



To: CRA Board
From: Ellen Shore
Date: November 17, 2021
Subject: Updated CRA Employee Handbook

The current CRA Personnel Policy was written in 2014. The proposed Employee Handbook has been discussed with staff and has also been legally reviewed. The following is a list of the major changes that were made, listed in the ordered sections of the new document.

GENERAL

- The document is renamed the CRA Employee Handbook and Personnel Policies.
- The CRA logo replaces the City logo.
- “The CRA” replaces “The Authority”
- Paying for a job candidate’s travel expenses was deleted.

CREATING A WORKPLACE WHERE ALL CAN THRIVE

- There is an expanded discussion of topics regarding discrimination, harassment, ethics, equity and accommodations.
- The document highlights that the CRA is an anti-racist agency.

ETHICS AND DUTY TO REPORT

- The CRA Treasurer is specified as the first contact for reporting fraud issues.
- The Executive Director is specified as the first contact for reporting discrimination and harassment issues, rather than the employee’s supervisor. The Chair or another member of the Board may be contacted as an alternative.

WORKHOURS, FLEXIBLE SCHEDULES AND “COMP” TIME

- Office hours are 9:00 AM to 5:00 PM, not 5:30 PM.
- There is now a notion of a 6-hour core period during the workday 10:00 AM – 4:00 PM, allowing employees flexibility to start work earlier, i.e., 8:00 AM or end their days later, i.e., 6:00 PM.
- Hybrid work is permitted with supervisor approval
- There is a cap of 37.5 hours of comp time, rather than 75.

- No comp-time hours can be rolled-over into a following year, instead of allowing 37.5 hours to roll over.
- Supervisor reorganization has occurred so language was added regarding supervisor approval for timesheets, time-off requests, and conducting performance reviews. The Executive Director still has final approval for personnel decisions.

PAID TIME AWAY FROM WORK

- There are still 13 official holidays however Juneteenth replaces Christmas Eve/Floating Holiday
- Vacation: Employees earn 3 weeks through their 6th year – no change
Employees earn 4 weeks after 7 years of service, instead of 10 years
Employees earn 5 weeks after 10 years of service, instead of 20
- Personal Time is increased from 15 hours to 30 hours annually.
- Reference to the Massachusetts Paid Family and Medical Leave Act was added
- In the bereavement leave section, the terminology for immediate family members was expanded.

EMPLOYEE BENEFITS

- The section about employee payments towards their health insurance was corrected to align with GIC's policy that employees hired after June 30, 2003 pay 25% of their health insurance premium, not 20%.
- The CRA provides one dental insurance plan and pays the entire premium.
- The T-pass subsidy is now called Green commuting. The maximum subsidy is increased from a \$100 fixed benefit amount to a value up to 150% of a monthly LinkPass. The maximum under this formula is currently \$135. This subsidy can be used for T-passes, commuter rail, and/or parking at MBTA stations.
- The option to enroll in a 457 Retirement Plan was added.
- A clarification is made that disability insurance is paid entirely by the employee; the CRA does not contribute to the premium of this benefit