**NARRAGANSETT INDIAN TRIBE**
**ANNUAL PROGRESS REPORT**
**PERIOD: January 1, 2025 – December 31, 2025**

Year 2025 we have slowly lifted some aspects of the COVID-19 protocols. However, the Tribal Administration build remains closed to most visitors.

HR management functions include a variety of activities, key among them is deciding what staffing you have, or whether to use temporaries or hire employees to fill these needs, recruiting and training the best employees, and ensuring personnel and management practices conform to various regulations. Activities also include managing approaches to employees' benefits and compensation, employee relations, personnel/payroll transactions.

**Continued Efforts (January 1, 2025 – December 31, 2025)**

During the past twelve (12) months the following has been accomplished and will continue through the Human Resource Department:

- Assist Tribal Administration (Chief's Office) in management of programs/departments
- Continue to follow up and advocate for employee participation in benefit programs (401(k), Aflac, health insurance)
- Establishes a positive employee relations in keeping a mutual working relationship with the employees and their problems
- Directs staff in accurately interpreting applicable policies & procedures for employees and/or supervisors/directors
- Continue to work with the Finance department on matters that need to continue to operate i.e. (401(k), payroll, account payable data entry, filing etc.)
- Serves as a link between management and employees by handling questions and help resolve work-related issues
- Continue to perform difficult staffing duties, including refereeing disputes, termination of employees and administering disciplinary procedures.
- Continue to identify staff vacancies, initiate recruitment and selection of qualified applicants – hired
- Ensures compliance with the legal requirements for timely report filing of worker's compensation, also provides timely entry of other data into appropriate system including information pertaining to employee separations, leave, benefits, payroll, etc.
- Oversees the maintenance of employee's personnel files and other confidential files
- Monitors and maintains the integrity of the department's personnel system
- Ensures compliance with federal, state, and local employment laws such as the Family and Medical Leave (FML); Fair Labor Standards (FLSA), Worker's

Compensation laws, Unemployment Insurance laws, etc. Also ensure compliance with Tribal policies and procedures regarding employment.

- Practices and promotes integrity and ethical behavior amongst employees
- Evaluates and responds to all correspondence, requests, etc. in a timely manner
- Demonstrates considerable interpersonal skills and judgment in representing the Tribe effectively in all interactions with external entities
- Continue to work with payroll company to enhance payroll information and systems maintenance
- Demonstrates eagerness to learn and assume responsibility; seeks out and accepts increased responsibility; displays a "willingness" approach to work
- Works when scheduled; calls in accordingly; uses work time appropriately.

**Note: Concentration area(s) this year; 2026:**

- Preparation for the upcoming 2025 audit.
- Submit updated Personnel Policies for approval

Beth A. Thomas, Human Resource Director

01/07/2026
Date