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19 April 2017

TO: RAILS Board Policy Committee

FROM: Dee Brennan

SUBJECT: Policy Language Changes

Throughout the RAILS Employee Handbook, the title “RAILS Human Resources Manager” is used 16 times. Barb Brooks is the current “RAILS Director, Human Resources”. Her title change occurred in July 2014. There are also instances where “Human Resources Manager” will be replaced with “human resources department”.

Motion to recommend to the full RAILS board replacing the language “RAILS Human Resources Manager” with “RAILS Director, Human Resources” or “human resources department” where applicable throughout the RAILS Employee Handbook.