



To: I-195 Redevelopment District Commissioners

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

Date: March 12, 2025

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 December 2023. 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 operation procedures. Our human resources consultant, Workforce Ready Solutions, directed this review.

Summary of Key Changes

- The most significant change is an update to increase Paid Time Off (PTO) based on employee tenure that is aligned with the practice of other quasi-state agencies. The District offers PTO in lieu of separate paid sick and paid vacation days.
 - The District currently provides twenty (20) days of PTO each fiscal year with the ability to carryover ten (10) days into the next fiscal year.
 - The proposed update provides five (5) additional days at the start of each fiscal year following the employee's fifth year of employment with two (2) additional carryover days, and an five (5) additional days at the start of each fiscal year following the employee's tenth year with three (3) additional carryover days.
- Establishing the requirement of Executive Director approval for any employee to serve on any outside boards, commissioners, and/or any other public bodies
- Expands Temporary Caregiver Insurance is expanding from six (6) weeks to seven (7) weeks in 2025, and then to eight weeks in 2026, in accordance with applicable law.
- An update to the tuition reimbursement policy to reimburse eligible employees one hundred percent of the tuition as defined in the handbook for receiving a letter grade of an A or a B.
- Various updates to clarify existing policies.