

WELCOME TO THE HUMAN RESOURCES DEPARTMENT

The Human Resources Department of the Saginaw Housing Commission (SHC) is responsible for recruiting and selecting skilled personnel, administering employee benefits programs, providing professional development & training, and facilitating labor contract negotiations. The Human Resources Department is the central location for reviewing employment opportunities and applying for available vacancies.

WHY JOIN THE SHC TEAM?

The SHC is dedicated to enhancing the workplace experience of our employees and our employee programs are designed to attract and retain the best talent available.

Every SHC Employee – from the most recently hired to the most senior professional – has her or his special reason for joining our dedicated team. Some come for the strong teamwork and colleague support. While others say it's the pride that comes from being part of an agency dedicated to providing quality housing services and promoting economic opportunities for residents and program participants. For whatever reasons, here at the SHC, our employees are able to achieve the goals they set for themselves and make a difference in the lives of others.

When you join the SHC, you are joining an organization that strives for excellence in carrying out its property management, housing assistance, housing development and agency administration duties, and through conscientious stewardship of its assets and community resources, serves the public trust with integrity.

CAREER OPPORTUNITIES

If you are interested in pursuing a career with the SHC, apply by mail to:

Saginaw Housing Commission
Human Resources Department
1803 Norman Street
P.O. Box 3225
Saginaw, MI 48601

Once you have submitted your application or resume, you will be notified by telephone or mail regarding your applicant status. Solicited applications and resumes will be retained for up to one year.

HIRING POLICY

We offer equal opportunity employment to all based upon individual merit and do not discriminate on the basis of race, color, religion, national origin, sex, marital status, age, height, weight or disability.

CONTACT US

For the hearing impaired: (989) 755-1880 (TTY)

Phone Number: (989) 755-8183, ext. 134

Fax Number: (989) 755-8161

Business Hours:

Monday-Friday, 8:00 a.m. until 5:00 p.m.

Rose Morris

Human Resources Administrator

EMPLOYEE BENEFITS

The Saginaw Housing Commission offers an excellent benefits program to eligible employees. There are two benefits plans available, including one for part-time employees. Eligible full-time employees receive: Medical, Health Reimbursement Account, Dental, Vision, Life Insurance, Accidental Death & Dismemberment (AD&D), Short-Term Disability, Long-Term Disability, 401(a) Plan, Deferred Compensation Plan, Paid Holidays and Paid Time Off for Vacation & Personal Days.

Health Care Options (pre-paid tax dollars):

- Blue Cross/Blue Shield Community Blues Medical Coverage.
- Prescription Drug coverage (co-pay).
- Opt out up to \$2,500 per year.

Dental Coverage:

- Delta Dental, includes preventive, restorative, prosthodontic, and child orthodontic services.

Vision Coverage:

- Examinations & lenses covered 100%, frame allowance up to \$200, Adult benefit frequency is every 24 months & children every 12 months.

Company Paid Life Insurance:

- Up to one times annual salary (rounded up to \$50,000 maximum).
- Accidental Death and Dismemberment Insurance (doubles life insurance).

Company Paid Short Term/Long Term Disability:

- Eligible employees receive 66 2/3 % of gross wages for up to 26 weeks beginning on the first day of accident/injury or 8th day of illness. Long-term disability benefit available after six months of continuous disability.

401(a):

- Full-time employees contribute 5% of gross wages (in pre-tax dollars) into plan and the Saginaw Housing Commission contributes an additional 10% of employees' gross wages into the plan.

457 Deferred Compensation Plan:

- Employees can contribute up to \$15,000 into their 457 Deferred Compensation Plan. These amounts are on an annual tax-deferred basis.

Company Paid Time Off:

- Effective the first day of hire, full-time employees receive 12 paid holidays each year.
- Full-time Employees accrue 28 Paid Time Off (PTO) days per year.

Employee Assistance Program:

- No cost to employee. Counseling and referral services provided by Child & Family Services.