



## Attendance Incentive

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### Statement of Philosophy

Kids Central must stay competitive in the workforce. Benefits like an incentive attendance policy recruit's quality candidates for employment and rewards employees. Kids Central believes rewarding employees is more than a gesture of goodwill; it's a strategic practice that fuels engagement, motivation, and loyalty. In fact, according to a Gallup and Workhuman research study, employees who feel recognized are 73% less likely to experience burnout and 56% less likely to look for new job opportunities. Kids Central believes this attendance incentive policy will reduce absenteeism, increase employee engagement, improve productivity, and create a positive work culture. The primary benefit is a potential decrease in unplanned absences, which can save Kids Central money by minimizing the need for coverage from other employees. When employees are rewarded for good attendance, they may feel more valued and motivated to come to work regularly and engage with families and coworkers. With fewer absences, the overall productivity of the workforce can potentially increase. By reducing absenteeism, Kids Central may save on costs associated with hiring temporary workers or overtime pay for covering absent employees. Implementing an attendance incentive policy can foster a culture of accountability and reliability within the workplace. However, the greatest achievement will be increased consistency of high quality of Head Start services to the families we serve.

### Definitions:

- **Perfect Attendance:** Perfect attendance is when an employee works every scheduled minute. This means that the employee did not use PTO or sick time benefits, come in late, leave early, and/or have not violated any of Kids Central's attendance policies. Perfect attendance is not expected and is often unachievable. Kids Central considers perfect attendance as a rare event that goes beyond what is outlined in the attendance policy and should be recognized.
- **Honorable Attendance:** Honorable attendance is expected and in compliance with the attendance policy. It is when an employee works as scheduled and allows the use of PTO, or sick time benefits.
- **Disqualified:** Disqualification is when an employee does not meet the eligibility criteria in this policy, including but not limited to any violations of Kids Central's attendance policy, and termination of employment.



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- **Scheduled Workday:** A scheduled workday includes the time schedule a supervisor assigns to an employee for work. Employees cannot alter their work schedule without prior approval as outlined in the attendance policy.

### Procedures:

- Employees must adhere to Kids Central's Attendance Policy to be eligible for incentive each month.
- Unpaid time off disqualifies an employee for achieving perfect or honorable attendance.
- An employee who modifies their regular schedule for any reason is disqualified for perfect attendance. The only exception is when a schedule modification is preplanned and preapproved by the Executive Director or Senior Management. It is expected that such modifications will only be approved when there is a clear benefit to Kids Central. When approved the employee will not disqualify for perfect attendance. An example of an approved modification may be a recruitment event preplanned and approved by the Assistant Director of Child and Family services.
- To be eligible for the attendance incentives the employee must be a regular full-time employee at the time of payout and have not given their voluntary notice of termination. Employees who voluntarily terminate their employment forfeit all incentives earned.
- Employees who are affective by scheduled layoffs will not earn attendance incentives during the time of their layoff, however, if they work two weeks or more in the month of returning or before being laid off they are eligible for the attendance incentive for that month.
- New employees begin earning on the first day of the month following their first 30 days of employment. Example, if hired September 2<sup>nd</sup> and the thirty (30) day of employment is October 2<sup>nd</sup> attendance would be counted for the purpose of this incentive beginning November 1<sup>st</sup>. If they meet the eligibility requirements in this policy, they will receive the attendance incentive for November.
- Attendance incentive month begins on the first day of each month and ends on the last day of each calendar month. Example, March 1<sup>st</sup> through March 31<sup>st</sup>.
- This incentive policy is for employees who are scheduled to work, therefore employees with short-term disability, FMLA, or approved leaves of absences are disqualified for the month(s) of their leave.



# POLICY

Effective Date: 06/01/2025

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- Employees are encouraged to read Kids Central’s attendance policy to understand expectations of the attendance incentive policy.
- Kids Central retains the right to cancel any payouts when funding is not available.

### Earned Monthly:

- **Perfect Attendance:** Eligible staff will receive an incentive of \$100 for the achievement of perfect attendance in accordance with this policy.
- **Honorable attendance:** Eligible staff will receive an incentive of \$75 for the achievement of honorable attendance in accordance with this policy.

### Payment Disbursements:

- Eligible employees who earned perfect or honorable attendance for the month will receive payment by the following schedule:
  - Attendance incentives that are earned for the months of April, May, June, July, August, and September will be paid to the eligible employees by November 30<sup>th</sup> as long as they are employed on the date of the payout and have not given voluntary notice of resignation.
  - Attendance incentives that are earned for the months of October, November, December, January, February, and March will be paid to the eligible employees by May 31<sup>st</sup> as long as they are employed on the date of the payout and have not given voluntary notice of resignation.

Months Earned	Payout by Date
April, May, June, July, August, and September	By November 30 <sup>th</sup>
October, November, December, January, February, and March	by May 31 <sup>st</sup>

### Employees’ Responsibilities:

- Employees are responsible for their attendance. This includes knowing that when they arrive late, leave early, or alter their schedule in any way they are disqualified for perfect attendance.



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- Employees are responsible for understanding and following the policies and procedures of the attendance and attendance incentive policy.

### Supervisor's Responsibilities:

- Supervisors are responsible for tracking attendance.
- Supervisors are responsible for knowing the details of this policy and conveying it appropriately to staff.
- Supervisors are responsible for ensuring that the policies and procedures outlined in this policy are followed.
- Supervisors will not modify employees' schedule for personal benefit, favoritism, or for the benefit of the employee to achieve perfect or honorable attendance.

### Conduct and Violations:

Any violations of this policy will be considered a serious offense subject to disciplinary action up to and including termination.

Example violations include but are not limited to:

- Supervisors altering a schedule for an employee's personal benefit.
- Supervisors approving the payout of the attendance benefit while knowing that the policies have not been carried out as described in this policy.

### Professional Development:

Kids Central's Human Resources Specialist will provide training on this policy during orientation, times of revision, when an employee ask for clarification of the details of the policy, and as needed.



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## Employee Acknowledgement Statement for the Attendance Incentive Policy

The purpose of this attendance incentive policy is to establish the requirements for receiving attendance incentive pay. By signing this attendance incentive policy acknowledgement, you agree to adhere to all the provisions. You also demonstrate your understanding that any violations of this policy will be considered a serious offense subject to disciplinary action up to and including termination.

If you have any questions or uncertainty regarding the content of this policy, you are required to consult your supervisor or contact the human resource department. This should be done prior to signing and agreeing to the Kids Central Incorporated attendance policy.

I have read and understand Kids Central Incorporated's Attendance Incentive Policy, and I understand the requirements and expectations of me as an employee.

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Signature

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Date