

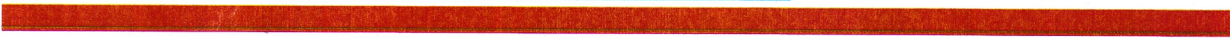
NINA DUNN HOUSING DEVELOPMENT FUND CORP.

1670 LONGFELLOW AVENUE /SUITE 1F

BRONX, NY 10460

TEL: (718) 542-2455/ FAX: (718) 991-7133

NINADUNN1670@OUTLOOK.COM



NINA DUNN HDFC COOPERATIVE EMPLOYMENT POLICY MANUAL

Effective Date: JUNE 2026

SECTION 1. PURPOSE

This Employment Policy establishes the terms and conditions of employment for all employees of the Cooperative. The Cooperative is committed to maintaining a fair, safe, and legally compliant workplace in accordance with applicable federal, New York State, and New York City employment laws.

SECTION 2. EMPLOYMENT CLASSIFICATIONS

A. Full-Time Employees

Full-time employees are regularly scheduled to work thirty-five (35) or more hours per week.

B. Part-Time Employees

Part-time employees are regularly scheduled to work fewer than thirty-five (35) hours per week.

C. Temporary Employees

Temporary employees are hired for a specific project, season, or limited duration and are not eligible for employee benefits unless otherwise required by law.

SECTION 3. EQUAL EMPLOYMENT OPPORTUNITY

The Cooperative prohibits discrimination and harassment based upon race, color, creed, religion, national origin, citizenship status, age, sex, gender identity, gender expression, sexual orientation, disability, marital status, military status, pregnancy, genetic information, arrest or conviction record, domestic violence victim status, or any other protected classification under applicable law.

SECTION 4. HOURS OF WORK

A. Full-Time Employees

Standard workweek consists of forty (40) hours.

B. Part-Time Employees

Hours vary according to operational needs.

C. Meal and Rest Periods

Employees working more than six (6) hours extending over the noon-day meal period shall receive an unpaid meal period in accordance with New York Labor Law.

SECTION 5. OVERTIME

Non-exempt employees shall receive overtime compensation at one and one-half (1.5) times their regular rate of pay for all hours worked over forty (40) in a workweek in accordance with the Fair Labor Standards Act and New York Labor Law.

SECTION 6. COMPENSATION

Employees shall be compensated at rates approved by the Cooperative Board of Directors.

Part-time employees shall be paid only for hours actually worked unless otherwise entitled to paid leave under law or Cooperative policy.

SECTION 7. VACATION BENEFITS

A. Full-Time Employees

Full-time employees are eligible for paid vacation as follows:

Years of Service Annual Vacation

0 – 1 Year 5 Days

1 – 5 Years 10 Days

5 – 10 Years 15 Days

10+ Years 20 Days

Vacation accrues monthly and may be used after ninety (90) days of employment.

Vacation requests are subject to operational requirements and supervisory approval.

Unused vacation may be carried over up to five (5) days into the next calendar year. Any additional unused vacation is forfeited unless otherwise required by law.

B. Part-Time Employees

Part-time employees are not eligible for paid vacation benefits unless approved by the Cooperative Board or required by a collective bargaining agreement.

SECTION 8. PERSONAL TIME OFF (PTO)

A. Full-Time Employees

Full-time employees shall receive three (3) paid personal days per calendar year.

Personal days may be used for personal business, family matters, religious observances, or other personal needs.

Unused personal days do not carry over and are not paid out upon separation.

B. Part-Time Employees

Part-time employees are not eligible for personal days unless specifically authorized by the Cooperative.

SECTION 9. NEW YORK PAID SICK AND SAFE LEAVE

The Cooperative complies with New York State Paid Sick Leave and New York City Earned Safe and Sick Time requirements. Eligible employees accrue leave at a minimum rate of one (1) hour for every thirty (30) hours worked. This benefit applies to full-time and part-time employees.

Depending on employer size:

- Employers with 100 or more employees provide up to 56 hours of paid sick/safe leave annually.
- Employers with 5–99 employees provide up to 40 hours of paid sick/safe leave annually.
- Smaller employers shall comply with applicable state and city requirements.

Sick and safe leave may be used for:

- Personal illness or injury.
- Medical appointments.
- Care of a family member.
- Domestic violence, stalking, human trafficking, or related safety concerns.
- Preventive medical care.

The Cooperative prohibits retaliation against employees who exercise sick leave rights.

SECTION 10. HOLIDAYS

Full-time employees shall receive the following paid holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous Peoples' Day / Columbus Day
- Veterans Day

- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day

Part-time employees are not eligible for paid holidays unless scheduled to work under a specific approved arrangement.

SECTION 11. FAMILY AND MEDICAL LEAVE

Eligible employees shall receive all protections available under:

- Federal Family and Medical Leave Act (FMLA)
- New York Paid Family Leave (PFL)
- Applicable New York City leave protections

SECTION 12. WORKPLACE SAFETY

Employees must comply with all workplace safety rules and report unsafe conditions immediately.

SECTION 13. CODE OF CONDUCT

Employees shall:

- Treat coworkers and members respectfully.
- Maintain confidentiality.
- Avoid conflicts of interest.
- Protect Cooperative property.
- Follow all lawful workplace directives.

SECTION 14. DISCIPLINE

The Cooperative reserves the right to implement progressive discipline, including:

- Verbal warning
- Written warning
- Final warning
- Suspension
- Termination

Serious misconduct may result in immediate termination.

SECTION 15. EMPLOYMENT AT WILL

Unless otherwise provided by written contract, employment with the Cooperative is at will and may be terminated by either the employee or the Cooperative at any time, with or without cause and with or without notice.

SECTION 16. POLICY MODIFICATION

The Cooperative reserves the right to modify, amend, suspend, or terminate this policy at any time to comply with legal requirements or operational needs.

Approved By:

Board Chair

Date

Cooperative Name