



TITLE: SALARY AND BENEFITS
POLICY 3.1
Rev. July 2015

PURPOSE AND SCOPE:

This policy outlines Kokua's procedures related to payroll, wages, overtime, fringe benefits and employee reimbursement for client-related expenses.

PAY PERIODS

Pay periods run from the first through the last day of each month. Paydays are the 10th of the month following the last pay period. Paydays may be adjusted if they fall on a weekend.

A. PAY SCALE

Due to Developmental Disabilities Administration budget cuts, there will be no yearly step raises effective May 1, 2009. This freeze will be in effect until further notice.

Starting pay rate for Life Skills Instructors is \$10.00 per hour. Incremental raises are as follows:

\$10.20 at 1 year
\$10.40 at 2 years
\$10.60 at 3 years
\$10.80 at 4 years
\$11.00 at 5 years
\$11.20 at 6 years
\$11.40 at 7 years

Starting wage for LSI's with a current CNA is \$10.50

Starting pay rate for Team Support Specialists is \$11.60 per hour. Incremental raises are as follows:

\$11.85 at 1 year
\$12.10 at 2 years
\$12.35 at 3 years
\$12.60 at 4 years
\$12.85 at 5 years
\$13.10 at 6 years
\$13.35 at 7 years

Starting pay for Team Leaders is \$12.79 per hour. Incremental raises are as follows:

\$13.06 at 1 year
\$13.34 at 2 years
\$13.61 at 3 years
\$13.88 at 4 years
\$14.27 at 5 years
\$14.57 at 6 years
\$14.78 at 7 years

Starting wage for Team Leaders with a current CNA is \$13.29 per hour.

Starting pay for Client Support Specialists is \$14.45 per hour. Incremental raises are as follows:

\$14.72 at 1 year
\$15.00 at 2 years
\$15.27 at 3 years
\$15.54 at 4 years
\$15.83 at 5 years
\$16.13 at 6 years
\$16.44 at 7 years

Starting pay for Program Coordinators is \$16.72 per hour. Incremental raises are as follows:

\$17.06 at 1 year
\$17.40 at 2 years
\$17.79 at 3 years
\$18.15 at 4 years
\$18.53 at 5 years
\$18.93 at 6 years
\$19.35 at 7 years

Starting pay for a Client Service Coordinator with a current CNA is \$17.22 per hour.

Employees may be started at higher than the base rate when an employee has a degree from an accredited college. Exceptions are made at the discretion of the Administrator.

B. OVERTIME

The Administrator or designee must pre-approve any overtime hours. Overtime pay is one and a half times the normal rate. Employees will be responsible to add up their own hours each week to insure they are not working overtime which has not been approved. In after-hours emergencies, overtime may be approved by On-Call staff to ensure client health and safety.

C. REIMBURSEMENT FOR COMMUNITY INTEGRATION ACTIVITIES

Staff will take clients on community outings. Staff may be reimbursed up to \$5.00 for approved C.I. activities. Costs over \$5.00 will be paid by the client(s). Staff will not be reimbursed for any food purchased. If a staff person accompanies a client on vacation, Kokua will authorize funds to cover actual food costs.

D. FRINGE BENEFITS

The money Kokua allocates for the payment of Fringe Benefits is called the Fringe Benefit Pool. Fringe benefits may not be taken in added salary. The benefit package may vary from year to year depending on costs. Full time employees are eligible to participate in Kokua's medical benefit plan.

Effective October 1, 2013, employees will be considered full-time if their official schedule shows 30 or more hours of work per week. An employee's official schedule is the written schedule, signed by the employee, kept in the employee's personnel file. Temporary

schedule changes do not make an employee eligible for benefits. New employees will become eligible for benefits at the beginning of the month following their completion of 90 days of employment if their official schedule shows at least 30 hours per week of regularly scheduled shifts.

Effective October 1, 2013, all employees must have an official schedule showing at least 30 hours of regularly scheduled shifts in order to maintain eligibility for benefits. If a formerly eligible employee is unable to meet the 30 hours per week criteria, the employee will be terminated from the policy and has the option of going on a COBRA insurance plan.

E. TIMESHEETS

Employees are required to fill out an approved Kokua timesheet recording their hours of work. New employees will receive training in the correct way to complete their timesheet. Employees will record their work time on their timesheet at the end of each shift. It is not permissible to complete a timesheet ahead of time for work hours expected during the month. Each employee's timesheet must be reviewed for accuracy and signed by the employee's supervisor.

Employees are expected to record all time worked to the nearest minute. A chart for converting minutes into decimal equivalents is provided for reference.

Salaried employees who work fill-in hours for regular staff must record these hours only on a monthly Salaried Employee Direct ISS Documentation form. This form is used for Medicaid audit purposes only. The form needs to be turned in to payroll on the first day following the end of the month.