

EMPLOYEE HANDBOOK
GALVESTON HOUSING AUTHORITY
May 1, 2012
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EMPLOYMENT

APPLICANTS FOR EMPLOYMENT

All requests for personnel must be processed in writing through Human Resources and must be signed by the Executive Director or their designee. Any change in personnel, termination, promotion, transfer, salary adjustment or disciplinary action must also be processed in this manner.

All Candidates must submit a signed "Application for Employment." Unsigned applications and resumes submitted with an unsigned application will not be accepted.

Candidates selected for hire will be notified by Human Resources. The salary offer will be contingent upon successful completion of a criminal background investigation and a drug screening test, as well as verification of prior employment, references, and educational background.

An applicant whose drug or alcohol test is reported positive will be offered the opportunity of a meeting with Human Resources to determine if there is any reason that a positive finding could have resulted. Candidates who fail to submit to the physical examination and/or drug test will not be considered for employment.

Any falsification, misrepresentation or omission of background information shall be cause for withdrawal of an offer of employment and/or cause for termination of employment, regardless of when such falsification, misrepresentation or omission is discovered.

SELECTION OF EMPLOYEES

All employees are hired, assigned, transferred, promoted, upgraded and compensated solely on the basis of merit, ability, and job performance. Although GHA will take into consideration internal transfers, promotions, or applications from residents, the GHA may recruit from outside the GHA.

The Authority will extend the opportunity of employment and/or advancement to residents of public housing, and current employees of the Authority. However, the Authority does not automatically hire and/or advance residents of public housing or its present employees.

The Authority is under no obligation to post any position for any length of time and the Authority reserves the right to hire, assign, transfer, or promote any employee or non-employee without prior job posting.

CRIMINAL BACKGROUND

Criminal history and public sexual offender searches are conducted as a condition of employment with GHA. GHA has the right to refuse to hire or to remove any employee from direct client contact, or any employment position, in cases where the conviction of a felony is alleged or confirmed. This includes, but is not restricted to abuse or neglect, or an offense against the person, an offense against the family, or an offense involving public indecency under the Texas Penal Code, or an offense under the Texas Controlled Substances Act.

If a criminal history check reveals convictions that the individual disclosed in the application, Human Resources will review the report and evaluate each conviction, including any additional information that the individual provides, before the offer of employment is confirmed or withdrawn. The existence of a conviction does not automatically disqualify an individual from employment. Relevant considerations may include, but are not limited to, the number of convictions, the time that has passed since the conviction(s), the nature and gravity of the offense or offenses, and the relationship that a conviction has to the duties and responsibilities of the position. Any decision to accept or reject an individual with a criminal conviction is solely at the discretion of the Galveston Housing Authority.

If a criminal history check reveals convictions the individual did not disclose in the application, but should have disclosed, the offer of employment to the individual shall be withdrawn.

In the event a current employee receives a criminal conviction after the start of employment, the employee must inform Human Resources within 30 days of the offense. Human Resources will determine whether or not the conviction is “relevant” to their job, taking into consideration the nature and gravity of the offense or offenses and the relationship of the offense or offenses to the nature and duties of the employee’s job. In its sole discretion, the GHA will determine if employment will be terminated, or if the employee may retain his or her employment.

If it is discovered that a current employee has failed to notify the GHA of a post-hire conviction, the employee will be subject to disciplinary action, up to and including termination. If the post-hire conviction is determined, in the sole discretion of the GHA, to be relevant to the employee’s job, the employee will be terminated for cause.