



January 7, 2022

**TO:** CADA Board of Directors

**SUBJECT:** **January 14, 2022 Board Meeting**  
**AGENDA ITEM 11**  
**EMPLOYEE HANDBOOK ADDENDUM – EMPLOYEE TENANTS POLICY**

**CONTACT:** Jill Azevedo, Human Resources Manager

**RECOMMENDED ACTION:**

Staff recommends the Board adopt a resolution titled "Resolution Adopting the Employee Handbook Addendum – Employee Tenants" which replaces the "Employee Discount – Rent of CADA Units" policy with an updated policy.

**BACKGROUND**

At the December 10, 2021 meeting, the CADA Board approved revisions to the CADA Employee Handbook. Among the proposed changes was the deletion of Section IV. Benefits, K. Employee Discount – Rent of CADA Units. Staff informed the Board that they were working with legal counsel on an updated policy which would be presented to the Board for approval at the January 14, 2022 meeting.

**POLICY ISSUES**

In order for CADA staff to be able to adequately and efficiently address CADA employee issues and CADA tenant issues, staff recommends deletion of Section IV. Benefits, K. Employee Discount – Rent of CADA Units, and replace it with Article I. Employee Basics, Section H. Employee Rent of CADA Units Prohibited which better reflects CADA's current operational needs. Based on CADA's experience, when an issue arises with a CADA employee/tenant, it is difficult for CADA staff to adequately and efficiently address the issue with the person while respecting their rights as both a tenant and employee. Article 1 is set forth below.

**ARTICLE I. EMPLOYMENT BASICS**

**Section H. Employee Rent of CADA Units Prohibited**

Effective January 1, 2022, no CADA employee may lease any CADA unit. Specifically, current employees are not eligible to apply to lease a CADA unit.

Current CADA tenants are not eligible for employment with CADA. A current tenant may apply to a CADA position but, if successful, the tenant will be required to immediately vacate his or her unit or else decline CADA's offer for employment. CADA may terminate such an

employee who fails to vacate his or her unit prior to the employee's first day of work. Should an employee who vacated his or her unit to be employed by CADA in accordance with this policy be terminated, he or she is not guaranteed return of the unit.

A CADA employee who leased a CADA unit on or before January 1, 2022, will be exempt from this policy prohibiting current CADA employees from leasing a CADA unit. This exemption only applies so long as the employee remains continuously employed by CADA.

This policy shall not apply to CADA Resident Services Representatives ("RSRs"). For conditions regarding RSRs' occupancy of CADA units as part of their job duties, please see the Resident Services Representative Addendum available from Human Resources. RSRs who wish to have a pet must sign and comply with the terms and conditions of the CADA Lease Pet Addendum, including payment of a pet deposit at a rate of half the monthly market rate rent of his or her unit.

This proposed revision has been reviewed by CADA legal counsel.

### **STRATEGIC PLAN**

The Employee Handbook has proven to be an effective internal communication tool that supports CADA's ability to achieve its strategic plan goals. The policies set forth in the Handbook help CADA to retain a high-performing staff and to sustain a professional work culture.

### **FINANCIAL IMPACT**

While there may be some operational impacts, no financial impact is anticipated.

### **ENVIRONMENTAL REVIEW**

None. The proposed action is an administrative action and is not a project as defined by the California Environmental Quality Act (CEQA).

### **CONTRACT AWARD CONSIDERATIONS**

This action does not involve contract awards.

## **RESOLUTION NO. 22 - 09**

Adopted by the Capitol Area Development Authority

January 14, 2022

### **RESOLUTION ADOPTING THE EMPLOYEE HANDBOOK ADDENDUM – EMPLOYEE TENANTS**

**WHEREAS**, on December 10, 2021, the CADA Board of Directors adopted the CADA Employee Handbook dated January 1, 2022 ("Employee Handbook"); and

**WHEREAS**, prior CADA policy permitted CADA employees to rent CADA units ("CADA employee/tenant"), and, at the discretion of the Executive Director, to receive a discount on his or her rent for being a CADA employee/tenant; and

**WHEREAS**, based on experience, when an issue arises with a CADA employee/tenant, it is difficult for CADA staff to adequately and efficiently address the issue with the person while respecting their rights as both a tenant and employee; and

**WHEREAS**, in order for CADA staff to be able to adequately and efficiently address CADA employee issues and CADA tenant issues, the Board wishes to clarify and amend the Employee Handbook related to CADA employee/tenants.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Capitol Area Development Authority that the Board adopts a resolution:

1. Article I. "Employment Basics" is amended to include Section H. "Employee Rent of CADA Units Prohibited" as shown in **Attachment 1** to this Resolution 22-09, attached hereto and incorporated herein as if set forth in full.

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Ann Bailey, Chair

ATTEST:

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Tara Gandara  
Secretary to the Board of Directors

## **Attachment 1**

### **ARTICLE I. EMPLOYMENT BASICS**

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