



Salem Housing Authority
Employment Release Policy

October 9, 2019

In an effort for the Authority to operate at the highest standard, it is key that SHA staffing necessities are fulfilled and amenable to the needs of the work demand at the Authority.

The SHA Employment Release Policy affects the following positions within the Authority in the following manner:

1. Full-Time Non-Union Employees / Part-Time Non-Union - Subject to the approval of the Board, the Executive Director reserves the right to terminate Full-Time and Part-Time Non-Union employee, after six (6) months of Leave, with or without pay, from their position.
2. Temporary Employees / Probationary Non-Union Employees - Temporary Employees made by the Executive Director to fulfill shortages in staffing or special workloads and Probationary Non-Union Employees who have completed less than 6 months of continuous employment with the Authority are not considered a full-time employee and subject to the approval of the Board, the Executive Director reserves the right to terminate Temporary and Probationary Non-union Employees at any time.
3. Union Employees - Subject to the approval of the Board, the Executive Director reserves the right to terminate Union Employees, after twelve (12) months of Leave, with or without pay, from their position. **

The Executive Director reserves the right to review each matter in connection with Leave on a case by case basis and may extend approved time beyond the parameters set forth in this policy dependent upon individual circumstances of each employee affected and subject to approval by the SHA Board.

****The SHA Employment Release Policy components related to Union Employees are subject to Union negotiation/approval.**

Adopted by the Board of Directors on October 9, 2019



John A. Boris, Chairman
Kimberley Driscoll, Vice Chairman
Charity Lezama, Treasurer
Benjamin Winthrop, Assistant Treasurer
Sue Kirby

Cathy Hoog, Executive Director

EXTRACT FROM THE MINUTES OF THE
REGULAR MEETING OF THE BOARD MEMBERS OF THE
SALEM HOUSING AUTHORITY HELD ON
WEDNESDAY, OCTOBER 9, 2019 AT 6:00 P.M.

The BOARD MEMBERS of the SALEM HOUSING AUTHORITY met in a REGULAR MEETING at the office of the Authority, 27 Charter Street in the City of Salem, Massachusetts on WEDNESDAY, OCTOBER 9, 2019 at 6:00 P.M., the place, hour, and date duly established for the holding of such meeting.

The meeting was called to order at 6:00 p.m. by John A. Boris, Chairman and upon a roll call, the following answered present:

Present

Sue Kirby
Benjamin Winthrop
Charity Lezama
John A. Boris

Absent

Kimberley Driscoll (arrived at 6:07 p.m.)

Also Present: Cathy Hoog, Executive Director, Debra Tucker, Assistant Executive Director, and Anne Cameron

The Chairman declared a quorum present.

MOTION

The following resolution was introduced by John A. Boris, Chairman, read in full, and considered:

Charity Lezama moved to adopt the Salem Housing Authority Employment Release Policy as presented. Kimberley Driscoll seconded the motion and the vote was as follows:

Ayes

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Nays

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The Chairman thereupon declared the motion carried.





Emergency and Safety Plan

27 Charter Street
Salem, MA 01970

Telephone: (978) 744-4431
Fax: (978) 744-9614

Revised & Adopted by the SHA Board: November 9, 2016
Revised & Adopted by the SHA Board: May 29, 2007
Adopted by the SHA Board on: November 25, 2003

Last updated: 11-09-16



John A. Boris, Chairman
Frank J. Milo, Vice Chairman
Peter K. Strout, Second Vice Chairman
Maureen Call, Treasurer
William E. Luster, Assistant Treasurer
Carol A. MacGown, Executive Director

EXTRACT FROM THE MINUTES OF THE
REGULAR MEETING OF THE BOARD MEMBERS OF THE
SALEM HOUSING AUTHORITY HELD ON
WEDNESDAY, NOVEMBER 9, 2016 AT 6:00 P.M.

The BOARD MEMBERS of the SALEM HOUSING AUTHORITY met in a REGULAR MEETING at the office of the Authority, 27 Charter Street in the City of Salem, Massachusetts on WEDNESDAY, NOVEMBER 9, 2016 at 6:00 P.M., the place, hour, and date duly established for the holding of such meeting.

The meeting was called to order at 6:00 p.m. by John A. Boris, Chairman and upon a roll call, the following answered present:

Present

Maureen Call
Frank J. Milo
William E. Luster
Peter K. Strout
John A. Boris

Absent

Also Present: Carol MacGown and Anne Cameron

The Chairman declared a quorum present.

MOTION

The following resolution was introduced by John A. Boris, Chairman, read in full, and considered:

William E. Luster moved to approve the revised Salem Housing Authority Emergency and Safety Plan as submitted. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

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Nays

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The Chairman thereupon declared the motion carried.



EXTRACT FROM THE MINUTES OF THE
SPECIAL MEETING OF THE BOARD MEMBERS OF THE
SALEM HOUSING AUTHORITY HELD ON
TUESDAY, MAY 29, 2007

The BOARD MEMBERS of the SALEM HOUSING AUTHORITY met in a SPECIAL MEETING at 27 Charter Street in the City of Salem, Massachusetts on TUESDAY, MAY 29, 2007 at 6:00 p.m., the place, hour, and date duly established for the holding of such meeting.

The meeting was called to order at 6:00 p.m. by Chairman John A. Boris and upon a roll call, the following answered present:

Present
John A. Boris
Joseph M. O'Neill
Robert J. Jalbert

Absent
Peter K. Strout

Also present: Carol A. MacGown, Kathleen M. Wilkinson, Frances Carson, and James Zisson.

The Chairman declared a quorum present.

RESOLUTION

The following resolution was introduced by Chairman John A. Boris, read in full, and considered:

Robert J. Jalbert moved to adopt the updated Emergency and Safety Plan for the Salem Housing Authority effective May 29, 2007. This plan and its effectiveness will be reviewed every year and updated as necessary. Joseph M. O'Neill seconded the motion and the vote was as follows:

Ayes
John A. Boris
Joseph M. O'Neill
Robert J. Jalbert

Nays

The Chairman thereupon declared the motion carried and said resolution adopted.



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Dominic R. Marraffa, Chairman
Robert J. Jalbert, Vice Chairman
John A. Boris, Second Vice Chairman
William J. Farrell, Treasurer
Gary C. Stirgwolt, Assistant Treasurer
Carol A. MacGown, Executive Director

EXTRACT FROM THE MINUTES OF THE
REGULAR MEETING OF THE BOARD MEMBERS OF THE
SALEM HOUSING AUTHORITY HELD ON THE
25th DAY OF NOVEMBER, 2003

The BOARD MEMBERS of the SALEM HOUSING AUTHORITY met in their REGULAR meeting at 27 Charter Street in the City of Salem, MA on Tuesday, November 25, 2003 at 6:00 p.m., the place, hour, and date duly established for the holding of such meeting.

The Chairman called the meeting to order and upon a roll call, the following answered present:

Dominic R. Marraffa
Robert J. Jalbert
John A. Boris
William J. Farrell
Gary C. Stirgwolt

And the following were absent:

The Chairman declared a quorum present.

RESOLUTION

The following resolution was introduced by Chairman Dominic R. Marraffa, read in full, and considered:

Gary C. Stirgwolt moved to adopt the Emergency and Safety Plan for the Salem Housing Authority effective November 25, 2003. This plan and its effectiveness will be reviewed every year and updated as necessary. William J. Farrell seconded the motion and the vote was as follows:

Ayes

Nays

Dominic R. Marraffa
Robert J. Jalbert
John A. Boris
William J. Farrell
Gary C. Stirgwolt

The motion was approved unanimously.

The Chairman thereupon declared the motion carried and said resolution adopted.