



2017-18

## Compensation and Benefit Plan

Care After School, Inc offers benefits that meet or exceed benefits offered by other employers in the area. Benefits add up to more than the salary you receive in each paycheck . . . much more. From paid time off to holiday pay, the company provides a very competitive compensation package.

The benefits currently offered to Care After School employees are as follows:

### Eligible:

SD	<b>401(k)</b> – A 401(K) Plan through American Funds with matching contributions is available to all employees who meet the eligibility requirements. Employees may contribute 1- 15% of their annual base pay up to a maximum of \$18,000 into the plan. The company will match \$ 0.25 for each \$1.00 up to 4% of compensation. A new employee with rollover money from a former employer, can put those funds into the plan at any time, with no waiting period.
SD	<b>Tuition Reimbursement</b> - Care After School reimburses Site Director's up to 50% of their tuition and fees for course work completed to meet the Ohio Department of Job and Family Services (ODJFS) qualifications for Child Care Administrator. Employees must receive a "B" or better in the course. The tuition reimbursement policy applies to undergraduate work.
SD ASD	<b>PTO Bank</b> – Care After School recognizes that an employee's personal life and work life are intertwined. Some things that employees need to take care of, or wish to pursue, can only be one during the regularly scheduled work week. As a result, Assistant Site Directors and Site Directors are given PTO hours off each contract year (August – July). Employees who come in during the year, receive PTO hours on a prorated basis. The PTO days cover sick leave and other vacation absences.
RL	<b>Attendance Bonus</b> - Employees who are absent from work two or fewer days in a semester may qualify for a bonus. Bonus amounts range from \$10 - \$50 based upon total days missed in the semester.
All	<b>Holiday Pay</b> – Employees will be paid for one full week of pay during the winter break holiday. Pay will be calculated by taking the employee's straight-time pay rate multiplied by the number of hours in a their typical work week.
All	<b>Training and Certification Reimbursement</b> – Care After School has a strong vested interest in the growth and development of its employees. As such, the company provides a variety of in-house professional courses aimed at improving job skills. To fulfill requirements by the Ohio Department of Job and Family Services training requirements, Care After School pays for employees to attend approved workshops, seminars and courses.
All	<b>Dependent Registration and Tuition</b> – Care After School employees receive free registration and tuition for all dependent children who meet the eligibility requirements.

<b>All</b>	<b><u>Performance Bonus</u></b> – A structured performance bonus program has been set up based on individual yearly performance evaluation and results from individual site parent survey results. Employees can earn a yearly bonus of 1 – 1.5% of their yearly salary.
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<b>All</b>	<b><u>Longevity Bonus</u></b> – Bonuses are awarded to employees who reach each 5 year milestone.
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<b>All</b>	<b><u>Referral Bonus</u></b> - Employees who refer a job candidate that is hired will receive \$25 after the candidate has been with Care After School for 30 days. Once the referred candidate reaches 120 days of employment, employees will be rewarded with a \$75 bonus.
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<b>All</b>	<b><u>Other Time –Off Benefits</u></b> – Along with the above mentioned holiday pay and PTO, Care After School offers other benefits that provide time-off protection when needed. These include military leaves of absence, bereavement leave and other approved leaves of absences.
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Care After School is proud of its richly diverse work force. As a group, our employees bring a wealth of education, skills, abilities and life experiences to the work place. Thank you for being part of the CAS team.