

# **EMPLOYMENT PROCESS**

## **To Apply**

In accordance with the Americans With Disabilities Act (ADA) reasonable accommodations in the application process will be provided upon request. All applicants for employment must complete an employment application form. Application materials may be obtained only from the central office at 5700 R Street. All applications must be received on or before the closing date specified in the job advertisement. Applications that are received by fax (402) 434-5502 will be accepted, however, the applicant will be required to submit his/her original application if he/she is scheduled for an interview. A resume is not a substitute for a completed application form, but may be included with the application. Unsigned applications will not be eligible for consideration. Applicants should proof read their applications for accuracy and legibility prior to submitting them.

Applications will remain on file for six months, during which time an applicant may have his/her application submitted for another advertised position by contacting the Human Resources Department. After the six month time period has lapsed, the application is not eligible for consideration and a new application will be required.

## **Job Advertisements**

Employment opportunities are posted on public bulletin boards at the Lincoln Housing Authority, at the Nebraska Workforce Development, in local newspapers and at a variety of community agencies. Openings are also listed under “Current Employment Opportunities” on this web page.

## **Screening Process**

The screening process for applications generally takes one week after the closing date for submitting applications. The Human Resources Department screens all applications for each position to ensure candidates possess the minimum qualifications for the position and then forwards all qualified applications to the department with the vacancy. Applicants are notified in writing of their status in the hiring process.

## **Internship Program**

The Lincoln Housing Authority offers an internship program providing undergraduate or graduate students with valuable on-the-job experience related to their field of study. Internships are paid positions with academic credit or non-credit options. Students work 19 hours per week or less. Internships can be scheduled for either a semester, full school year or during the summer. The program is available to full or part-time students enrolled at an accredited post-secondary institution.

# **EMPLOYEE BENEFITS SUMMARY**

Benefits listed below are based on full-time, regular employee status. Part-time employees are eligible for some benefits on a pro-rated basis. Temporary and seasonal employees (including students working in the Internship program) are not eligible for benefits.

## **Flexible Work Schedule**

If the job allows a flexible work schedule, with supervisor permission, an employee may choose to work eight hours per day, five days per week, OR an employee may work nine hours per day Monday through Thursday and eight hours on Friday with every other Friday off.

## **Holidays**

LHA provides 11 paid holidays annually, one of which is a personal holiday.

## **Sick and Vacation Leave**

Based on years of service, employees earn paid vacation and sick leave time.

## **Retirement Plan**

Employees are eligible to participate in the LHA retirement plan after successful completion of their orientation period. The employee and LHA contribute a pre-determined percentage to the fund and the employee has the opportunity to direct their funds in a variety of investment options. The plan has a 5-year vesting schedule. LHA also offers a voluntary deferred compensation plan.

## **Tuition Assistance**

LHA provides tuition assistance at the rate of 100% of tuition and book expenses for job-related courses at an accredited college/university for undergraduate course work. Tuition assistance is available after completion of a six month orientation period.

## **Medical and Dental Insurance**

LHA pays a portion of the cost for a comprehensive benefits plan for employees and their families.

## **Life Insurance/Disability Insurance**

Basic group term life insurance and accidental death & dismemberment insurance are provided at no cost. Additional voluntary coverage and dependent life insurance opportunities are available for employees to purchase. Employees are eligible for long term disability insurance after the completion of a six month orientation period.

## **Section 125 Medical/Dependent Reimbursement Account**

Employees may elect to put pre-tax dollars into a medical or dependent care account. The money can then be reimbursed to the employee to pay for any non-covered medical expenses or dependent care expenses.