

CITY OF HAILEY
RESOLUTION NO. 2025-032

**RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAILEY
AUTHORIZING THE REVISION OF HAILEY'S HAILEY PERSONNEL HANDBOOK**

WHEREAS, the City of Hailey desires to amend the City of Hailey Personnel Handbook ("Handbook") to amend section, Section IV.M, Housing Assistance Policy.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HAILEY, IDAHO, that the City of Hailey amends Hailey Personnel Handbook Section as shown in the attached excerpt to Section IV.M, Hailey Personnel Handbook dated March 10, 2025.

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF HAILEY, IDAHO, that this Resolution be in full force and effect on March 10, 2025, following its adoption this 10th day of March, 2025.

City of Hailey



Martha Burke, Mayor

ATTEST:



Mary Cone, City Clerk



Personnel Handbook

ADOPTED March 2, 2015 and as amended below

THE POLICIES IN THIS PERSONNEL HANDBOOK NEITHER CREATE NOR IMPLY A CONTRACT BETWEEN THE CITY AND ITS EMPLOYEES, NOR DO THEY GRANT ANY RIGHT TO GUARANTEED OR CONTINUED EMPLOYMENT.

This version of the Handbook supersedes and replaces all previous Personnel Handbooks and/or personnel policies followed by the City of Hailey.

Previous Personnel Handbooks were Adopted:

1993

1999

January 1, 2005

March 14, 2005

December 13, 2010

August 6, 2012

October 10, 2012

Amendments to the Adopted March 2, 2015 Handbook:

July 20, 2015: Sections II.E and IV.B

August 3, 2015: Sections III.C and IV.H

September 9, 2015: Section IV- C

February 6, 2017: Sections **II**(G.3) (R) (W) ; **IV** (B) (C) (L);
V; **VI** (B) (C); and Appendix C

October 16, 2017: Section IV. H: Paid Time off Donations

March 2, 2018: Section III.F: Relief Time for Exempt Employees

December 21, 2018: Section III.E, III.F and IV.G: Overtime, Relief Time and
Holiday Benefits

October 11, 2022: Amend Section IV.G to add Juneteenth federal holiday' clarify
that Columbus Day is recognized as Indigenous Peoples Day,
and new Section M, Housing Assistance Policy

May 28, 2024: Amend Section IV.D, adding Kept on Staff Policy

March 10, 2025: Amend III.M, Housing Assistance Policy

Handbook Excerpt:

M. Housing Assistance Policy

1. **Overview.** The City of Hailey wishes to incentivize its employees to reside within Hailey City limits. As incentive to locate within the City and to assist with the high housing costs that exist regionally, the City will provide housing assistance to permanent full-time employees who are deemed "Housing Burdened." This determination is based on the U.S. Department of Housing and Urban Development definition of those that spend 30% or more of their adjusted gross income on rent or mortgage, utilities, and other relevant housing costs, with greater assistance available if the housing is within Hailey city limits. The Housing Burden definition is refined by the City's criteria outlined under "PROCESS" below.

The City will provide housing assistance in the form of a monthly payment for qualified Exempt and Full-time Non-exempt employees, paid through the payroll process and subject to customary payroll deductions. The amount of this monthly assistance will be specified by the City Council and may be changed from time to time. The City Treasurer will maintain records of the most current monthly assistance amount. Housing Assistance may be used for mortgage or rental payments or other housing related costs.

2. **Process.** City of Hailey employees seeking assistance with housing payments will apply to the City's Third-Party Administrator (TPA) following their standard application process. Within 30 days of receipt of a complete application, the TPA will determine qualification and notify the City of the employee's Housing Burden.

Monthly Housing Burden is calculated as follows: **Monthly Housing Cost ÷ Adjusted Monthly Income.**

Monthly Housing Cost: The TPA will determine Housing Burden by first determining Monthly Housing Cost for the entire household, which will include:

- A. Mortgage or rent payments;
- B. Homeowners or rental insurance;
- C. Homeowners' dues (if separately paid for by the employee) that cover maintenance and repairs but NOT including discretionary recreation dues; and
- D. Utility costs (including power, gas, water, sewer but EXCLUDING cable, satellite, internet and phone).

Adjusted Monthly Income (AMI): AMI will be determined using the employee's anticipated income based on historic data and will include total gross monthly income from all other sources.

The following allowable expenses will be deducted:

- A. All federal, state and any local withholdings (including social security, Medicare, etc.), garnishments, child support payments, and alimony;
- B. PERSI contributions **not** including any voluntary PERSI 401K contributions;
- C. Health insurance costs; and
- D. Childcare costs for households in which all adults are working, prorated (based on hours worked as a percentage of 40 hours/week) for part-time employment.

3. Target Monthly Housing Burden Reimbursement

The Target Monthly Housing Burden reimbursement is calculated as follows:

| Housing within City limits | Housing Outside City limits |
|---|---|
| Adjusted Monthly Income x .3 <u>.2</u> up to a maximum of \$400 | Adjusted Monthly Income x .3 <u>.2</u> up to a maximum of \$300 |
| | |

The TPA may also evaluate employees who anticipate a housing burden for reasons, including, but not limited to:

- 1) Expected change in housing needs because of an upcoming change in household size or needs (additional children, caregiving for additional adults, disability, loss of roommate or partner, etc.)
- 2) Expected relocation, including relocation into the City, loss of current housing (owner sold rental property, lease not renewed, etc.), voluntary relocation to reduce commute, to reduce housing costs, and similar reasons.

Employees may pre-qualify for Housing Assistance for planning purposes but will not receive Housing Assistance until relocation actually occurs.

Following a determination that an employee is Housing Burdened, the City will be notified of the employee's name and Housing Burden percentage. The employee will begin to receive assistance on the first payroll of the month following qualification and notice. Payroll disbursements are subject to standard withholdings and shall be expensed to the City's Workforce Housing Fund. Housing Assistance will be provided as follows:

Employees receiving assistance must re-certify all financial information by April 30 of each year. The TPA will re-determine qualification following receipt of the information submitted and based on available funding.

The City will conduct an annual review of the Housing Assistance Policy to gauge effectiveness of the Policy. The City reserves the right to modify, amend or terminate the Policy at any time, with 30 days' notice to Housing Assistance recipients.

Employees who receive assistance will sign an acknowledgement certifying that the personal financial information included in their application is accurate and true and that they agree to abide by the terms of this Policy. Employees must also acknowledge that any assistance received as a result of misleading or fraudulent information must be refunded in full and this may occur through payroll deductions, and that they may be subject to disciplinary procedures – up to, and including, termination.

An employee who ceases employment with the City shall be obligated to repay this assistance as follows:

| Years of Continuous Employment | Amount of Assistance to be Repaid |
|---------------------------------------|--|
| 0-12 months | 100% |
| 13-24 months | 75% |
| 25-36 months | 50% |
| 37+ months | No repayment necessary because employee is fully vested. |

Following 3 years of continuous employment with the City, all assistance received is 'vested' and does not require repayment.

Housing Assistance will terminate upon any one of the following conditions:

- 1) upon termination of employment with the City; or
- 2) failure to be deemed Housing Burdened under this policy, or as amended.

AGENDA ITEM SUMMARY

DATE: 3/10/25 **DEPARTMENT:** Administration **DEPT. HEAD SIGNATURE:** LH

SUBJECT: Amendments to Hailey's Personnel Handbook: Housing Stipend

AUTHORITY: ☐ ID Code _____ ☐ IAR _____ ☐ City Ordinance/Code _____
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

The City has offered an Employee Housing Stipend since September 2022. Since that time, the Council has budgeted \$50,00 per year in the budget for this stipend. The program established in 2022 is based on employees receiving an additional stipend if a third-Party Administrator determines that they are "housing burdened" at a ratio of paying 30% or more of their adjusted gross income for housing. Less than 10% of our employees take advantage of the program. We conducted an anonymous employee survey in June of 2026 to query employees if the "housing burden" threshold were lowered to 20% would the survey respondent be more likely to take advantage of the program. Over 50% of the employees responding answered yes to this question (see survey attached). The attached Resolution includes proposed changes to the Personnel Handbook to amend the current Employee Hailey Housing Assistance Policy to lower the housing burden threshold for qualification from 30% to 20%.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:

Budget Line Item # _____ YTD Line Item Balance \$ _____
Estimated Hours Spent to Date: _____ Estimated Completion Date: _____
Staff Contact: _____ Phone # _____
Comments: _____

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

| | | | |
|--------------------|----------------------------|---------------------|--------------------|
| ____ City Attorney | ____ Finance | ____ Licensing | ____ Administrator |
| ____ Library | ____ Community Development | ____ P&Z Commission | ____ Building |
| ____ Police | ____ Fire Department | ____ Engineer | ____ W/WW |
| ____ Streets | ____ Parks | ____ Public Works | ____ Mayor |

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Motion to approve Resolution 2025-032 authorizing an amendment to Hailey's Personnel Handbook, Section IV.M.

ACTION OF THE CITY COUNCIL:

Date 3/10 - council approved

City Clerk _____

FOLLOW-UP:

*Ord./Res./Agrmt./Order Originals: Record
Copies (all info.): _____
Instrument # _____

*Additional/Exceptional Originals to: _____
Copies (AIS only)