

To: I-195 Redevelopment District Commissioners

From: Caroline Skuncik, Executive Director
Amber Ilcisko, Director of Operations

Date: December 15, 2023

Re: Employee Handbook Updates

Introduction

This memo summarizes the proposed changes to the I-195 Redevelopment District's ("District's") employee handbook and the process that led to the proposed changes.

Background & Process

The District's employee handbook was last updated in March of 2022. The update before you fulfills our previously stated goal to review the handbook annually and to update as necessary to remain compliant with applicable laws, keep up with best practices, and reflect our operation procedures. Our human resource consultant, Workforce Ready Solutions, directed this review and subcontracted with an attorney specializing in employment law to assist with the handbook updates.

Summary of Key Changes

- Codified operational policies that have been implemented since the last handbook update such as timesheets and purchasing protocols.
- To be consistent with the policy for State of Rhode Island employees, revised the bereavement policy to add more definition around the amount of leave provided based on family member.
- Added an employee disciplinary policy that details a four-step process, including the development of a Performance Improvement Plan, if warranted.
- Clarified and better defined policies for cell phone use, paid-time-off policies, use of Temporary Caregiver Insurance, sick time, diversity, reasonable accommodations, and travel meal allowance.

- To reflect the addition of part-time employees, clarified benefits and policies for these employees such as a partial cell phone reimbursement (\$25 per month), and unpaid sick time.
- Added Juneteenth as a holiday to remain consistent with the State of Rhode Island holiday calendar.
- Added life insurance benefit for full-time employees that have employed with the District for one year.