

**The Houston Housing Authority** recognizes our employees as our most valuable asset.



**Medical**

Our competitive salary and benefits package includes a choice of two PPO service providers on a 4-tier medical plan. You will have access to 24-hour health information services. The Authority pays 70% of the premium cost while the employee is responsible for 30%, with variable rate co-pays for doctor's visits, prescription drugs, and hospital visits.



**Dental**

Enrolling in the **Dental plan** is easy. You may elect the DHMO or DPPO plan. With our DHMO plan you simply select a General Dentist from our network of participating dentists. Your co-payment will not change whether you visit a General Dentist or a Specialist. Our DPPO plan has an annual deductible and provides you the flexibility and convenience of selecting from a broad range of DPPO dental providers of your choosing.



**Vision**

Through the **Vision Care** provider network, you will receive a complete examination, as well as, spectacle lenses and frames, or contact lenses within the same plan year. You will receive most services at no additional cost above any applicable co-payment(s).



**125 Cafeteria +  
FSA**

**The Authority** offers employees participation in the Section 125 Cafeteria Plan where Pre-Tax options are available for employees and dependents. In addition, employees may elect to contribute pre-tax contributions to the FSA program and save even more on their taxes. At this point the Authority only offers the Flexible Spending Account for the health care benefits.



**Life Insurance**

**The Houston Housing Authority** provides Term Life valued at 150% of the annual salary plus \$10,000 and Accidental Death and Dismemberment Coverage.



**Pension**

**The Houston Housing Authority** offers a diversified contribution plan whereby the Authority contributes 8.5% of the annual salary with the employee contributing from 2% to 10% of his/her annual salary.



**EAP**

**The Employee Assistance Program (EAP)** is a free resource, available 24 hours a day, 7 days a week, offering information, encouragement and support to employees upon a telephone call to our carrier. Because the sooner you deal with things that are weighing you down, the less likely they'll become serious—and make you sick.



**Tuition Assistance**

The Employee Tuition Assistance Program is designed to assist employees in their educational pursuits. *For more information, refer to the Employee Tuition Assistance Program guideline.*



**Free Parking**

The Authority provides FREE parking to all of its employees. Note: Covered parking is reserved for Executive staff.



**Work Schedule Alternative**

HHA supports every employee in achieving a Work-Life balance so employees can achieve a satisfying work experience and a full personal life. Employees have three (3) options when requesting their work schedule. *Certain restrictions may apply.*

Option 1: Standard 8-hour shift  
80 hours per pay period

Option 2: 9/8/80 - Eight (8), 9-hour days  
One (1), 8-hour day  
80 hours per pay period/one week day off every other week

Option 3: 4/10/80 - Four (4), 10-hour days  
40 hours per week/one day off per week.

**Paid Time Off**

**Paid Time Off (PTO)** is computed based on years of service for regular full-time employees and earns a bi-weekly accrual for annual accruals as follows. *Certain provisions may apply.*

<u>Service Years</u>	<u>Annual</u>
0-5	15 Days/120Hours
6-10	20 Days/160 Hours
11-15	25 Days/200 Hours
16 or More	30 Days/240Hours

**Holidays**

**The Authority** recognizes 12 paid holidays per year which include New Years Day, Martin Luther King, Jr.'s Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, The Friday after Thanksgiving, Christmas and a Floater day.

**HHA's greatest benefit -**

*You!*