½ times an employee's straight time pay, non-exempt employees will be paid or compensatory time earned at a double time rate for work done after eleven hours of work on a weekday and for work done after 7.5 hours on Saturday or for any hours worked on a Sunday.

5.5 Evaluation of Performance

Each employee's Director will conduct a performance evaluation before the expiration of a new or rehired employee's six-month introductory period and annually, usually on or before the employee's anniversary date. Employees' overall performance will be rated on a four-tier scale for bargaining unit employees and a five-tier scale for exempt employees, ranging from outstanding to unsatisfactory. Any unsatisfactory rating will remain in effect for one year.

If there is a significant change in an employee's performance during the time between annual evaluations, a special performance evaluation may be issued.

5.6 Salary Increases

If an employee receives a performance evaluation that is satisfactory or above, he or she will receive an annual "step" pay increase effective on his or her anniversary date until he or she reaches the top of the pay scale for his or her position. Employees will also receive a longevity increase every five years on the anniversary of their date of hire. The amount of an employee's first longevity increase will be \$625 added to his or her base annual salary. The amount of an employee's second and subsequent longevity increases will be \$200 added to his or her annual salary.

5.7 Supplemental Pay

To maintain strict compliance with Internal Revenue Service (IRS) regulations, PRA has determined that all payments received by an employee that are not regular wages are "supplemental wages" as defined by the Internal Revenue Service and will be subject to income tax withholding based upon the current federal supplemental tax rate in effect at the time of the payment. Supplemental wages include, but are not limited to the payout of accumulated leave upon separation from employment, bonuses, etc.

5.8 Exempt Salaried Employees Policy

It is PRA's policy to comply with the provisions of the Fair Labor Standards Act ("FLSA") and state and local wage laws. In accordance with these laws, and except as permitted by these laws, exempt employees generally are paid on a salaried basis, regardless of the number of hours they work in a given workweek. The PRA prohibits any unauthorized deductions from the salary of such exempt employees.

5.8.1 Work Hours

- Exempt salaried employees are required to account for a minimum of seven and one-half (7.5) hours a day totaling 75 hours during any two week pay period.
- Exempt salaried employees are not entitled to earn compensatory time or overtime wages for hours worked in excess of 75 hours, except that Holiday Compensatory time shall be earned when a recognized Holiday falls on a Saturday.
- Absences of a day or more require the use of leave time. However, this requirement may be waived by the Executive Director where the exempt salaried employee works in excess of 80 hours for the pay period.

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5.8.2 Permitted Deductions

- The PRA will make deductions from the salaries of exempt salaried employees when they are absent from work only as described in this policy:
- When an exempt salaried employee who is absent from work for one or more full days for personal reasons, other than sickness or disability, has no paid time off available, the employee's salary for that week may be reduced for each full day of his or her absence for personal reasons.
- When an exempt salaried employee is absent from work for one or more full days as a result of his or her own sickness or disability, including absences as a result of a work-related accident or injury, the employee will be compensated for this illness or injury under the PRA's Sick Leave or Workers' Compensation Policy, as appropriate. If the employee has no paid time remaining, the employee's salary for that week may be reduced for each full day of the employee's absence due to illness or injury.
- During an exempt salaried employee's first week of employment with the PRA, the employee will be paid only for the days he or she actually works.
- When an exempt salaried employee takes unpaid leave under the Family and Medical Leave Policy, including intermittent leave, the employee's salary may be reduced for each hour (or fraction of an hour) of unpaid leave taken.
- When an exempt salaried employee is suspended for violation of safety rules of major significance, the employee's salary will be reduced for the length of the suspension.
- When an exempt salaried employee is suspended without pay for one or more full days for violation of one or more of the PRA's workplace conduct rules, the employee's salary will be reduced for each day of the suspension.

This policy addresses pay deductions from exempt salaried employees based on the employee's absence from work. Salary deductions made as required by federal, state and local laws, deductions under the PRA's benefit plans and any other voluntary deductions authorized by the employee are not covered by this policy.

5.8.3 Complaint Procedure

An exempt salaried employee who believes that an improper deduction has been made from his or her salary should report this deduction immediately to the Human Resources Department. The PRA will promptly investigate the employee's complaint. If an improper deduction has been made, the PRA will reimburse the employee for the improper deduction. Employees will not be retaliated against for having made a complaint under this policy.

6 TIME AND ATTENDANCE

6.1 Work Hours

Non-exempt PRA employees are generally scheduled to work Monday through Friday, 7.5 hours per day. Flex-time eligible employees may work any 7.5 hour period between 7:30 a.m. and 6:00 p.m. The latest a flextime eligible employee's day may begin without using accrued leave is 9:30 a.m. The earliest a flextime eligible employee's day may end without using accrued leave is 3:45 p.m. Front desk staff, any employees who are scheduled as back-up for front desk staff on a particular day, and any employees whose flex privileges have been suspended are not eligible for flex-time. Work hours for employees who are not eligible for flex time are 8:45 a.m. to 5:00 p.m.

6.2 Lunch Periods

A minimum 45-minute unpaid lunch period is mandatory for all non-exempt employees, which must begin no earlier than 11:30 a.m. and must be completed by 2:30 p.m. Non-exempt employees must punch in and out at one of the TimeClock plus terminals using their swipe card at the beginning and end of all lunch periods. An employee may not use his or her lunch period to shorten his or her workday. A maximum of 1 ½ hours may be used for lunch time.

6.3 Breaks

Up to 45 minutes of additional break time may be taken throughout the day, provided 7.5 hours is worked each day. Non-exempt employees must punch in and out at one of the TimeClock plus terminals using their swipe card at the beginning and end of all breaks. Employees may not use their breaks to shorten their workday.

6.4 Employee Identification

All employees are issued two identification cards as follows:

1. A PRA Employee ID card/TimeClock Plus card for use with the TimeClock Plus terminal – a picture will be taken by the Human Resources Department on your start date and the card will be given to new employees by the Human Resources Department, and;
2. A building Access Card for 1234 Market Street – an appointment will be scheduled for all new employees with building management to get photographs taken for access to the building and the PRA's offices.

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If an employee loses his or her PRA ID card/TimeClock Plus card, he or she will be charged a \$10 replacement fee. If an employee loses his or her 1234 Market Building Access card, the building management will charge the employee a replacement fee in an amount that is at their discretion. If either of the cards malfunction, and an employee still has it in his or her possession, there is no cost to replace it. Employees should notify Human Resources regarding any lost or damaged cards.

New employees are assigned an employee number, which identifies the employee both for payroll and time and attendance.

6.5 Clocking In and Out

TimeClock Plus terminals are located inside both the front and rear entrances of the 16th floor. Employees must record their daily attendance on the TimeClock Plus “clock in/out” terminal. This system is the basis for computing employees’ pay and generates employees’ timesheets. A record of an employee’s clock in and out times may be viewed on PRA computers via the “TimeClock Plus On-Screen TimeClock” application.

Employees are required to use the TimeClock Plus terminal whenever they report for work in the morning, during any breaks, lunch, time out of the office on non-PRA business, and whenever they leave work at the end of the workday. If a non-exempt employee forgets or otherwise fails to swipe, he or she must immediately notify the Human Resources Department. Failure to do so within two hours following the missed swipe will be considered an infraction of work rules and is subject to disciplinary action. If a non-exempt employee forgets or otherwise fails to swipe at the beginning or end of the workday, he or she must notify the Human Resources Department no later than two hours after arriving at work on your next workday. If the non-exempt employee fails to do so, it will be considered an infraction of work rules. Three infractions, for whatever reason, within any pay period will constitute a “violation” and will result in the following progressive discipline:

1. First violation – employees receive a written warning
2. Second violation within a 12-month period will result in a suspension of an employee’s flextime privileges for a two-week period
3. Third violation within a 12-month period will result in a suspension of an employee’s flextime privileges for one month.
4. Fourth violation within a 12-month period will result in a suspension of an employee’s flextime privileges for six months.
5. Fifth violation within a 12-month period will result in a suspension of an employee’s flextime privileges for one year.

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6. Additional violations within a 12-month period will be cause for further disciplinary action, up to and including termination for insubordination.

6.6 Lateness Policy

An employee is considered late for work whenever he or she reports for work after 9:30 a.m. An unexcused lateness is one in which the employee fails to request leave in advance (See section 8.2.1) or request unexpected leave (See Section 8.2.2).

Non-exempt employees with one or more unexcused lateness which total more than 15 minutes during any one pay period will have their pay docked in half-hour increments to reflect the lost time.

Employees who have their pay docked more than three times in any twelve-month period will be subject to further disciplinary action as follows:

- Fourth pay dock -- suspension for one day without pay;
- Fifth pay dock -- suspension for three days without pay;
- Sixth pay dock -- suspension for five days without pay;
- The seventh pay dock may result in longer suspension or termination of employment.

A non-exempt employee who arrives late for work cannot use annual/vacation leave or compensatory time to cover the lateness, because these types of leave require prior approval. Emergency extenuating circumstances for use of such leave will be considered on an individual basis by the Human Resources Director.

Lateness caused by verified failures of public transportation, extraordinary inclement weather or other catastrophes may be excused at the discretion of the Human Resources Director.

7 EMPLOYEE BENEFITS

7.1 Benefits Summaries

The PRA sponsors a comprehensive benefits program for eligible employees. The benefits are summarized in separate booklets called "Summary Plan Descriptions," which are provided to all eligible employees. The details of each benefit are contained in separate legal documents known as the "plan documents," which take precedence over anything contradictory in the Summary Plan Descriptions.

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7.2 Health Insurance

Regular full-time employees may choose health insurance, which includes prescription coverage, from among two different Independence Blue Cross medical plans:

- Keystone POS
- Personal Choice PPO

Your health insurance will be effective on the 1st day of the month following your hire date. Each year you may make changes to your health insurance coverage during the open enrollment period, with all changes becoming effective on August 1st of that same year. Should you experience a major life event or should your existing coverage be changed or eliminated, you may change your medical coverage to another PRA-offered plan without waiting for the open enrollment period.

You may opt out of coverage under a PRA-offered plan if you demonstrate that you are covered under another health plan. If you choose not to be covered, you will receive two \$450 payments annually, provided you demonstrate your other coverage annually, one in the last pay of the January following the decision to opt out and the other in the last pay of the following July. You may return to a PRA-offered plan if your other health care coverage is changed or eliminated or if some other major life event occurs. In such an instance the next \$450 payment will be pro-rated based on the number of months you were covered under the other health plan.

Employees will share in the cost of the health insurance premium as follows:

- Keystone POS – 3% of the full cost of the premium
- Personal Choice PPO – 5% of the full cost of the premium

The premium will be deducted from your biweekly paycheck on a pre-tax basis.

7.3 Dental Insurance and Vision Coverage

The PRA offers the following other health-related benefits to regular full-time employees:

- Dental - A dental care program through Delta Dental of Pennsylvania administered by PRA for exempt employees and through AFSCME Local 1971 for bargaining unit members
- Vision
 - \$100 reimbursement for vision care every two years administered by PRA for exempt employees and through AFSCME Local 1971 for bargaining unit members

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- Optional voluntary group vision insurance through Vision Benefits of America

7.4 Health Coverage Continuation

Pursuant to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, covered employees and their eligible dependents may have the right to continued health insurance coverage under the PRA's health plans for a specified period of time when a "qualifying event" would normally result in the loss of such coverage. Qualifying events include:

- Termination of employment
- Death of employee
- Enrollment in Medicare
- Reduction in hours of employment
- Employee's divorce or legal separation
- Dependent child no longer meeting eligibility

The employee or dependent pays the full cost of coverage under the PRA's group rates, plus an administrative fee. Employees will receive a written notice from Human Resources describing the rights granted under COBRA when they initially become eligible for coverage and when Human Resources is notified of a qualifying event. The notice contains important information about employees' rights and obligations

7.5 Life, Accidental Death and Dismemberment Insurance

The PRA provides a group life insurance plan with accidental death and dismemberment coverage through the Standard Life Insurance Company for each regular full-time employee. The policy is worth \$20,000 or the amount of an employee's annual earnings rounded to the next \$1,000, whichever is higher. This benefit is subject to a maximum of \$100,000. The life benefit is payable to the employee's named beneficiary in the event of his or her death while he or she is insured. The accidental death and dismemberment benefit is payable to the employee, depending on the type of loss that he or she incurs, up to the amount of the employee's life insurance coverage. The summary plan booklet will be provided to each employee when he or she becomes a regular full-time employee.

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7.6 Pre-Tax Benefits Accounts

Regular full-time employees may elect to participate in the following pre-tax benefits, which will allow them to set aside a portion of their salary, before taxes, to pay for qualified expenses with before-tax rather than after-tax dollars:

- Flexible Spending Accounts (FSAs) - In accordance with Internal Revenue Code 125, eligible employees may elect to participate in health and/or dependent care FSAs for their family's health care and/or dependent care expenses.
- Transportation Savings Account (TSA) – Eligible employees can enroll in this plan which can be used to pay for public transit or parking expenses as part of their daily commute to and from work.

Employees will receive more information regarding these benefits once they have completed their introductory period.

7.7 457 Deferred Compensation

Regular full-time employees may elect to participate in a 457 Deferred Compensation Plan administered by ICMA Retirement Corporation. The plan allows employees to invest a portion of their compensation, up to the maximum contribution allowed, on a pretax basis. The amount invested, plus interest and gains, is not taxable until withdrawn. Employees can change or eliminate their contributions on a quarterly basis. Employees will receive more information regarding this benefit once they have completed their introductory period.

7.8 Tuition Reimbursement

The PRA encourages employees to continue their education. Regular full-time employees may be eligible for partial reimbursement for career-related education courses or training that is directly related to any work performed by the PRA.

Eligibility for non-exempt employees must be approved by Joint Labor-Management Committee recommendation and the PRA and union's agreement.

Once approved, an employee may be eligible to receive reimbursement of up to \$3,000.00 per calendar year in order to secure career related education or training appropriate to any work performed by PRA. In addition, employees attending an accredited degreed college or university shall be entitled up to an additional \$3,000.00, provided the employee maintained a "C" or better average in the prior semester. This is subject to the following terms and conditions:

- the expenses are approved by PRA in writing prior to the start of the course;

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- the employee passes the course with at least a grade of 'C' or its equivalent and provides proof of the grade in a form of an official transcript within thirty (30) days of completing the course;
- the employee agrees not to voluntarily leave the employment of PRA for at least one (1) year after completion of the course; and
- the employee signs a promissory note which requires the employee to repay any funds advanced by PRA if he or she fails to comply with the terms of the tuition reimbursement agreement. Repayment based on the employee voluntarily leaving the employment of PRA will be according to the following prorated schedule:
 - 0 – 6 months – 100%
 - 7 months – 60%
 - 8 months – 40%
 - 9 months – 35%
 - 10 months – 25%
 - 11 months, but less than 1 year – 15%

The total amount of tuition and course fee reimbursements payable by PRA for all of its employees in the aggregate are capped at \$50,000 per fiscal year for all regular full-time employees in the bargaining unit. Reimbursement is on a first-come first-served basis.

In order to request reimbursement, a Tuition Reimbursement Information form can be obtained from, and should be completed and returned to the Human Resources Office.

7.9 Retirement Plan

All PRA employees hired before January 15, 2015 were automatically enrolled in the PRA Defined Benefit Pension Plan once they obtained 6 months of credited service.

PRA employees hired on or after January 15, 2015 will automatically be enrolled in the PRA Defined Contribution Plan administered by the ICMA Retirement Corporation once they have obtained 6 months of credited service.

Employees who have accumulated enough credits toward retirement shall be granted a benefit upon retirement and such benefits shall be calculated in accordance with the prescribed method of the retirement plan in which they are enrolled as of the date of their retirement. Details of the plans are described in the Plan Documents and Summary Plan Descriptions, which are available in the Human Resources Department.

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7.10 Post-Retirement Benefits

PRA will extend basic health care coverage for five (5) years from the date of retirement to employees with 5 years of service who are at least 55 years old at the date of retirement (Normal Retirement). The extended coverage is the policy in effect as of the date of retirement, including coverage for a spouse and dependents, if applicable. No changes to the coverage may be made after retirement, with the exception that dependents may lose coverage when they become ineligible by the terms of the health care plan.

In addition to this five (5) years, PRA will extend basic health plan coverage for employees who are at least 55 years old at the date of retirement and have a minimum of twenty (20) years of service, along with their spouses and dependents, for up to an additional five (5) years (for a total of ten (10) years) or until the employee becomes eligible for Medicare, whichever occurs first.

PRA will also continue to provide Life and Accidental Death and Dismemberment insurance for five (5) years from the date of retirement to employees with 5 years of service who are at least 55 years old at the date of retirement.

Employees who separate from PRA prior to age 55 are not eligible for health benefits regardless of their years of service and regardless of whether they are receiving other post-retirement benefits such as early retirement pension benefits.

7.11 Benefits While on Leaves of Absence

The PRA will continue to provide health insurance and life/AD&D coverage for employees who are on a leave of absence as described in the FMLA policy or union activity (except full-time union activity). If an employee is on a leave of absence for education and training, health insurance coverage and life/AD&D insurance may be provided at the PRA's discretion.

If an employee is on a paid leave of absence, he or she may continue to accrue credited pension service for the period of the approved leave if he or she makes the required contributions into the Pension Plan during his or her leave. If the leave of absence is unpaid, the employee is considered to be an inactive participant in the pension plan and will stop accumulating Credited Pension Service. When the employee returns from leave he or she may rejoin the Retirement Plan and resume contributing as of his or her re-employment date.

8 TIME-OFF BENEFITS

8.1 Holidays

PRA employees receive 11 paid holidays each year:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving
- Christmas

If any of the above holidays fall on a Sunday, it is observed on the following Monday.

If the holiday falls on a Saturday, you will receive a compensatory day which you will be allowed to use at a later date with the approval of your Director.

There is no minimum service time required to qualify for paid holidays. However, in order to be paid for a holiday, you must have worked the day immediately before and after the holiday, unless you have an excused absence with pay.

8.2 Leave Time

Approved time off from work is called "leave time." There are two types of leave: "with" and "without" pay. Any absence from work must be accounted for with approved leave. Employees can view their amount of accrued leave on their computer via the "TimeClock Plus On-Screen TimeClock" application.

8.2.1 Requesting Leave in Advance

All forms of leave require completion of a leave slip and approval from an employee's director. Leave request slips may be obtained from Human Resources or from an

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employee's director. The slip should be completed and signed by the employee and his or her director BEFORE the leave is taken.

To use maternity/paternity leave or to use leave available under the Family and Medical Leave Act (FMLA), an employee should complete an FMLA Request Form and send it to Human Resources. FMLA Request Forms may be obtained from Human Resources.

8.2.2 Requesting Unexpected Leave

If an employee must take unexpected time off from work due to sickness or an emergency, he or she must call PRA's Human Resources (HR) Call Out Number (215-209-8768) by 9:30 a.m., stating which type of leave he or she is requesting (specifying sick, annual/vacation, personal administrative or compensatory). HR will notify the employee's Director that he or she called. If a non-exempt employee doesn't call by 9:30 a.m., he or she will be placed in "leave without pay" status until he or she calls and will not be paid until he or she calls in. The employee will then be granted the leave he or she requests for the balance of the workday and will be paid for that portion of the day provided he or she has a paid leave entitlement. However, if the employee calls after 12 p.m., he or she will remain in leave without pay status for the entire day and will not be paid for that day.

If an employee must leave work before the end of his or her workday, the employee must complete a leave slip and have it approved by his or her Director before leaving for the day. If the employee's Director is not available, the employee may have another Director approve the leave slip

8.2.3 Leave and Service Requirements

Employees must be engaged in continuous service, i.e. must be employed and working without break or interruption, for advancement within compensation schedules and for other purposes as specified in this handbook. Leaves of absence with pay and leaves without pay of less than thirty (30) days will not interrupt continuous service or be deducted when computing total service. Leave of absence without pay in excess of thirty (30) days, except for military leave, shall not be included when computing total service. All absences without authorized leave in excess of two work days shall be deducted from and will interrupt continuity of service.

8.3 Leave with Pay

8.3.1 Annual/Vacation Leave

Employees earn vacation leave on a monthly basis. Vacation leave accrued for any given month is credited on the 16th day of that month. Although employees begin to accrue vacation leave on their first day of employment, they cannot use vacation leave until having completed three months of continuous service.

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The amount of vacation leave an employee earns depends upon his or her length of service, according to the following:

Years of Service	Days/year	Days/month	Hours/month
Up to 10	15	1.25	9.375
More than 10, less than 20	20	1.667	12.50
More than 20	25	2.083	15.62

Vacation leave continues to accrue during leaves of absence with pay, approved leaves of absence without pay of fewer than 30 days, and during all paid time off (holidays, vacation, personal administrative, sick and compensatory time leave).

Unused vacation leave may roll over at the end of each year, except that an employee may not have more than 70 vacation days (525 hours) on January 1 of any year. Any accrued vacation leave in excess of 70 days must be used prior to January 1 or it will be lost by the employee.

Vacation leave can be used in increments as small as one half (1/2) hour. An employee must obtain approval from his or her Director in advance of using it. Directors have discretion in approving vacation leave.

8.3.2 Sick Leave

All employees earn sick leave on a monthly basis at the same rate:

15 days per year	1.25 days per month	9.375 hours per month
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Sick leave accrued for any given month is credited on the 16th day of that month. Although employees begin to earn sick leave on their 1st day of employment, it cannot be used until the employee has completed three months of continuous service. Employees may accumulate sick leave up to a maximum of 200 days (1500 hours).

Sick leave continues to accrue during leaves of absence with pay, approved leaves of absence without pay of fewer than 30 days, during all paid time off (holidays, vacation, personal administrative, sick and compensatory time leave) and when an employee is receiving workers compensation benefits.

All employees may use sick leave for absences due to their own personal mental or physical illness, injury or health condition; need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; or need for preventive medical care, but only for the time required to complete such appointments.

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For bargaining unit employees, sick leave requests accompanied by a doctor's note must be for at least one half (1/2) hour and may be used in half (1/2) hour increments after that. All other sick leave requests must be used in an initial increment of two hours and may be used in half (1/2) hour increments after that. All sick leave requests must be rounded to the nearest half hour (i.e. one hour and 50 minutes becomes a request for two hours of sick leave).

Full-time employees may convert two sick leave days (15 hours) to one vacation day (7.5 hours), up to a maximum of 10 vacation days (75 hours) each calendar year, to do so, however, an employee must maintain a balance of at least 80 sick leave days (600 hours). To convert such sick days to vacation days in a given year, an employee must inform Human Resources in writing between January 1 and March 31 of the following year to make this request.

As an incentive to reduce sick leave usage, when Agency-wide sick leave usage is 20 percent lower than in the previous year employees will be entitled to two additional personal days if they used no sick leave and to one additional personal day if they used less than five days of sick leave.

Employees are required to submit medical certification for any use of sick leave that extends for more than two continuous workdays. This certification is subject to verification by the Human Resources Office.

If an employee has eight occurrences of sick leave that each consist of less than four days in a 12-month period without providing a medical certification, he or she will be placed on the "Excessive Use of Sick Leave List" for the next 12 months. In addition to any other penalties for excessive sick leave usage or abuse of sick leave, during that 12-month period he or she will not be paid for the first day of sick leave for up to four instances of sick leave usage, unless his or her sick leave request is accompanied by a doctor's note. Repeated occurrences of being placed on this list may result in additional disciplinary action.

8.3.3 Paid Sick Leave Ordinance

In accordance with the City of Philadelphia's Paid Sick Leave Ordinance, non-bargaining unit employees may also use sick leave for the following:

1. Care for a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care;
2. Absence necessary due to domestic abuse, sexual assault or stalking, provided the leave is to allow the employee to obtain for the employee or the employee's family member, such as:

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- a. Medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence or stalking;
- b. Services from a victim services organization;
- c. Psychological or other counseling;
- d. Relocation due to the domestic or sexual violence or stalking; or
- e. Legal services or remedies, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from the domestic or sexual violence.

Also in accordance with the Paid Sick Leave Ordinance, non-bargaining unit employees are required to submit medical certification for any use of sick leave that extends for more than two continuous workdays. This certification is subject to verification by the Human Resources Office. For absences due to an employee's own personal or family member's mental or physical illness, injury or health condition; need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; or need for preventive medical care, documentation signed by a health care professional indicating that sick time is necessary shall be considered reasonable documentation. For absences due to domestic abuse, sexual assault or stalking, documentation signed by a health care professional; a police report indicating that the employee was a victim of domestic abuse, stalking or sexual assault; a court order; or a signed statement from a representative of a victim services organization as defined in the City of Philadelphia's Domestic or Sexual Violence Leave Ordinance, affirming that the employee was a victim of domestic abuse, stalking or sexual assault shall be considered reasonable documentation. The documentation does not need to explain the nature of the illness or the details of the violence.

8.3.4 Personal Administrative Leave

All employees will receive four Personal Administrative leave days when they complete their six month introductory period, which must be used by the following June 30. All full-time regular employees will receive four Personal Administrative leave days on July 1 of each year. Personal Administrative leave days can only be used in full days and may not be carried over from one fiscal year (July 1 – June 30) to the next. Any unused Personal Administrative leave days as of June 30 of each year are lost without compensation.

8.3.5 Compensatory Leave

Compensatory leave that has been earned in lieu of overtime pay by non-exempt employees can be used (see "Overtime Pay and Compensatory Time" on page 15 for details regarding earning compensatory leave).

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Employees can accumulate compensatory time up to a maximum of 240 hours, exclusive of holiday compensatory time. Compensatory time will be used at the employee's option and exercise of this option will not be unduly withheld.

Employees may not use compensatory time within 14 days of their final day at the PRA unless they are involuntarily dismissed from employment (except for disciplinary termination) or are retiring. The exception to this provision is if an employee has earned compensatory time for work on a holiday or in lieu of a holiday, which the employee may take within 14 days of separation from employment with the PRA.

If an employee retires from the PRA he or she may continue on the payroll after his or her last day until his or her compensatory time is exhausted. However, the employee may not receive a pension payment and payment for compensatory time simultaneously. Although upon retirement an employee may receive payment for his or her accumulated compensatory time instead of remaining on the payroll, if he or she chooses to do so he or she will forfeit any compensatory time accrued between June 30, 1978 and April 15, 1986.

8.3.6 Funeral Leave

Employees are entitled to a four-day paid funeral leave with pay in the event of the death of an immediate family member (mother, father, spouse, sibling, child, father-in-law, mother-in-law, grandparent or grandchild) provided the employee attends the funeral service. Employees are entitled to one day of funeral leave with pay for the death of any other relative provided the employee attends the funeral service.

8.3.7 Jury Duty

The PRA supports employees in their civic obligations and encourages them to serve as jurors when called upon to do so. If an employee is called for jury duty, PRA will permit the employee to take the necessary time off with pay for such service. In order to get paid for jury service, however, an employee must provide the Human Resources Office with a copy of his or her jury duty notice in advance of the scheduled date. Upon completion of jury duty, the employee must provide written verification from the court of having served. In addition, any and all compensation received as a juror should be endorsed and submitted to the Human Resources Department upon the employee's return to work to receive pay from PRA.

8.3.8 Military Leave

It is the PRA's policy to provide leaves of absence for military duty in compliance with applicable federal and state law. The PRA prohibits all forms of discrimination and retaliation in hiring, reemployment, retention in employment, promotion or any other benefit of employment, on the basis of an individual's service in the uniformed services or application for such service.

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In accordance with applicable federal and state law, the PRA will grant leaves of absence to employees who are absent from work for periods of up to no more than 5 years of cumulative service (not including certain extensions of service) in the United States uniformed services.

Advance notice of two weeks for military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. An employee should complete a leave slip, indicate "Other", and specify "Military" as the type of leave, and submit it with documentation that substantiates the request for Military Leave to the Human Resources Department.

Employees who plan to take a military leave should speak with human resources to obtain information regarding pay, benefits and reinstatement.

8.3.9 Education/Training Leave

When education and/or training is required by the PRA as a condition of employment, such as the maintenance of a real estate license, the PRA will pay for the education/training and will grant an employee leave with pay to attend such education/training.

8.3.10 Compensation for Accumulated Leave Upon Separation

Upon leaving PRA, employees will be compensated for all accumulated and unused annual leave and any accumulated and unused compensatory time leave at their current pay rate, unless the employee earned that pay rate for less than two weeks.

Employees in the bargaining unit will be paid at the highest pay rate he or she earned while at PRA, unless he or she earned such pay rate for less than two weeks.

If an employee earned that pay rate for less than two weeks, the compensation for unused vacation and compensatory time leave will be based on the next highest pay rate earned while at PRA.

Upon retiring from PRA, employees will receive compensation for 30 percent of their accumulated sick days, subject to the 200 sick day maximum.

Should an employee die while employed at PRA, compensation for all accumulated and unused vacation, personal administrative and sick leave and any accumulated and unused compensatory time will be paid to his or her estate or named beneficiary.

8.4 Leave Without Pay

8.4.1 Maternity and Paternity Leave

Parents of newborn children are eligible for up to six (6) months of unpaid leave, and the PRA may approve an additional six (6) months, if requested. At the end of the initial six (6) month leave period an employee will return to his or her previous position without loss of seniority benefits. If twelve (12) months of leave is taken, upon returning from such leave, the employee will return to his or her previous position if it is still open, but in all cases will return to his or her previous job classification without any loss of seniority benefits.

Pregnant employees may use sick leave prior to delivery only if they have a doctor's recommendation that they can no longer work and have received prior approval by the PRA. Employees may use sick leave after delivery for up to four (4) calendar weeks. If an employee has sick leave available that employee may use it beyond the four week post-delivery period only if recommended by her doctor and approved by the PRA. An employee may only use the sick leave that employee has accrued.

An employee who adopts a child will be granted leave without pay for up to one (1) year at the time of adoption.

8.4.2 Family and Medical Leave Act (FMLA)

Under the federal Family and Medical Leave Act (FMLA) eligible employees are entitled to up to 12 weeks of job-protected leave without pay in a 12-month period, under the following conditions:

- The employee has more than 12 months of service;
- The employee has worked at least 1,250 hours during the previous 12-month period before the need for leave; and

Family Medical Leave may be taken for one or more of the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for a child after birth, or placement for adoption or foster care;
- To care for a spouse, child, or parent, who has a serious health condition;
- For a serious health condition rendering the employee incapable of performing his or her job; or
- For a qualifying exigency if the employee's spouse, child or parent is on active duty or called to active duty status in the National Guard or Reserves in support of a

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contingency operation (a qualifying exigency may include attending certain military events, arranging for alternative child care, and addressing financial/legal arrangements).

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered armed forces service member who has a qualifying serious injury or illness incurred in the line of duty while on active status.

Employees on FMLA leave will continue to receive PRA-provided health insurance. FMLA leave may also be taken intermittently if approved. Employees may be required to utilize certain types of paid leave prior to being placed in unpaid leave status, depending upon the basis for the leave.

The PRA will provide employees with an overview that more fully describes the conditions, provisions and benefits of the PRA's FMLA Leave Policy. Employees can obtain a Family Medical Leave Request Form from Human Resources.

8.4.3 Leave Due To Domestic or Sexual Violence

The PRA complies with City of Philadelphia's "Entitlement to Leave Due to Domestic or Sexual Violence" Ordinance. If an employee or his or her family or household member has been the victim of domestic violence, sexual assault or stalking the employee may be entitled to take certain amounts of unpaid leave. This leave may be taken to:

- Seek medical attention for physical or psychological injuries;
- Obtain help from an organization that provides services to domestic or sexual violence victims;
- Obtain counseling or therapy;
- Make safety plans, including possibly relocating to increase safety; or
- Seek legal assistance.

While an employee is on leave he or she is entitled to maintain all benefits accrued prior to taking the leave, and the PRA will continue health benefits for the employee on the same terms as if he or she were not on leave, including coverage of family members. The leave is restricted to 8 workweeks in a 12-month period and, when added to any leave taken under FMLA, cannot be more than the 12 weeks in a 12-month period provided under FMLA. Employees may use any paid leave they have accrued concurrently with Domestic Violence leave, but taking such paid leave will not increase the employee's entitlement to leave. Where practicable, 48 hours' notice of the intent to use this leave must be provided to the PRA. Please see Human Resources for more information.

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8.4.4 Other Leaves Without Pay

In addition to the leave without pay available under the FMLA (see above), the PRA may grant leave without pay of up to 10 days per year for personal reasons. Leave without pay may also be granted for educational purposes.

9 MISCELLANEOUS

9.1 Travel Expense Reimbursement

The PRA complies with the City of Philadelphia's Administrative Board Rule #2, which governs domestic travel. Travel Reimbursement rates can be found at <http://finance.phila.gov> under Rates – Travel & Mileage.

9.2 Inclement Weather

The PRA will make every effort to maintain normal work hours, even during inclement weather.

Prior to normal starting time when it is announced that City of Philadelphia government offices will be closed due to inclement weather, the PRA office will be closed. All full-time employees will be paid for such time off. The PRA callout voicemail box (215-209-8779) will be updated as soon as possible when the PRA office is closed.

When the Mayor of the City announces that City of Philadelphia offices will be open, the PRA office will be open and all employees will be expected to make reasonable efforts to get to work. Employees unable to arrive for work on any such day will be charged one (1) day of accrued leave time. If no accrued leave time is available, nonexempt employees who do not come to work will be placed in leave without pay status for the day. All employees who are unable to report to work should call Human Resources according to the normal call-out procedure (see Section 8.2.2), or their absence will be considered unexcused.

On days when weather conditions worsen as the day progresses, the City of Philadelphia may decide to close early. In such cases, a decision and an announcement will be made at the PRA. Employees will be expected to remain at work until the appointed closing time, unless their flextime day ends prior to that time.

9.3 Vehicle Policy

The PRA provides vehicles so that employees have the ability to travel to work-related appointments that are out of the office, inspections, etc. The goal of this policy is to assure that PRA's vehicles are safe and available for as many employees who require one and are operated in full accordance with the City of Philadelphia's parking regulations.

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9.3.1 Operation of Vehicles

- Employees may not operate a PRA vehicle without a current and valid Pennsylvania Driver's License.
- Employees must sign their name in the Vehicle Log, which is located in the Executive Office, prior to operating a PRA vehicle.
- If an employee receives a parking violation that is caused by the employee's unauthorized use of the vehicle (other than an expired parking meter), it is the employee's sole responsibility to pay fines and costs associated with the violation. Such fines and costs must be paid by the employee within five (5) business days of the date the fine was received. Proof of payment should be submitted to the Deputy Executive Director of Operations.
- If an employee receives a parking violation for an expired meter, the citation must be immediately presented to the employee's department director, along with the employee's timesheet for the period during which the violation occurred. The Director is then responsible for submitting it to the Deputy Executive Director of Operations.
- Although by necessity, vehicles assigned to the Maintenance Department will be given more flexibility with regard to parking violations affiliated with work assignments, employees in the Maintenance Department are strictly prohibited from blocking fire hydrants, bus zones, or any form of handicapped parking or accommodations and will be responsible for fines and costs incurred for parking violations related to such action.
- At no time should a vehicle be left unattended in front of 1234 Market Street or the Marriott Hotel across the street (1201 Market Street.)
- Damage or noticeable operational defects to the vehicle must be immediately communicated by an employee via email to the Deputy Executive Director of Operations.
- Vehicles are to be left in the condition in which they were received. This means they should be returned trash and litter free; this includes, but is not limited to, emptying the ashtrays.
- Employees are required to refill the gas tank before it reaches ½ a tank full. Fuel can be readily obtained at select publicly owned service stations at no expense to the employee. A list of the service stations can be obtained from the Executive Office.
- If an employee requires the use of a vehicle overnight, he or she must have the approval of his or her department director, who will then be responsible for communicating that approval to the Deputy Executive Director of Operations.

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9.3.2 Reservation Procedure

- To reserve a vehicle, an employee must send a request via email to Cheryle Nissirios at cheryle.nissirios@pra.phila.gov in the Executive Office between the hours of 10:00 a.m. and 4:00 p.m.
- Reservations must be made at least ½ hour prior to the time that a vehicle is needed, but can be made no more than three days in advance.
- The reservation must indicate the date, time, duration and purpose of the request. (e.g., “I would like to reserve a vehicle to be used Monday, April 1, 2010 from 10:00 a.m. to 2:00 p.m. to complete assigned inspections.”)
- Once a reservation is made, the employee will receive a confirmation of his or her request, indicating approval or denial of the reservation. If an employee does not receive a reservation confirmation within ½ hour, please call the Executive Office to inquire as to the status of the reservation.
- If an employee reserves a vehicle, but neglects to pick up the keys within ½ hour of the reservation time, the vehicle may no longer be available.
- Keys to PRA vehicles can only be obtained through the Executive Office.
- The Vehicle Log must be signed upon pick-up and return of the keys.

9.4 Refrigerator Policy

The purpose of this policy is to keep all food that is stored in the refrigerator safe, by implementing and reinforcing rules of etiquette and a weekly cleaning schedule.

- The agency refrigerator is meant to be used as a place to store only items meant for human consumption (i.e. employee meals, refreshments, medications, etc.).
- **ALL ITEMS** that are put in the refrigerator must be labeled with your name and the date, and placed in either a plastic or paper bag. (No insulated lunch bags are permitted – they take up too much space).
- Markers and post-it notes are available for you to label your items.
- If an item is for all staff, it should be labeled as such.
- Any condiments that you want to keep in the refrigerator on an ongoing basis must also be labeled and dated. Please be sure to discard these items in a timely manner.

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- Anything placed in the refrigerator without being labeled is subject to being discarded.
- If you spill something, please wipe it up. We have a sink and paper towels in the lunch room that can be used for this purpose.
- The refrigerator must be cleaned each Friday. Any perishable food that is in the refrigerator on Friday will be discarded (including the container that it is in) – NO EXCEPTIONS! If you want it, please take it home with you. Perishable foods include: meat; poultry; fish; eggs; dairy products; cooked pasta, rice and vegetables; and fresh, peeled, and/or cut fruits and vegetables.
- If you use the refrigerator, you will be placed on the rotating weekly cleaning schedule. Cleaning supplies will be provided and can be picked up from and returned to the Human Resources office.
- If you are scheduled to be out of the office on the day you are assigned to clean the refrigerator, it is your responsibility to find someone to switch with. The schedule will be posted in advance.

9.5 Worker's Compensation Policy

The Philadelphia Redevelopment Authority (PRA) currently provides workers' compensation insurance. All employees are covered by workers' compensation insurance, which compensates an employee for lost time, medical expenses and loss of life or dismemberment from an illness or injury arising out of or in the course of work.

This policy was established to provide protection for employees in the event of loss of time from work and/or medical expenses due to work-related accidents, injuries or illnesses.

9.5.1 Eligibility

The definition of employee as defined in the Pennsylvania Workers' Compensation Act includes "all natural persons who perform services for another for a valuable consideration, exclusive of persons whose employment is casual in character and not in the regular course of the business of the employer." All employees who receive salary or wages from PRA are eligible to receive workers' compensation benefits. Generally, workers' compensation does not apply to an employee who is incarcerated after a criminal conviction, injuries or illnesses that are willful acts or self-inflicted, sustained during voluntary participation in employer-sponsored recreational activities, sustained on the way to and from work, or caused by the employee's intoxication/use of illegal drugs or the employee's known violation of the law.

Philadelphia Redevelopment Authority
Employee Handbook

9.5.2 Policy

An employee who suffers a work-related injury requiring medical attention or which results in loss of time from work will receive benefits in accordance with the Pennsylvania Workers Compensation Act. Workers' compensation law requires PRA to report all work-related illnesses and injuries to our insurance carrier. It is very important for any employee who suffers a work-related injury or illness to report it to his/her Director or the Human Resources Director immediately, even if the employee believes it is not a serious injury.

9.5.3 Procedures

- Whether medical treatment is needed or not, all injuries sustained at work must be immediately reported to the employee's Director.
- The employee's Director must complete an Injury Report and submit it to the Human Resources Department.
- The employee must sign the PA Panel Rights & Responsibilities form, which gives details of all of the employee's rights and duties.
- If the work-related injury or illness requires medical treatment, the employee must first seek treatment with a PRA designated health care provider, referred to hereafter as a "Panel Physician" (posted outside of the Human Resources Department and at the Maintenance Shop).
- The employee is required to seek treatment with a Panel Physician for 90 days from the first visit.
- If the Panel Physician recommends invasive surgery, the employee is permitted to receive a second opinion by a physician of his/her choice. If the second opinion differs from the Panel Physician's opinion, the employee can choose either course of treatment. But, the treatment must be provided by one of the Panel Physicians for 90 days from the date of the second opinion visit.
- The employee may receive treatment from a health care provider who is not a Panel Physician if the employee is referred to one by a Panel Physician.
- If during the 90 day period, the employee chooses to treat with a provider who is not a Panel Physician; the treatment will be at the employee's expense for the initial 90 day period.
- In the case of an emergency, the employee may seek treatment from any provider.
- After the initial 90 day period, the employee may choose to treat with a medical provider other than a Panel Physician. But, the employee must notify the Human Resources Department of his/her choice within five days of the first visit or risk non-payment of those medical bills until proper notice is given.
- Any lost time as a result of a work-related injury or accident that also qualifies as a medical leave of absence will be charged against an eligible employee's Family and Medical Leave.

Philadelphia Redevelopment Authority
Employee Handbook

ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK

I acknowledge that I have received a copy of the Philadelphia Redevelopment Authority's (PRA) Handbook. I understand that it is my responsibility to carefully read this handbook and become familiar with its contents.

I am aware that if, at any time, I have questions regarding PRA policies I should direct them to my Director or the Human Resources Department.

I know that the PRA policies and other related documents do not form a contract of employment and are not a guarantee by the PRA of the conditions and benefits that are described within them. Nevertheless, the provisions of the policies in the Handbook are incorporated into the acknowledgment, and I agree that I shall abide by their provisions.

I recognize that the PRA, at any time, may change, add to, or delete from the provisions of the company policies.

Employee's Printed Name

Employee's Signature

Date

EMPLOYEE'S COPY
(To be retained for your records)

Philadelphia Redevelopment Authority
Employee Handbook

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Employee's Printed Name

Employee's Signature

Date

**HUMAN RESOURCES ORIGINAL
(To be included in Personnel file)**

Philadelphia Redevelopment Authority
Employee Handbook

**ACKNOWLEDGEMENT OF RECEIPT OF
PROHIBITED DISCRIMINATION, HARASSMENT AND RETALIATION POLICY**

You are required to read the Prohibited Discrimination, Harassment and Retaliation Policy in the Employee Handbook as soon as possible.

You must sign and return this acknowledgement within five business days to the Human Resources Department, and it will be placed in your personnel file.

I have read and understand the Prohibited Discrimination, Harassment and Retaliation Policy, and I understand that it is the PRA's policy that discrimination, harassment, and retaliation of PRA employees, applicants for employment, and third parties is strictly prohibited and will not be tolerated.

Employee's Printed Name

Employee's Signature

Date

**EMPLOYEE'S COPY
(To be retained for your records)**

Philadelphia Redevelopment Authority
Employee Handbook

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