LOUISIANA HOUSING CORPORATION

PERSONNEL POLICY NO. 20

SUBJECT: PERSONAL ACTIVITIES DURING WORK

I. POLICY:

It shall be the policy of the Louisiana Housing Corporation that activities engaged in by employees during work hours are related to the mission and intent of the Corporation. Only essential personal activities should be conducted during regular hours of office operation.

Telephone usage for both incoming and outgoing personal calls are to be restricted in regard to number, frequency, and duration to that level which is reasonable.

Personal mail deliveries at the work location are discouraged and the employees are advised to notify senders to refrain from sending correspondence to the Corporation's address.

II. PURPOSE:

To set forth rules governing personal activities during work hours.

III. APPLICABILITY:

This policy shall be applicable to all employees of the Louisiana Housing Corporation.

IV. RESPONSIBLITY:

A. Appointing Authority is responsible for:
Holding accountable the supervisors under their supervision for adhering to all aspects of this policy.

B. Supervisors are responsible for:
1. Assuring that each employee under his/her supervision, current and new:
   - Is made aware of this policy and its contents as well as any forthcoming revisions, and
   - Is informed that he/she must abide by the terms of the policy as a condition of employment, and
   - Is informed of the consequences of violation of this policy.

2. Providing for formal review of this policy with all employees on a cyclical basis.

3. Assuring that work assignments are appropriate and reasonable, and that proper time management is observed for all employees.

4. Providing for informal discussions of grievances and complaints in an effort to resolve problems prior to the filing of a formal complaint.

5. Dealing with violations and grievances in a fair and consistent manner.

C. Employees are responsible for:

Restricting activities of a personal nature during work periods as outlined in this policy.

V. EXCLUSIONS:

Exceptions to this policy may be requested from the Appointing Authority along with compelling written justification.

VI. QUESTIONS:

Questions should be directed to the Appointing Authority

VII. VIOLATIONS:

Employees found to have violated this policy may be subject to disciplinary action.

Approved by:

July 1, 2012

Date