

Compensation and Benefits

Kids Central is committed to providing a total compensation package that enables the Agency to attract and retain highly skilled and talented employees for all positions. A competitive total compensation package includes an effective salary administration program and a comprehensive benefits plan that serves to:

- Mirror the Kids Central 's commitment to Equal Opportunity Employment
- Maintain consistency within Kids Central's Employee Classification and Employment Status
- Recognize individual contribution
- Provide individual choice in managing health and welfare benefits
- Recognize the diverse needs of the employee population.

The Board of Directors and the Executive Director are responsible for setting compensation guidelines for all staff. The Executive Director and the Comptroller with assistance from the Board of Directors and the Parents Policy Council are responsible for designing and administering the salary program for staff. All of these people are committed to offering the appropriate hiring salary based on the Kids Central salary administration program, incorporating market pricing and internal budget constraints. Employees are responsible for working to the best of their ability to maintain their salary level and to be eligible to increase their earning capacity. Staff compensation review is handled and communicated through the appointment process. Staff should refer to the policy and procedures of Kids Central for information on appointments and salary. Staff compensation review is done on an annual basis as described in the Staff Salary Plan. It is Kids Central's policy to conduct periodic reviews of these salary administration programs and to recommend salary range adjustments that reflect current competitive practices.

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Compensation Management and Pay Ranges

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(Note: These policies may be amended at any time. They do not constitute an employment contract, and are provided here only for ease of reference and without any warranty of accuracy.)

Effective Date June 1, 2017

1. Authority

- a. The Board of Directors authorizes the Executive Director, in consultation with the Policy Council, to establish a job evaluation system and compensation policies. These shall comply with state and federal legislation, and shall be established and implemented to promote the goals of internal equity, reward for meritorious performance, effective recruitment, and retention of staff.
- b. Pay Ranges. The Board of Directors authorizes the Executive Director to establish a set of pay ranges and classification assignments for all staff positions. The Comptroller shall be responsible for establishment and maintenance of the pay program. Staff salary levels and ranges shall be set by Kids Central Incorporated.
- c. Supplemental Pay Policies. The Board of Directors authorizes the Executive Director to establish compensation for annual increases and the principles and standards for distribution except as noted below. The Personnel Committee of the Board of Directors shall be responsible for making all recommendations regarding distribution of salary increase funds. The Board of Directors shall be responsible for making all recommendations concerning the amount of the annual increase when funds are available for any such annual increase.
- d. Compensation Policy. The Board of Directors retains the authority to establish compensation guidelines for annual increases and the principles and standards for distribution except as noted below. The Personnel Committee of the Board of Directors shall be responsible for making all recommendations regarding distribution of salary increase funds. The Board of Directors shall be responsible for making all recommendations concerning the amount of the annual increase when funds are available for any such annual increase.
 1. The Board of Directors delegates to the Executive Director the responsibility to set starting salaries and any changes in salary staff. Such salaries shall be reviewed and established upon recommendation of the Executive Director.
 2. The Board of Directors delegates to the Executive Director the authority to award equity increases so long as the funds come from previously approved dollars committed to base annualized salary funds.
 3. The Board of Directors authorizes the Executive Director to establish compensation policies for personnel actions including promotion, transfer, demotion, and reclassification.

2. Job Evaluation

- a. The Executive Director shall establish a job evaluation system for all staff positions. The basis of the job evaluation system shall be the content of the position description as agreed to by the employee.
- b. The Human Resource Manager shall be responsible for monitoring and maintaining job descriptions.
- c. Administration. The Kids Central Incorporated Board of Directors shall be the sole authority for the classification and establishment of positions.
- d. Designations. The job evaluation method for positions shall include the designation of either AMS (Administrative, Managerial, and Supervisory).

3. Establishment of Pay Ranges

a. Pay Ranges

1. Wage and Salary Schedules, including hourly rates for non-exempt staff members and annual rates for exempt staff members, will be established by the Board of Directors.
2. Each pay range consists of minimum and maximum dollar amounts at each end of the scale. The pay range minimum is the lowest pay rate for all jobs in a particular range, and the pay range maximum is the highest rate staff members may attain for all jobs in that pay range. The width, or spread, of each pay range is approximately 25% from the range minimum to the midpoint, and approximately 25% from the midpoint to the maximum.
3. The Comptroller will revise pay ranges whenever necessitated by operational requirements. This usually occurs when an across-the-board pay adjustment is implemented for staff members.

b. Assignment of Classified Jobs to Pay Ranges

1. Generic classifications are assigned to a specific pay range. If directly related compensation data is unavailable, the classification will be assigned to a range by taking into account specialization and education.
2. Similarity of managerial responsibilities and/or professional expertise with other comparable classifications with Kids Central Incorporated.
3. Similarity of background requirements, education and experience with other comparable Kids Central Incorporated classifications.

4. Determination of Exempt/Non-Exempt Status

- a. Every job shall be designed as exempt or non-exempt as defined by the Fair Labor Standards Act. The Human Resource Manager shall be responsible for making such determinations in consultation with the Comptroller.

5. Pay by the Hour Policies (Pertains to Non-Exempt Pay Policies)

a. Hours Worked

1. **Definition and Authority.** The workweek begins on Sunday and ends on Saturday. The standard workweek is 37.5 for office, support and technical staff, and 40 hours for facility, service, and other staff. Authority to determine what constitutes time worked to comply with FLSA resides with the Comptroller with advice from the Executive Director as appropriate.
2. **Records.** The Comptroller is responsible for maintaining time and attendance records, which must be completed by the staff member and signed by the supervisor.
3. **Work Schedules.** The supervisor may not change a staff member's regular work schedule without prior approval. When this occurs, the supervisor must give reasonable advance notice to the staff member. This policy is intended to cover permanent or major changes, and is not intended to prohibit flexibility in dealing with short-term needs.
4. **Rest Periods.** Each full-time staff member is allowed to take two 15-minute rest periods per day away from his/her job, which are considered time worked. The immediate supervisor will determine when this may occur.

6. Types of Continuing Increases

a. Authority

1. The Board of Directors retains the authority to establish compensation guidelines for continuing increases. The Personnel Committee of the Board of Directors shall be responsible for making recommendations regarding distribution of salary increase funds. The Financial Development Committee of the Board of Directors shall be responsible for making a recommendation about the amount of annual salary increases.

b. Across the Board Increases

1. **Definition.** An across the board increase is an annualized, fixed percentage amount that is applied to all pay ranges and to salaries of all staff. All across the board increases are dependent upon the availability of funds allocated for that purpose. Across the board increases are withheld in certain circumstances including cases of poor performance as determined by the Executive Director in consultation with the Comptroller and the employee's direct supervisor.

c. Merit Increases

1. **Definition.** Merit increases are pay increases that may be awarded each fiscal year to staff members for excellence in work performance based on an annual review by the employing department. All merit increases are dependent upon the availability of funds allocated for that purpose.
2. **Limitations.** No meritorious performance increases may be awarded which causes staff members' salaries to exceed their salary range maximums.

Kids Central Incorporated
Pay Ranges
Effective 10/01/2016
Management and Support Staff Grades

Grade	Period	Minimum	Midpoint	Maximum
Administrative Aide, General Worker, Customer Service Representative, Janitor				
A1	Annual	\$16,286.40	\$18,428.80	\$21,008.00
	Hourly	7.83	\$8.86	\$10.10
Family Advocate and Family Involvement Specialist				
A2	Annual	\$24,689.60	\$30,264.00	\$35,838.40
	Hourly	\$11.87	\$14.55	\$17.23
Food and Nutrition Assistant, Maintenance Worker, and Mechanic				
A3	Annual	\$25,604.80	\$32,198.40	\$38,792.00
	Hourly	\$12.31	\$15.48	\$18.65
Health Services Specialist				
A4	Annual	\$26,353.60	\$33,134.40	\$39,977.60
	Hourly	\$12.67	\$15.93	\$19.22
Financial Services Assistant, Human Resource Specialist				
A5	Annual	\$31,720.00	\$38,188.80	\$44,678.40
	Hourly	\$15.25	\$18.36	\$21.48
Education Supervisor, Education Specialist				
A6	Annual	\$35,276.80	\$43,513.60	\$51,688.00
	Hourly	\$16.96	\$20.92	\$24.85
Comptroller, Assistant Director				
A7	Annual	\$46,987.20	\$54,038.40	\$61,110.40
	Hourly	\$22.59	\$25.98	\$29.38
Executive Director				
A8	Annual	\$58,780.80	\$69,326.40	\$79,913.60
	Hourly	\$28.26	\$33.33	\$38.42

Education Staff Grades

Grade	Period	Minimum	Midpoint	Maximum
Bus Monitor, On Call Floater				
E1	Annual	\$16,286.40	\$18,428.80	\$21,008.00
	Hourly	\$7.83	\$8.86	\$10.10
Classroom Asst/Cook/Housekeeper, Classroom Asst., Caregiver Asst., Floater, Bus Driver				
E2	Annual	\$17,139.20	\$21,673.60	\$26,270.40
	Hourly	\$8.24	\$10.42	\$12.63
Teacher, Lead Caregiver, Home Visitor				
E3	Annual	\$25,064.00	\$32,905.60	\$40,705.60
	Hourly	\$12.05	\$15.82	\$19.57

*Annual rate is based on 2080 hours

Quality Level Indicators and Grading System for Education Staff

QL	RANGE INDICATORS	GE1	GE2	GE3	QL
0	(During probation period) Entry Level, No Qualifying Credentials, No Experience	\$7.83	\$ 8.24	\$ 12.05	0
1	Entry Level, No Qualifying Credentials, No Experience	\$8.04	\$ 8.50	\$ 12.36	1
2	Entry Level, No Qualifying Credentials, with 2+ years Related Experience	\$8.24	\$ 8.76	\$ 13.08	2
3	CDA, Virginia Early Childhood Certificate, or CDL	\$8.45	\$ 9.01	\$ 13.44	3
4	CDA or VA Early Childhood Certificate and CDL	\$8.65	\$ 9.27	\$ 13.80	4
5	CDA or VA Early Childhood Certificate and CDL with 5+ Years Experience	\$8.86	\$ 9.53	\$ 14.17	5
6	Associates Degree in a Related Field other than Early Childhood Education	\$9.07	\$ 9.79	\$ 14.53	6
7	Associates Degree in a Related Field other than Early Childhood Education and CDL	\$9.27	\$ 10.04	\$ 14.89	7
8	Associates Degree in Early Childhood Education or a Related Field and qualifying Credential	\$9.48	\$ 10.30	\$ 15.25	8
9	Associates Degree in ECE or a Related Field and qualifying Credential with 5+ Years Experience	\$9.68	\$ 10.56	\$ 15.61	9
10	Associates Degree in ECE or a Related Field and qualifying Credential and CDL.	\$9.89	\$ 10.82	\$ 15.97	10
11	Associates Degree in ECE or a Related Field and qualifying Credential and CDL with 5+ Years Experience	\$10.10	\$ 11.07	\$ 16.33	11
12	Bachelor's Degree in a Related Field		\$ 11.33	\$ 16.69	12
13	Bachelor's Degree in a Related Field and CDL		\$ 11.59	\$ 17.05	13
14	Bachelor's degree in ECE or a Related Field and qualifying Credential		\$ 11.85	\$ 17.41	14
15	Bachelor's Degree in ECE or a Related Field and qualifying Credential with 5+ Years Experience		\$ 12.10	\$ 17.77	15
16	Bachelor's Degree in ECE or Related Field and qualifying Credential and CDL		\$ 12.36	\$ 18.13	16
17	Bachelor's Degree in Related Field and qualifying Credential and CDL with 5+ Years Experience		\$ 12.63	\$ 18.49	17
18	Masters in Early Childhood Development.			\$ 18.85	18
19	Masters in Early Childhood Development with 5+ Years Experience			\$ 19.21	19
20	Doctorate Degree in Related Field			\$ 19.57	20

G EDUCATION STAFF GRADES

E1	Bus Monitor, On-Call Floater
E2	Classroom Assistant/Cook/Housekeeper, Classroom Assistant, Caregiver Assistant, Floater, Bus Driver
E3	Teacher, Lead Caregiver, Home Visitor

Kids Central Incorporated Staff Positions and Pay Scale Ranking

Administrative

Grade	Positions
A1	Administrative aide, General worker, Customer Service Representative, Janitor
A2	Family Advocate and Family Involvement Specialist
A3	Food and nutrition assistant, Maintenance worker, Mechanic
A4	Health Services Specialist
A5	Financial Services Assistant, Human Resources Specialist
A6	Education Supervisor, Education Specialist
A7	Comptroller, Assistant Director
A8	Executive Director

Education

E1	Bus Monitor, On Call Floater
E2	Classroom Assistant/Cook/Housekeeper, Classroom Assistant, Caregiver Assistant, Floater Assistant, Bus Driver
E3	Teacher, Lead Caregiver, Home Visitor

Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA)

When an eligible employee terminates employment with Kids Central, the employee or qualified beneficiary is entitled to continue participating in the agency's group health plan for a prescribed period of time, usually 18 months. In certain circumstances, such as an employee's divorce or death, the length of coverage may be longer for qualified dependents. A summary of the Consolidated Omnibus Budget Reconciliation Act of 1985, better known as COBRA is discussed below.

PROCEDURE

1. Initial notice will be sent to the employee and dependents covered by the plan within 90 days of individual coverage date.
2. Written notice of continued health insurance coverage will be provided to the terminated employee and/or dependents by the Human Resource Specialist.
3. If a former employee chooses to continue group benefits under COBRA, he/she must pay the total applicable premium plus a 2% administrative fee. The first payment must be received 45 days after initial election, and thereafter no later than the fifth working day of each month.
4. Coverage will cease if the former employee fails to make premium payments as scheduled, becomes covered by another group plan, or becomes eligible for Medicare, or when the plan terminates for all employees.
5. For detailed information or questions on COBRA, employees may talk to the Human Resource Specialist.

Convenience Leave

Convenience leave provides an opportunity to decrease employment levels due to a slack period of work without incurring a layoff and without affecting the employee's ability to accrue time toward benefit calculations.

PROCEDURE

1. Unpaid convenience leave will apply when it is mutually beneficial to Kids Central and the employee.
2. Initiated by the agency, the employee has the right to accept or decline the offer.
3. The maximum leave time is three months, during which the employee is responsible for their contribution for group benefits they are enrolled in.

Rev 4/13
Education Assistance

Kids Central recognizes that the skills and knowledge of its employees are critical to the success of the agency. The education assistance program encourages personal development through formal education so employees can elect to maintain and improve job related skills or enhance their ability to compete for reasonably attainable jobs within Kids Central. Additionally, KCI is aware that new job qualifications for current employees may be implemented, causing employees to require additional classes or degrees.

PROCEDURE

1. Kids Central will award up to \$1,000 each year for pre-approved tuition costs for qualified and eligible employees (books are not included).
2. Eligible employees include:
 - a. Those who are full time for either the full year or part year program, on active payroll, and have agreed to obtain the necessary credentials to satisfy the requirements of the Head Start Performance Standards for the position in which they were hired.
 - b. Employees that are performing their job satisfactorily and that education is part of their professional development plan.
 - c. Employees that have submitted a written request and obtained prior approval from their Supervisor. The Comptroller has checked the qualifications of the employee. The employee has submitted a plan outlining the course of study and the relevance to the needs of Kids Central Inc.
3. The College or University along with the proposed Course of study must be pre-approved and job related. Not all programs offering continuing education are approved by the Department of Education or the Department of Health and Human Services.
4. Employee is required to submit a final grade of "B" or better or repayment of tuition expenses is required and may be deducted from the employee's future earnings.
5. While education assistance is expected to enhance employee performance and abilities, KCI cannot guarantee that participation in classes or training will entitle the employee to advancement.
6. If an employee voluntarily terminates employment from KCI within 2 years, KCI has the authority to request repayment of the funds.

Kids Central Incorporated
Request for Education Assistance Funds

Date: _____
Name: _____
Position: _____
Supervisor: _____

Name of College: _____
Mailing Address: _____

COURSE NUMBER	INSTRUCTOR	TIME OF CLASS

Total Tuition Cost \$ _____

Education Assistance Requested: \$ _____

OFFICE USE ONLY:

Approved: Yes _____ No _____

Supervisor Signature: _____ Date: _____

Amount: \$ _____

Attach tuition bill along with this request for proper payment.

I have read and understand the guidelines of the policy for Education Assistance and/or Training and Development. I agree to utilize these funds in accordance with this policy.

I further understand that I will be held responsible if I do not adhere to the guidelines.

Employee

Date

Expense Reimbursement

Kids Central will reimburse employees for actual and necessary travel and other expenses incurred while conducting agency business. This policy outlines the procedures and authority for expenditures and reimbursement.

PROCEDURE

1. Employees required to travel for business must obtain advance approval from the Executive Director.
2. Employees receiving travel advances must submit receipts within thirty (30) days to the Comptroller or the amount will be added to the employee's W-2.
3. Kids Central will reimburse employees for transportation, lodging and incidental expenses actually incurred and federal per diem rates for meals while traveling for business purposes. Employees are expected to limit expenses to reasonable amounts.
4. Kids Central does not reimburse for personal activities while traveling or other expenses such as entertainment and alcohol.
5. Upon returning from an approved business trip, the employee should complete an Expense Report in accordance with the following:
 - a. Identify each separately incurred business expense
 - b. With the exception of tips, tolls and reimbursed mileage, all expenses must be supported with invoices/receipts
 - c. For all lodging and any expenditure other than meals, receipts/invoices must be submitted
 - d. Airline issued receipts must be obtained for airfare reimbursement. If the employee fails to obtain a receipt, other evidence must be submitted indicating a trip was taken and amount paid (e.g., a combination of an itinerary, credit card receipt and boarding passes)
 - e. Mileage will be reimbursed at the rate to be set annually during budget preparation
 - f. The business purpose must be adequately explained
 - g. The appropriate per diem rates will be used for all meals
 - h. The expense report must be signed and dated by the employee
 - i. The expense report must be approved by the Executive Director
 - j. Any balance owed to Kids Central from travel advances must be attached to the expense report
6. Any employee involved in an accident while traveling on business must promptly report the incident to the Family and Community Partnerships Director.
7. Employees driving or riding in any vehicle while on Kids Central time are expected to observe area traffic laws, wear seatbelts and refrain from using cell phones. Kids Central does not reimburse employees for tickets, fines, bail bonds, etc., incurred by the employee.

Federal Family and Medical Leave Act (FMLA)

It is the policy of Kids Central to provide leaves in compliance with Federal FMLA.

PROCEDURE

1. Employees are eligible for leave under the Federal FMLA if they have been employed by Kids Central for at least twelve (12) months and have worked at least 1,250 hours during the most recent twelve (12) consecutive month period.
2. Kids Central uses a fixed 12-month leave year (January – December) to track FMLA leave.
3. Under the Federal Family and Medical Leave Act, up to twelve weeks of leave may be taken during a twelve month period that begins on the employee's first day of leave, for any one or more of the following:
 - a. Because of the birth of a son or daughter of the employee and in order to care for such son or daughter.
 - b. Because of the placement of a son or daughter with the employee for adoption or foster care.
 - c. In order to care for the spouse, son, daughter, or parent of the employee, if such spouse, son, daughter, or parent has a serious health condition.
 - d. Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.
 - e. Because of any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty (or has been notified of an impending call to order to active duty) in the Armed Forces in support of a contingency operation.
4. Under the Federal Family and Medical Leave Act, up to twenty-six weeks of leave may be taken during a twelve month period that begins on the employee's first day of leave, for any one or more of the following:
 - a. In order to care for the spouse, son, daughter, parent or nearest blood relative who is a recovering service member. A recovering service member is defined as a member of the Armed Forces who suffered an injury or illness while on active duty that renders the person unable to perform the duties of the person's office, grade, rank or rating.
5. During the single twelve month period described in paragraph (4), an eligible employee shall be entitled to a combined total of twenty-six workweeks of leave under paragraphs (3) and (4).
6. When possible, employees should give 30 days notice of anticipated leave. If leave is not foreseeable, notice must be given as soon as practical, but no later than 48 hours after the occurrence of the reason for leave.
7. Medical certification by the employee's health care provider of the need for leave and a fitness for duty certification following the leave provided is required for all intermittent leave requests of any duration and for personal or family medical leave requests of more than five consecutive working days for the same serious health conditions.

Fringe Benefits

It is the policy of Kids Central to offer the following health and welfare benefits to eligible employees:

PROCEDURE

1. Social Security
 - a. Kids Central will pay its portion of social security for employees as mandated by federal and state laws.
2. Group Health Coverage
 - a. A group health insurance plan is offered to eligible employees if funds are available.
 - b. Eligible employees may participate after completion of the sixty (60) day probationary period. Coverage will begin the first day of the month following the 60 days.
 - c. Kids Central will pay a portion of insurance premiums if funds are available.
3. Group Dental Coverage
 - a. A group dental plan is offered to eligible employees if funds are available.
 - b. Eligible employees may participate after completion of the sixty (60) day probationary period. Coverage will begin the first day of the month following the 60 days.
 - c. Kids Central will pay fifty percent (50%) toward the single rate premium and the employee will pay fifty percent (50%). The employee will be responsible for the additional cost to add their dependents to the plan.
4. Disability Insurance
 - a. Disability insurance that covers absences due to sickness or injuries that are not job related will be provided to eligible employees if funds are available.
 - b. Eligible employees will be covered after completion of the sixty (60) day probationary period. Coverage will begin the first day of the month following the 60 days.

- c. Kids Central will pay one hundred percent (100%) of the premium for the employee.
- d. This policy will be carried through a commercial insurance company and the type of coverage and benefits to be paid will depend on available funding and the conditions outlined in the insurance policy.

5. Life Insurance

- a. Life insurance in the amount of \$25,000 will be provided to all eligible employees if funds are available.
- b. Eligible employees will be covered after completion of the sixty (60) day probationary period. Coverage will begin the first day of the month following the 60 days.
- c. Kids Central will pay one hundred percent (100%) of the premium for the employee.
- d. This policy will be carried through a commercial insurance company and the type of coverage and benefits to be paid will depend on available funding and the conditions outlined in the insurance policy.

6. Voluntary Life Insurance

- a. Voluntary life insurance is available for eligible employees and their families.
- b. Employees may purchase insurance for their spouse in an amount up to half of the employee's coverage.
- c. Children under age 19 can be covered under a \$10,000 policy.
- d. Employees are responsible for one hundred percent (100%) of the premiums.
- e. Eligible employees will be covered after completion of the sixty (60) day probationary period. Coverage will begin the first day of the month following the 60 days.

7. Retirement

- a. A 401 (k) tax qualified retirement savings plan will be provided to all eligible employees.
- b. Employees will become eligible to join the plan after they have completed 1080 hours and one (1) year of service.
- c. Kids Central will match up to three percent (3%) of the employee's annual salary if they participate.

9. Worker's Compensation

- a. Worker's Compensation Insurance will be provided for all employees and paid by Kids Central to protect them against loss of work due to a job related injury arising out of and in the course of their employment by Kids Central.

10. AFLAC

- a. Eligible employees may purchase individual and family policies offered through AFLAC.
- b. Employees are eligible to purchase AFLAC policies after completion of the sixty (60) day probationary period. Coverage will begin the first day of the month following the 60 days.
- b. A representative from AFLAC will contact employees before their sixty (60) day probationary period ends.
- c. Employees are responsible for one hundred percent (100%) of the premiums. Premiums will be payroll deducted.

Holidays

Holidays are recognized as non-work days for employees. Kids Central provides full-time and regular part-time employees the benefit of paid holidays.

PROCEDURE

1. The following are recognized by Kids Central as holidays:
 - a. New Year's Day
 - b. Good Friday
 - c. Memorial Day
 - d. Independence Day
 - e. Thanksgiving Day
 - f. Day after Thanksgiving
 - g. Christmas Eve
 - h. Christmas Day
 - i. Full-year and part-year staff will receive six (6) designated holidays (floating days off) to be scheduled during the Christmas/New Years holidays by the Executive Director and Senior Staff for inclusion in the full-year planning calendar. These floating days represent the following state and/or federal holidays: Labor Day, Veterans Day, Lee-Jackson Day, Martin Luther King, Jr. Day, Washington's Birthday, and Columbus Day.
 - j. The senior Management Team of Kids Central, Inc. will develop a calendar each year and present it to the Policy Council and Board of Directors for acceptance and approval. The Senior Management Team may from year to year request additional floating days off for employees to be used during the Christmas - New Year holiday season. This action is needed to balance the calendar and allow staff time off with their family. The recommendation from Senior Management Team for additional days off will only be made if it is ascertained that funds are available to cover the expense.
2. A recognized holiday that falls on Saturday will be observed on the preceding Friday. A recognized holiday that falls on Sunday will be observed on the following Monday.
3. Holiday pay will be calculated based on the employee's regular rate of pay and number of hours the employee regularly works.
4. An employee who has an unauthorized absence the working day prior to and/or following a holiday will not be paid for that holiday. An authorized absence includes only PTO and jury duty.
5. If a paid holiday falls during an employee's scheduled PTO, the employee may claim a holiday for that day instead of using PTO.
6. If a paid holiday falls during an employee's paid sick leave, the employee may claim a holiday for that day instead of a sick day.

7. If an employee is on a non-paid leave of absence, the employee is not eligible for holiday pay.
8. Holiday pay will not be counted as hours worked for the purpose of determining overtime.
9. If an employee has given a two week notice of resignation, holiday(s) that fall during the notice period are forfeited and will not be paid.

Inclement Weather Policy (updated 01/17/2017 by Board of Directors)

The following information will constitute the inclement weather policy and procedures for Kids Central, Inc.

1. Great care and consideration is given to the decisions regarding KCI's delays and closures. The decisions are made collaboratively with input from staff members, community officials, weather reports, and parents.
2. Kids Central, Inc. understands that school closings, delays, and early dismissals create many schedule problems for families and that the decisions are not always pleasing to everyone. Please know that we strive to make the best decision possible at the time and that the safety and security of your children are always at the forefront of those decisions.

Part/Time - Part/Year

Various opening and closing times

Types of delays, early dismissals, and closings for our Part/Time - Part/Year Centers; Esserville Part Year II Head Start Center, Nita Bond HS Center, Coeburn II HS Center, Dogwood Terrace HS Center, Monte Vista HS Center, Clintwood I HS Center, Clintwood II HS Center, Pound Head Start Center and Wise Head Start Center.

Delay - Kids Central, Inc. will use a two (2) hour delay if inclement weather is at a point that it would be unsafe to ask our drivers and our parents to transport children to centers. If the center in which your child attends is delayed due to inclement weather Kids Central will move the starting times for all activities ahead two hours. The official opening time is based on two hours after they are scheduled to open. For example, one center may open at 8:30 AM, therefore, the official opening time for children will be 10:30 AM. Please note - **do not bring your child to a center prior to the official opening time.** Personnel Activity Report (Timesheet) : Employees will record actual time worked on their timesheet and the two-hour delay as "Other" on timesheet. In the supervisor's comment box note that "other" hours are due to schedule delay.

Notification of Delay - If a delay of class start is warranted Kids Central, Inc. will have the information posted with our weather partner by 6:00 am or before. This is the only notification for a delay of class start Kids Central, Inc. will issue.

Early Dismissal - Kids Central, Inc. will endeavor to make solid decisions regarding weather and the impact of inclement weather on our program. If a session has begun and the weather turns and threatens the safe return of our children to their homes Kids Central will issue an Early Dismissal Notice. The center will close at a stated time only after all children have been transported home or parents have picked up the child from the center. The times for early dismissal will vary due to the nature and threat of the weather condition. Example: The center has information that a severe snow storm is coming and the roads will become impassable. The teacher at the Center will call the Administration Office alerting them of the notice to dismiss early. Once the permission is granted to the Center Teacher, he/she will instruct the staff to notify all parents of the pending actions regarding early dismissal. Once all children have been safely delivered home or have been released to their parents then the staff can close the center. (When there is an early dismissal due to weather problems, generally, there will be either a one-hour or a two-hour early dismissal.)

Notification of Early Dismissal - The Teacher will instruct the staff to call all parents and alert them of the early dismissal action. Parents can call the center to get information about conditions that would warrant an early dismissal.

Personnel Activity Report (Timesheets): Employees will record actual time worked on their timesheet and record any unworked scheduled work time as “other” on timesheet. In the supervisor’s comment box note that “other” hours are due to early dismissal/inclement weather.

Closings - If the weather is so bad that Kids Central, Inc. must close its centers in order to ensure that the safety of our children, parents, and staff is maintained we will do so.

Personnel Activity Report (Timesheets): Employees will not record any time on their timesheet for closings.

Notification of Closing- Kids Central will post the notice on our weather partner's site informing our parents and staff of the closing. Kids Central will activate the "calling tree" to ensure all parents and support staff knows the program is closed.

Kids Central, Inc.'s current Weather Partner is WCYB TV Bristol Channel 5

Codes:

1. Kids Central (Part-Year Program) 2 hr Delay
2. Kids Central (Part-Year Program) Early Dismissal (Stated Time)
3. Kids Central (Part-Year Program) Closed

Full/Day - Full/Year

The purpose of having Full/Day - Full/Year centers is to afford parents the opportunity to attend school or to hold a job. Kids Central, Inc. realizes that to require attendance at our centers would place some parents and their children at great risk, therefore, we do not mandate attendance during inclement weather periods. Kids Central does however intend to be open for enrolled children during inclement weather periods and will only close our full/day full/year centers if a clear and present danger exists.

Types of delays, early dismissals, and closings for our Full/Day - Full/Year Centers;

Haysi HS, Esserville HS, Appalachia HS, Appalachia Early Head Start (Includes infants and toddler classrooms) Esserville EHS (includes all infant and toddler classrooms).

Delay - Full/Day - Full/Year Centers will have no delay times. All Full/Day - Full/Year Centers will open as scheduled.

Early Dismissal - Full/Day - Full/Year Centers will have no early dismissal postings. (Early Dismissal may occur if and when all parents have been contacted and arrangements have been made for the children to be picked up from the centers. After such action the staff may leave.)

Personnel Activity Report (Timesheets): Employees will record actual time worked on their timesheet and record any unworked scheduled work time as “Other” on timesheet. In the supervisor’s comment box note that “other” hours are due to early dismissal/inclement weather.

Closing - Full/Day - Full/Year Centers will close only when the weather has caused power outages or is so bad the advisory is for all traffic to stay home and not venture out.

Personnel Activity Report (Timesheets): Staff may record 8 hours under “other” on timesheet. In the supervisor’s comment box note that “other” hours are due to inclement weather closing.

Kids Central, Inc.'s current Weather Partner is
WCYB TV Bristol Channel 5

Codes:

1. KCI (Full Year Program) Closed

Jury Duty

Kids Central encourages employees to honor their civil responsibilities.

PROCEDURE

1. Employees are eligible for jury duty pay for up to fifteen (15) days. Additional required days off will be granted without pay.
2. When an employee receives a summons for jury duty, he/she must present a copy of the summons to his/her supervisor.
3. Employees are expected to report to work whenever the court schedule permits.
4. Jury duty pay is calculated based on employee's rate of pay at the time of the absence and the number of hours the employee would have been scheduled to work. If an employee was not scheduled to work, they will not be paid.
5. Jury duty pay is not used in the calculation of overtime.
6. Employees will continue to receive benefits during jury duty including vacation, sick leave, holiday pay, and health/dental insurance coverage.

Mileage Reimbursement

Kids Central provides agency vehicles for business use by employees. Although employees are encouraged to use agency vehicles when possible, we understand that vehicles are not always available to staff. Kids Central will reimburse employees for the use of their personal vehicle to conduct Kids Central business.

PROCEDURE

1. Employees operating their personal vehicle while on Kids Central time must provide a copy of a valid driver's license, a current driving record from the Department of Motor Vehicles and proof of insurance.
2. Employees driving their personal vehicle while on Kids Central time are expected to observe area traffic laws, wear seatbelts and refrain from using cell phones. Kids Central does not reimburse employees for tickets, fines, bail bonds, etc., incurred by the employee.
3. Employees may not operate any vehicle while conducting Kids Central business if they experience any physical or mental impairment which causes the employee to be unable to drive safely. This includes circumstances in which the employee is temporarily unable to operate a vehicle safely because of illness, medication or intoxication.
4. Employees will be reimbursed for the use of their personal vehicle to conduct agency business at a rate to be set annually during budget preparation.
5. Employees driving to another work site prior to reporting to their own work site shall only be reimbursed for the difference of the number of miles from employee's home to another work site to their own work site and the number of miles from their home to their regular work site.
6. Employees driving to another work site on their way home shall only be reimbursed for the difference of the number of miles from their regular work site to another work site to their home and the number of miles from their regular work site to their home.
7. Employees shall submit a mileage reimbursement form at the end of the month with each trip listed with the total miles. The employee must sign and date this form and have their Supervisor approve it. This form must be turned in to the Comptroller.

Military Leave

It is the policy of Kids Central to comply with all applicable statutes that require reservists and National Guard personnel to be given leave of absence for active duty and training exercises under Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994.

PROCEDURE

1. It is the employee's responsibility to inform their Supervisor as soon as orders for military duty have been received. When requesting a military leave of absence, the employee should present a copy of the training orders.
2. Employees will continue to receive full pay for two weeks while on leave for military duty. The portion of military leave in excess of two weeks will be unpaid. Employees may use any available paid time off for the absence.
3. Continuation of health/dental insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.
4. Benefit accruals, such as vacation, sick leave, and holiday benefits will be suspended during military leave and will resume upon the employee's return to active employment.
5. When an employee returns from military leave, he/she will be assigned to a position as required by law. Military leave time is immediately credited to the employee's length of service and all benefits would apply as if the employee had never left his/her job. The employee's salary will be equal to or greater than the salary at the time the leave commenced unless salaries have declined.

Overtime

It is assumed that there will be occasions when overtime will be required of non-exempt employees. Overtime is normally handled on a volunteer basis and must be approved in advance. The supervisor is responsible for managing work loads in an effort to minimize the need for overtime, for selecting staff who are most qualified to perform the job and for distributing overtime equitably among all the staff. The supervisor is responsible for establishing an approval process for employees to incur overtime expenses. Staff is responsible for recognizing the work needs and cooperating with those needs.

PROCEDURE

1. Non-exempt staff that works overtime will be compensated at their base rate of pay up to 40 hours and at one and one-half times their base rate of pay for time worked over 40 hours in a normal work week.
2. Calculation for overtime pay is based on time worked during the normal work week. Time taken during the week for discretionary, holiday, illness or unpaid time off is not included as time worked in the week.
3. Overtime will normally be paid in the pay period incurred.
4. Supervisors must always authorize overtime in advance of the employee performing the overtime work.
5. All non-exempt staff is to be paid for every hour worked. The payroll system pays in quarter hour increments so time submitted should be recorded in quarter hour increments. Non-exempt staff is paid straight time for every hour worked up through 40 hours, and paid time and one-half beginning with 40.25 hours for the time worked in excess of 40 hours.
6. It is assumed that all exempt employees will willingly include as part of their regular workweek additional work time to meet outside of normal work schedules, to handle short-term projects, and to satisfy weekly work requirements.
7. While exempt staff does not qualify for overtime, there are extraordinary circumstances that may warrant additional pay. Any exceptional and pre-approved assignment that requires additional hours on average of more than 10 hours per week for at least two work months constitutes an extraordinary project for which additional pay may be requested. The Executive Director should identify these projects in advance, document the situation in a memorandum with a recommendation for additional pay, obtain budget approval from the Board of Directors, and submit the request to the Comptroller for approval. Once approved, the Executive Director must submit a payroll voucher for every week of additional hours worked, authorizing straight time pay for time in excess of 40 hours per week.

Paycheck Distribution

Kids Central is committed to maintaining appropriate control regarding the security and distribution of employee paychecks.

PROCEDURE

1. Employees will receive paychecks or direct deposits on a biweekly basis. Kids Central encourages all employees to use the direct deposit system.
2. Payroll checks may be electronically deposited (direct deposit) to an account at a financial institution that the employee designates. Employees are responsible for notifying the Comptroller of any change in banks or bank accounts to ensure proper deposit of payroll to the employee's account.
3. Employees who do not elect direct deposit will have their paycheck mailed to the address on file.
4. Employees must notify the Comptroller immediately if a paycheck is lost, stolen or destroyed. If the check has not been negotiated, a duplicate check will be issued to the employee, but the employee may be responsible for any stop payment charges assessed by the banking institution.

Payroll Deductions

Deductions are made from employee paychecks according to various laws and to pay for elected benefits, where necessary. Various Federal and state laws require Kids Central to make deductions for Federal and state income taxes and payments, as well as social security. In addition, eligible employees may voluntarily authorize deductions from their paychecks to cover contributions to a pension plan, health insurance, etc.

PROCEDURE

1. Mandatory deductions that are required by law will automatically be made from all paychecks issued by Kids Central. These deductions may change as they are affected by changes in the amount earned, by legislation, and by the number of dependents claimed.
2. Employees desiring to change the amount withheld for taxes may submit a revised W-4 form to the Human Resource Manager or Comptroller.
3. Additional deductions Kids Central is authorized to make, or which is required by law (e.g., garnishments, child support) are automatically deducted and will not be stopped until proper documentation is received.
4. Court orders, wage deduction summonses, tax levies and other similar orders against an employee should be immediately forwarded to the Comptroller.
5. The Comptroller will:
 - a. Notify the employee of the legal action being taken against him or her
 - b. Provide the employee with a copy of the official court order or tax levy
 - c. Inform the employee of the dates of the garnishment will be deducted from the employee's paycheck
 - d. Advise the employee of his or her rights under the Consumer Credit Protection Act
6. In the event that garnishment or similar proceedings are instituted against an employee, the Organization will deduct and remit the required amount from the employee's paycheck in accordance with CCPA guidelines.
7. An employee may not be terminated for having a garnishment served against him/her or for filing a petition for bankruptcy.

Personal Leave of Absence

Kids Central recognizes the need to accommodate employees who request a leave of absence for reasons other than personal or family medical reasons. A personal leave of absence is authorized on an as-needed basis, without pay, to employees for reasons other than medical.

PROCEDURE

1. Only the Executive Director may authorize personal leaves of absence.
2. Employees who wish to continue benefit coverage during their leave of absence must pay their share of the benefit contribution.
3. The Employee's position will be held for a maximum of three months. If leave exceeds three months, the employee is not guaranteed to return to his/her previous position and Kids Central, Inc. makes no guarantee that any position will be available to the employee. Every effort will be made to place the employee in their previous position or a comparable position. If a comparable position is not available at the time the employee returns to work, the employee may be offered a lesser position. If no acceptable position is available at the time leave expires, the employee's employment with Kids Central may be terminated.

Rev. 11/16

Personal Time Off

All Full-Time/Full Year and Full-Time/Part Year employees will accrue and use personal time off (PTO) in accordance with the guidelines outlined below.

PROCEDURE

1. New full-time employees will begin earning vacation time on their date of hire, however, they must complete one year of service before they are eligible to use their time.
2. The established PTO year is the fiscal year June 1 through May 31.
3. Unused PTO cannot be carried over from one fiscal year to another. PTO time must be used by May 31st or be forfeited.
4. Full-Time/Full Year and Full-Time /Part Year employees earn PTO time based on the following:

Personal Time Off	Full Year/20BO Employees	Part Year/1400 Employees	Part time/Hourly Employees
PTO After 1 Year of Service	5	2	0
PTO After 2 Year of Service	10	4	0
PTO After 5 Year of Service	15	6	0
PTO After 10 Year of Service	20	8	0

5. Employees must submit a signed PTO request for three days or more to the Executive Director or his/her designee at least one week in advance. Requests for less than three PTO days must be submitted to the employee's Supervisor at least two days in advance. The employee may be asked to provide medical certification to support their absence if a two day notice is not given. Also, a release to return to work from a physician may be required. Management reserves the right to designate when some or all PTO can be taken.
6. PTO must be taken in full or fifteen minutes increments. Exempt employees may only use PTO in full day increments.
7. PTO time will not be paid in lieu of time worked.
8. Unused PTO will not be paid out upon receipt of resignation or termination of employment.
9. If all earned leave has been used and the employee requires more time off, they may request an extended Leave of Absence without pay from the Executive Director. FMLA provisions may also cover such leaves of absence.
10. An employee may volunteer to donate his or her PTO to another eligible employee in times of extreme illness as described in this policy. The recipient must be eligible (employed one year) for PTO in order to receive PTO as a gift. Kids Central, Inc. recognizes in time of extreme illness of an employee or their immediate family member (a parent, in-law, spouse, or children) PTO may be exhausted creating a hardship. In this time of hardship an employee may request another employee to donate his or her PTO. A recipient may receive up to 15 days per year. Extreme illness includes an illness lasting more than consecutive 10 days for the same person. The donation must be in writing. Transfer of PTO must be approved by the Executive director or his designee.

Staff Salary Plan

The Staff Salary Plan is designed to administer salary according to Kids Central's philosophy for all staff. The Plan includes three distinct elements. The first element is the development and maintenance of an Organization wide salary structure. The second element is the communication of annual salary review guidelines. The third element is the opportunity for individual salary increases through performance reviews. The Comptroller is responsible for designing and updating the salary structure and issuing salary review guidelines, entitled Annual Salary Administration Guidelines, which includes 1) Salary Adjustments Guide for merit increases, 2) Job Family Relationships and Salary Grade assignments, and 3) Annual Salary Structure. The Human Resource Manager working with the Comptroller is responsible for administering the individual salary reviews in compliance with budget requirements.

PROCEDURE

1. Salary Structure

- a. A salary structure will be designed and updated to establish salary grades and salary ranges. Position descriptions must be drafted and assigned a salary grade. They must be approved by the Board of Directors and the Policy Council.
- b. The salary structure will be maintained through annual analyses of market data, management objectives and Kids Central economic conditions. While the Comptroller is responsible for the validity of the salary structure design, on-going maintenance, and salary grade assignments, all staff supervisors are responsible for drafting and submitting new position descriptions in a timely manner and for updating position descriptions when duties are significantly changed. If there is any doubt as to whether the changes are significant, it is in the best interest of the employee that the supervisor submits the position description for review. No offer of employment or change in compensation should be made without the employee's position being properly classified and included in the salary structure.

2. Salary Administration Guidelines

- a. An annual Salary Adjustment Guide will be produced by the Comptroller and given to the Board of Directors and the Policy Council for approval. This guide establishes the budget factor and is the primary structure supervisors will use in recommending employee increases. Some departments may be required to use an approved, modified departmental guideline in lieu of Kids Central's guide. Either primary salary adjustment guide relates employee performance and current salary to a quartile position within a salary range. The guide defines a percentage range that corresponds to the review, budget, and the employee's placement in the salary range. Supervisors are responsible for using the guide to select the correct annual performance increase from among the percentage options.

3. Individual Salary Increases

- a. Employees normally move through the salary range by earning increases at the time of their annual performance management review. To be eligible for a performance increase, the employee must meet standards in all important aspects on the performance management review, made progress on annual objectives and have worked at the current salary for twelve months.

- b. An employee may transfer to another position in the same salary grade. This is considered a lateral transfer and there will be no associated salary increase unless the employee is being considered at the same time for an annual salary review.
- c. When an employee moves to a different salary grade voluntarily, the salary may be adjusted to a lower or higher rate in order to fall within the new grade's salary range and to be in line with other employees working in the same position. The adjustment will be calculated using the Salary Adjustment Guide in effect and will be effective at the time of promotion or salary grade change. The annual performance management review should be conducted on the employee's performance review date. Prorating will be required if that date is less than 12 months since the promotion.
- d. In the event that the increase/decrease occurs within three months of the annual salary review periods, any salary review adjustments will be effective at the same time. No other reviews will be necessary until the performance review of the following year but will be no later than 15 months.

4. Related Salary Conditions

- a. Change in employment status
 - 1. If an employee elects to change his/her employment status, no compensation change will occur, other than adjustments for new work hours, assuming that the employee is performing the same job.
- b. Salary exceptions
 - 1. An unbudgeted or off-scheduled salary increase may be requested by a supervisor with extensive supporting documentation but must be approved by the Executive Director. No commitments will be made to the employee until receiving these approvals.
- c. Interim assignments
 - 1. If an employee is reassigned to another position in a higher or lower salary grade for more than thirty days, the salary may be adjusted to be in line with the interim position for the duration of the interim assignment. These types of interim assignments will be reviewed with the Comptroller and Executive Director for approval.

Timekeeping

Federal and state law require Kids Central to maintain accurate records of all time worked by employees. Employees must record all time actually spent on the job performing assigned duties or other work-related projects.

PROCEDURE

1. New employees will receive training during orientation on procedures for completing timesheets.
1. Timesheets shall reflect all hours worked during the pay period, whether compensated or not and must be submitted by computer
3. Hours worked shall be identified by the nature of work performed.
4. Compensated absences (vacation, sick leave, holiday, etc.) shall be clearly identified as such.
5. Timesheets are to be completed and signed by the employee. Under no circumstances is an employee allowed to record time for another employee.
6. Approved timesheets signed by the employee's supervisor must be submitted to the Comptroller's office no later than 12:00 noon on the 4th day following the close of each pay period.
7. The Comptroller may not change or correct timesheets. When errors are noted, if a corrected, approved timesheet is not resubmitted in time to the Comptroller, the employee may not receive the correct pay. However, if annual or sick leave is listed on a timesheet and all time is exhausted, adjustments can be made by the Comptroller.
8. Tampering with, altering or falsifying time records, recording time on another employee's time record, or willfully violating any other timesheet policy or procedure may result in disciplinary action, up to and including termination.
9. Upon production of all payroll reports and checks, the Comptroller reviews payroll prior to its distribution to employees. The designated employees shall stamp the payroll checks, indicating approval of the payroll.

Training and Development

Updated: 12/2017

PURPOSE/POLICY

Kids Central Inc. believes employees are a valuable partner in meeting the Organization's mission, values, and vision. Kids Central supports the development of employees' and volunteers' skills through both in-house and external training opportunities.

PROCEDURE

1. It is a joint responsibility between supervisors and employees to identify training opportunities and needs. Training and leadership development plans are part of the annual job performance review process.
2. Safety training and employee orientation are provided to all employees. Please see specific policies for details.
3. Other training courses are offered on an annual or "as needed" basis and may include, but are not limited to, the following:
 - a. Computer training
 - b. Diversity training
 - c. Harassment training
 - d. First aid and CPR
 - e. Abuse and neglect reporting
 - f. MAT (Medication Administration Training)
 - g. Daily Health Observation
4. It is the responsibility of the Assistant Directors to assign employees to the training sessions to ensure they receive the required training on a regular basis.
5. Classroom employees desiring training must complete a written request for the specific training to the Education Specialist for review and approval by the Assistant Director – Education Services.
6. Child and family service employees desiring training must complete a written request for the specific training to the Assistant Director – Child and Family Services for review and approval.
7. All education staff must participate in a minimum of 16 clock hours of ongoing, structured training and professional development to acquire or increase knowledge and skills including:
 - a. Methods for handling suspected or known child abuse and neglect.
 - b. Best practices for implementing family engagement strategies in a systemic way
 - c. Methods to improve child and family outcomes
 - d. Research-based approaches for education staff
8. Education staff must participate in a research-based, coordinated coaching strategy that:
 - a. Assesses strengths, areas of needed support, and staff that would benefit most from intensive coaching
 - b. Provides opportunities for intensive coaching, as appropriate

- c. Provides opportunities for other forms of research-based professional development aligned with program performance goals
- d. Ensures assessment results are not used for punishment without providing time and resources for staff to improve

Work Hours

Kids Central recognizes the need to be service-oriented in providing academic, program and administrative services to a diverse group of constituents. It is the responsibility of the senior management staff to determine if the efficiency and the services of the organization will be better served by changing the core hours per week or extending the operating hours per day. Regardless of departmental scheduling hours, employees shall work and be compensated within the framework of their full-time, part-time, or temporary status and whether they are exempt or non-exempt employees. The following procedures are to be followed in managing employees' work weeks for payroll purposes.

PROCEDURE

1. Kids Central's workweek begins Sunday and ends on Saturday. Employees may be required to work hours different from the regular schedule such as evenings or weekends, depending on the needs of the Agency.
2. Business hours for the administrative offices are Monday through Friday, from 8:00 a.m. to 5:00 p.m. Classroom hours of operation may vary depending on need.
3. Immediate supervisors must approve any deviations from regularly scheduled work hours in advance. Department supervisors must approve all overtime hours in advance and initial employee's timesheets. Disciplinary action may be taken if no prior approval for overtime was obtained, employee refuses to work required overtime, or employee failed to record overtime worked.
4. Non-exempt employees scheduled to attend a meeting or training at the request of Kids Central will be paid for the hours of the meeting or training and travel time to and from the work site.
5. Travel time to and from home is not considered work time.
6. Exempt employees scheduled to attend a meeting or training will not receive additional compensation as such training is considered part of their job.

Worker's Compensation

Employees hurt on the job, regardless of fault, may be entitled to benefits under Worker's Compensation.

PROCEDURE

Employee Responsibilities

1. Inform the Human Resource Manager of the injury or accident as soon as possible. The employee should immediately fill out the Employee Accident form which shall include the following:
 - a. Date, time and place of injury or accident
 - b. Brief description of and conditions that caused the injury or accident
 - c. Description of injured parts of the body or disease resulting from the injury or accident
2. Request doctor to promptly provide information requested by the employer about the condition of the employee.
3. Keep records of all bills, dates of treatment, dates of pay received for worked and non-work time, to whom the injury or accident was reported to and any other information relating to the employee's injury or accident.

Human Resource Manager's Responsibilities

1. Promptly conduct a thorough investigation to determine if the injury or accident was caused by a work-related injury or accident.
2. If necessary, notify proper person to work with them to resolve or correct the cause of the accident of injury (i.e., maintenance department).
2. Complete a First Report of Accident form.
3. Submit information to worker's compensation carrier to file claim.
4. Maintain contact with worker's compensation while claim is open. Send information when requested.