



## Board Letter

---

**Agenda Date:** July 29, 2025

**Agenda #:** 6

---

Recommendation to adopt revised 2023 Employee Handbook to 2025 Employee Handbook.

Presenter: Dominick Maniscalco, Deputy Chief Human Resources

### **Recommendation**

The Office of Human Resources recommends that the Board of Commissioners of the Chicago Housing Authority (CHA) approve the attached revised Employee Handbook. The request action complies in all material respects with all applicable federal, state, and local laws, and Chicago Housing Authority board policies. Human Resources has completed all necessary due diligence to support the submission of this initiative and plans to roll out this policy change to the authority post the July 29, 2025, meeting.

### **Funding**

N/A

### **Background**

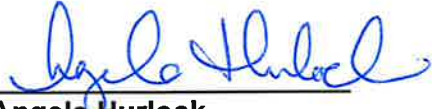
The CHA's Employee Handbook, last approved by the BOC on November 21, 2023, contains all personnel policies which complies and is required by federal, state, and local laws. This version of the Employee Handbook is revised and amended from the 2023 approved version. Human Resources, in conjunction with outside legal counsel, has done a comprehensive review and has updated this latest version. Updates include policies, procedures, and practices including but not limited to vacation, dress code, holidays, etc.

The key updates to the Employee Handbook include:

- **Vacation Allotment**
  - Recommendation to increase the first two vacation tiers by 1 day effective January 2026. Tier 1 will increase from 10 to 11 days and tier 2 from 15 to 16 days. Tier 3 will remain the same and max out at 20 days. In 2027, we recommend adding one more day to Tier 1 and 2 resulting in 12 and 17 days respectively.
- **Dress Code**
  - In keeping with a business casual dress code, recommend staff to wear sneakers that are presentable/professional.
- **Holidays**
  - Recommendation to increase the two half-day holidays to full-day holidays. The recommended holidays changes are:
    - Christmas Eve.
    - New Year's Eve.

- Other changes in federal, state, and local laws a required by law.

Respectfully Submitted:



---

**Angela Hurlock**  
**Interim Chief Executive Officer**



**Agenda #: 6**

**RESOLUTION NO. 2025-CHA-30**

**WHEREAS,** the CHA Board of Commissioners has reviewed the Board Letter dated July 29, 2025, entitled "Recommendation to adopt revised 2023 Employee Handbook to 2025 Employee Handbook":

**THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CHICAGO HOUSING AUTHORITY**

**THAT,** the Board of Commissioners hereby approves the Employee Handbook dated July 15, 2025.

**THAT,** this approval supersedes any previous policy guides, personnel policy manuals, or administrative policy manuals and procedures, except where expressly incorporated in this Handbook.

**THAT,** annually, any changes to the Handbook shall be brought to the Board for review and potential approval. Depending on the substance and timing of changes, Human Resources may recommend changes to the Board anytime during the calendar year.



A handwritten signature in black ink, appearing to read "Matthew Brewer", written over a horizontal line.

**Matthew Brewer  
Interim Chairperson  
Chicago Housing Authority**