

**RESOLUTION OF THE BOARD OF COMMISSIONERS
OF
THE PRINCETON HOUSING AUTHORITY**

RESOLUTION 2016-9

WHEREAS, as of June 30, 2016, the Princeton Housing Authority has vacated tenant accounts receivable consisting of five (5) individuals; and

WHEREAS, the Executive Director has requested that the vacated tenant outstanding balances, for five (5) individuals, in the amount of \$3,471.00 be written off;

WHEREAS, the Executive Director is currently pursuing collection and will continue to pursue collection even after the balances are written off.

NOW THEREFORE, BE IT RESOLVED that the governing body of the Princeton Housing Authority does hereby resolve to write off the vacated tenant accounts receivable totaling \$3,471.00.

Motion McGowan Second Brooks

Governing Body Member:	Aye	Nay	Abstain	Absent
Leighton Newlin	✓			
Henry Pannell	✓			
Tobin Levy	✓			
Linda Sipprelle				✓
Rev. Dr. Deborah Brooks	✓			
Alvin McGowan	✓			
Bertha Logan	✓			


Secretary's Signature

7/19/16
Date

B. Gregory	\$160.00
R. Purvis	\$1,906.00
W. Stevens	\$186.00
N. Ammons	\$1,006.00
J. McGowan	\$213.00

**RESOLUTION OF THE BOARD OF COMMISSIONERS
OF
THE PRINCETON HOUSING AUTHORITY**

RESOLUTION 2016-10

WHEREAS, the existing Personnel Policy includes a section designated for “Voluntary Separation”; and

WHEREAS, there is a desire to revise the existing policy to encourage employees to provide at least a two week notice when they intent on resigning/retiring; and


WHEREAS, the attached proposed policy revision addresses the matter of providing proper notice.

NOW THEREFORE, BE IT RESOLVED that the governing body of the Princeton Housing Authority does hereby resolve to replace the existing Personnel Policy “Voluntary Separation” language with the language provided in the attached proposed amendment and such language would go into effect on 9/1/2016 after proper notice to current employees.

Motion McGowen Second Brooks

Governing Body Member: Aye Nay Abstain Absent

Leighton Newlin	✓			
Toby Levy	✓			
Henry Pannell	✓			
Linda Sipprelle				✓
Rev. Dr. Deborah Brooks	✓			
Alvin McGowen	✓			
Bertha Logan	✓			


Secretary's Signature

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PROPOSED VOLUNTARY SEPARATION POLICY AMENDMENT

B. Voluntary Separation

1. If an employee elects to resign his/her employment with PHA, the employee is required to provide at least ten (10) business days prior written notice of such election to his/her supervisor. Failure to provide such prior written notice will result in the forfeiture of one day's accrued vacation and/or sick pay for each day less than ten (10) business days that such written notice is given, up to a maximum of ten (10) accrued vacation and/or sick days.
2. If an employee voluntarily separates or has given notice of separation from PHA prior to the adoption of the current-year budget, such employee shall be paid for services rendered at the preceding fiscal year's salary or wage rate. Such employees are not entitled to receive salary increments paid retroactive to July 1, since pay adjustments cannot be executed until the current year's budget is formally adopted.
3. For employees voluntarily resigning their employment by PHA, vacation pay due them in the calendar year of separation will be calculated as follows:
 - a. If separation takes place between September 30 and December 31, three quarters (3/4) of the unused vacation days will be paid, subject to the forfeiture provisions in paragraph 1 above.
 - b. If separation takes place before September 30, one half (1/2) of the unused vacation days will be paid, subject to the forfeiture provisions in paragraph 1 above.