



January 15, 2025

Dear Best Buddies Team,

Thanks to everyone who submitted helpful feedback via the “Handbook feedback form” available on the staff portal. As you may know, we review all feedback submitted and consider many changes suggested by the staff each time we review the handbook. It is a great way to share feedback with our chairman and HR.

We often make updates to policies, procedures, benefits, language, etc. based on staff feedback! Below are some changes I would like to highlight but keep in mind that we have made several minor changes to improve the handbook.

Page 10 – updated the staff internet resources pages.
Updated Best Buddies history section, added 2024.

Employment practices

Page 32 – Vacation carryover – increase carryover for tenure staff 11+ to 7 days (from 5 days)

Compensation and benefits

Page 35 – Increased family leave to 5 weeks (from 4 weeks). This increases parental leave pay!

Finance policies

Page 63 – Approval Limits information has been updated and increased stipend amounts.

There are various updates to Finance policies, please review.

The changes above are only the ones I felt it would be helpful to point out, however, throughout the entire handbook minor verbiage updates were made to better reflect the organization of today.

One final reminder, every staff member is required to go to the staff portal and “acknowledge” receiving and reviewing the handbook.

HR team