

AMENDMENT TO PERSONNEL POLICY

Dated December 13, 2011

CONTRACT FOR ADMINISTRATIVE SERVICES OF THE EXECUTIVE DIRECTOR

The Allen Park Housing Commission, at its sole discretion, may employ an Executive Director by way of an administrative services contract, subject to HUD concurrence and approval.

Said contract shall be consistent with the Housing Commission Personnel Policy. Said Contract shall be negotiated and include a term (not to exceed three years), conditions for renewal/extension, annual salary or any future adjustments, benefits and any other compensation, as well as grounds for termination. The contract shall incorporate by reference the job description of the Executive Director, including duties and obligations as well as the annual performance evaluation process. Said contract shall be approved by HUD prior to ratification and execution by the Housing Commission and the contract employee (Executive Director).

(This provision shall be added to the existing Personnel Policy previously adopted and incorporated by reference and added to paragraph II on page 2 before the Administration paragraph)