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2025 RAILS Human Resources Board Report

Internal Services

Talent Acquisition & Retention	<ul style="list-style-type: none"> Recruit top talent Ensure smooth onboarding 60–90-day check-in meeting Support employees throughout their journey at RAILS
Policy Development & Compliance	<ul style="list-style-type: none"> Ensure policies align with law and regulations Promote equity and fairness. Review of employee handbook
Compensation & Benefits	<ul style="list-style-type: none"> Share payroll processing responsibility with accounting department Manage the administration of RAILS compensation program Benefits administration, including health benefits, FMLA, Paid Family Leave (PFL), and IMRF Oversee Open Enrollment to help employees make informed decisions Manage the insurance programs for auto, property, and worker's compensation
Performance Management	<ul style="list-style-type: none"> Equip managers to provide ongoing feedback and coaching Encourage staff to actively address performance gaps and grow in their roles.
Employee Relations	<ul style="list-style-type: none"> Act as a bridge between employees and management Address concerns Promote a positive workplace culture (participation on RAILS Climate Team, Digital Accessibility Team, and Staff Engagement Team)

2025 Projects Underway

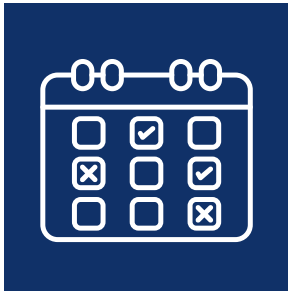
- Employee Handbook review
- I-9 and personnel file audit
- HR Insights Initiative
 - highlight a service, benefit, or resource for staff
- Visual onboarding presentation
- Create new performance management internal database platform with IT

2025

RAILS Human Resources

Board Report

Benefits/Incentives



Generous PTO Package

vacation, PLAW, sick, holidays



Hybrid Work Environment

administrative staff



Paid Family Leave

up to 6 weeks for a qualifying event, after 1 year of service



Years of Service

monetary payment to employees with 10+ years of service



Employee Referral Program

for hard-to-fill openings, time-off and cash rewards for employee referrals



Annual COLA increase

per board approval



Birthday Benefit

employees with 5+ years of service receive an additional personal day that must be used during the employee's birth month