HAVRE DE GRACE HOUSING AUTHORITY

A Resolution of the Board of Commissioners Approving Revisions to Employee Policies

WHEREAS pursuant to the Intergovernmental Agreement (the "**Agreement**") between Housing Authority of Baltimore City ("**HABC**") and Havre De Grace Housing Authority ("**HDGHA**"), HABC reviewed the HDGHA Employee Handbook ("**Handbook**") that existed on September 3, 2025, the effective date of the Agreement; and

WHEREAS pursuant to the review, HABC determined that the Handbook contained policies that needed to be revised to provide clarity to employees and improve the operations of HDGHA; and

WHEREAS attached hereto as **Exhibit A** is a chart that summarizes the revisions to the respective employee policies, which are proposed for approval and adoption by the Board of Commissioners (the "**Board**").

NOW THEREFORE, BE IT RESOLVED by the Board that:

1. The revisions to the employee policies as summarized on **Exhibit A** attached hereto are hereby approved and the employee policies listed on **Exhibit A**, revised accordingly, are adopted.

2. The Executive Director, or designee, is authorized to perform all appropriate acts and to execute all appropriate documents to carry out this resolution consistent with its terms for implementation.

Passed, adopted and approved by the Board on July 13, 2026.

Michele Ball, Chair

George N. Kasnic

George Kasnic, Vice Chair

Sharon Jacobs, Commissioner

Carrie Parsons, Commissioner

Dawn Nowak, Commissioner

EXHIBIT A

SUMMARY OF REVISIONS TO EMPLOYEE POLICIES

POLICY	SUMMARY OF KEY PROVISIONS
Section 201 Employment categories	Clarifies full-time, part-time, temporary and probationary employee statuses to provide clear definitions for accounting for employee compensation and benefits
Section 305 Holidays	Aligns HDGHA holidays with HABC holidays; adds Juneteenth celebrated annually on June 19th
Section 307 Time off to Vote	Clarifies HDGHA's position on compensation for employees who serve as election officials
Section 308 Bereavement leave	Aligns HDGHA bereavement leave with HABC's policy on bereavement leave; adds time off for aunt, uncle and "In loco parentis"
Section 510 Emergency closings	Stipulates that HDGHA will follow the City of Havre de Grace's protocol concerning emergencies.
Section 701 Employee Conduct and Work Rules	Fully encompasses any actions and behavior contrary to professionalism in the workplace.