

RIHousing Employee Handbook Amendments 2018 - 2022

Policy Name	Add/Delete/Change	Amendment
Hiring of Relatives	change	Re-written to provide greater clarity
Fraternization	change	Removed prohibition for co-workers; policy applies to managerial personnel & Board of Directors
Disability Accommodation	change	Added requirement for supervisor to advise HR, if aware, of need for accommodation; added employee will be directed to contact the Corp's ADAAA administrator to request the accommodation
Recruiting and Hiring	delete	Removed policy as of 2019, this outlined an HR procedure, not a policy
Internal Job Postings	change	Removed the CEO & COO from process
Introductory Period	change	Added performance assessments at 90 and 170 days
Performance Evaluations	change	Changed to allow employees hired between 1/1 and 5/30 to be considered for salary increases
401(a) Money Purchase Pension Plan	change	Changed eligibility from 1st of month after 90 days to 1st of month after date of hire
Employee Saving and Investment Opportunities	change	Changed eligibility from 1st of month after 90 days to 1st of month after date of hire; added a ROTH option
Health Care Benefits	change	Removed specific reference to employee cost for dental & vision; added income level as additional determinant of employee cost; established rebates for employees not carrying medical to \$1,000 individual & \$2,000 family (vs 20% of blended average of all plan premiums)
Retiree Health Care Benefits	change	Expanded description of Medicare Supplement plans; added that retirees must be enrolled in dental prior to retirement in order to continue dental coverage; stated that no rebates available for waiving retired employee coverage
Short-Term Disability Insurance (STD)	change	Clarifies that STD Leave is 90 days while STD benefits are for a maximum of 11 weeks allowing for 10 business days/2 weeks of a waiting period; adds option for 2nd & 3rd Medical Opinions upon request of RIH; removed requirement that PTO must be used for 40% not covered by STD payments and adds the order that PTO must be used to sick>vacation>supplemental sick
Long-Term Disability Insurance	change	Adds that the employee must be approved for LTD in order for the position to be held open for 6 months; adds is employee responsible for employee portion of health benefit contributions.
Holidays	change	Renamed Columbus Day-Indigenous Peoples Day; removed floating holiday time and added 24 hours of personal time; added Juneteenth holiday
Transportation Benefit	change	Removed bus pass option; changed options to subsidized parking at specific garages or receive the company contribution, non-taxable, on a monthly basis (which can be used to purchase a bus pass)
Education Assistance	change	Reduced service requirement to participate from 12 months to 6 months; added option for advance payment
Loan/Rental Assistance Programs	change	Consolidated specifics on policy by removing links to General Participation Policy; First Down and Refi Participation Policy; HHFRI participation Policy
Vacation Leave Benefits	change	Changed vacation accrual to begin the first day of employment; changed vacation leave during the first year to 10 days from 9 days; Removed statement that employees terminated for cause are not eligible for payment of accrued but unused vacation time; adds that accrued vacation leave benefits may be used to supplement short or long term disability pay or paternal leave pay

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Sick Leave Benefits	change	Removes 90 day waiting period to use accrued sick leave; changes that employees must use sick leave benefits for their own illness, injury, medical/dental appointments; reduced the number of days where a doctor's note to return to work is required from 5 to 3; adds that if the separation occurs after the 15th of the month, the employee will accrue sick time for that month & before the 15th they will accrue none for the month
Family and Medical Leave	change	Changed to require Manager, Division Director and HR Director approval for up to 4 week reduced return to work schedule
Military Leave	change	Removed term "voluntary"; limit paid leave to 90 days in a 12-month rolling period.
Paydays	change	Pay is now retroactive, paid for the previous 2 weeks as opposed to the previous payment at the end of the current week
Safety	change	Added requirement that employees wear seatbelts while on company business
Smoking	change	Extended smoking prohibition to not within 25 feet of any entrance
Use of Computing Resources, Internet Usage and Electronic Communications	change	Added reference to IT Policy Handbook and to the annual requirement to review and sign an acknowledgement
Email Policy	change	Added guidance to review email thread before forwarding it to others
Emergency Closings	change	Emergency notices to be communicated by multiple methods
Travel Expenses	change	Adds Boston to the definition of "In-State" consistent with State Policy: clarified documentation requirements
Cell Phone Policy	change	Added employees may opt out of text messages from RI Housing including daily COVID screening and emergency messages
Teleworking Policy and Procedures	added	New policy to address hybrid workplace
Employee Conduct and Work Rules	change	Added Ethics Policy including required attendance at ethics training and acknowledgement of the Ethics Policy
Whistleblower Policy	change	Added reportable offenses to include gross mismanagement, gross waste of funds, or abuse of authority
Progressive Discipline	change	Added Failure to resolve a violation of the Ethics Policy within 30 days of notice will result in immediate termination
Code of Ethics	change	revised to refer to the RI Housing Ethics Policy adopted on December 16, 2021
Telephone Monitoring	added	Allows monitoring of employees telephone conversations without notification for legitimate business purposes
22-Nov-22		