

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 and Lincoln Housing Authority's website. 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.

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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, eligible employees earn paid vacation and sick leave time.

Retirement Plan

Employees (regularly scheduled to work a minimum of 20 hours per week and at least 5 months per year) are eligible to participate in the LHA retirement plan on the first of the month after successful completion of their six-month orientation period. The mandatory employee contribution is fixed at 6% of salary (pre-tax) and LHA's contribution, effective May 1, 2011, is 8%. The plan has a 5-year vesting schedule.

Deferred Compensation Plan

Employees are eligible to participate in the deferred compensation plan on the first of the month after successful completion of the six-month orientation period. An employee must be regularly scheduled to work for a minimum of 20 hours per week and at least 5 months per year. LHA makes no contribution toward the deferred compensation program.

Educational Assistance

LHA provides educational assistance for tuition and book expenses for job-related courses at an accredited college/university. Educational 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. Employees may pay premium expense with pretax dollars through the Section 125 Flexible Benefits Plan.

Life Insurance/Disability Insurance

Basic group term life insurance and accidental death & dismemberment insurance are provided at no cost. After completion of the six-month orientation period: additional voluntary coverage and dependent life insurance are available for employees to purchase; and LHA provides long-term disability insurance at no cost to the eligible employee.

Section 125 Health and/or Dependent Care Reimbursement Accounts

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 eligible medical expenses (not covered by insurance) or dependent care expenses.