



## Kid's Korner Employee Benefits

*Kid's Korner recognizes the commitment our Employees make to the betterment of our children. We continue to strive to offer quality benefits to our Employees, and continue to make efforts to review and implement additional Benefits as needed and applicable. **Please note:** further clarification and information is in the Policy Manual.*

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### Social Security:

Employees are automatically covered in accordance with the Social Security Administration Act.

### Workers Compensation \* Office Form\*:

All employees whose injury occurred in connection with agency employment are eligible. All injuries must be reported to the Director immediately, no matter how minor. The Director will document the circumstances according to the information required by Workers Compensation Insurance Underwriter.

### Insurance:

Kid's Korner purchases workers compensation for all employees, liability and accident coverage for all staff and children through Insurance Agency of our choice. General Liability Coverage is 50,000/1,000,000 and Auto Liability for uninsured and underinsured motorists is also in force. Employees are encouraged and responsible to carry their own personal coverage for defense in individual cases.

### Health Insurance \* Office Form\*:

Health insurance is available to all employees who work a minimum of 32 hours per week and have been employed for a minimum of 90 days. The insurance will be underwritten by a Health Insurance Company of our choice. Kid's Korner will pay the first 50% of an employee's benefit and any additional coverage for the family members and/or dependents is solely the responsibility of the employee. This coverage is limited to Health Insurance only and Dental or Life Insurance is not covered by Kid's Korner. Insured person's coverage is contingent upon continued employment and continuation of the plan. The Insurance Underwriter reserves the right to accept or reject employees and dependents according to their (the Insurance Company) underwriting standards and guidelines. This policy is subject to change upon a 30 day written notice.

### Personal Time Off (PTO):

*Personal Time Off will be on an accrual basis, reflecting time of service to Kid's Korner Educare.*

Years 0-5, the employee will earn based on their accrual, up to 8 Personal Time Off Days, based on hours worked each year.

Years 6-10, the employee will earn based on their accrual, up to 12 Personal Time Off Days, based on hours worked each year.

Years 10-15, the employee will earn based on their accrual, up to 16 Personal Time Off Days, based on hours worked each year.

Years 15 and over, the employee will earn based on their accrual, up to 20 Personal Time Off Days, based on hours worked each year.

Overtime does not accrue Personal Time Off Days. The year is based on January 1 of the year through December 31<sup>st</sup> of the same year.

The Maximum Annual Carry-over is 5 (five) business days plus the annual accrual, and Kid's Korner does not pay out any remainder of Personal Time Off upon employee termination. Kid's Korner will not pay earned, but unused PTO benefits to a departing employee who failed to provide the required notice for his or her resignation or was terminated for misconduct and/or job performance. Personal Time Off must be used as per this policy or the employee will lose the benefit. The use of Personal Time Off Days that coincide with Holiday Breaks is strongly discouraged. A limited number of people at one time will be granted time off during the same day as determined by the Director. This policy is subject to the Directors' discretion. The Directors' decision is final.



## Holidays:

Kid's Korner Educare will be closed the seven major holidays. New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Thursday & Friday, and Christmas Day. Holidays which fall on a weekend will be either observed the Monday after or the Friday before the Holiday. All staff is paid Holiday pay (or equal hours worked) with the stipulation that they must work for Kid's Korner for a minimum of 90 days prior to receiving Holiday pay.

## Employee Leave \* Office Form\*:

Personal leave time requires prior approval from the Administration/Director. Notice on the correct form shall be given a minimum of two weeks prior to the expected leave. The Director may grant leaves on their discretion. The following stipulations are relative to personal leave:

Leave is discouraged on in-service days, days of scheduled outings, during the last ten days of the session, immediately before or following a holiday.

A non-medical leave of a staff member, without pay, may be granted at the discretion of the Director. The Director may request of an employee, a personal leave of absence, without pay, in writing.

*The following stipulations are relative to personal leave:*

If it is necessary to appoint an interim employee, he/she will hold the position subject to the rights of the absent employee and upon the regular employee's return to employment, full time, will vacate the position.

## Child Care Discounts:

Kid's Korner Educare offers to its employees a 5% childcare discount for children enrolled on a full time basis. (Please note: only one discount is offered per family, thus sibling discounts do not apply. Additionally, there is not a discount for children enrolled in the Kindergarten Program.) Employees must work for Kid's Korner Educare a minimum of 32 hours per week in order to be eligible for this discount. It should be noted that all inclusive policies regarding rates, payment, billings, late fees, service charges, penalties and enrollment which pertain to families are applicable for employee children. In the event an employee does not keep their childcare account current they will automatically surrender their childcare discount and be charged full rate until the account delinquency is satisfied. The discount is a privilege and not a right.

Consideration will be given to eligible employees who wish to request a childcare discount greater than 5%. To be considered, an Employee Discount Application must be completed (see the Director for a copy of the application.) Applications will be reviewed and considered on an individual basis. A request for an additional discount must be justified and applied for 30 days in advance of when the anticipated discount will take effect. All applications will be reviewed by the Director and approved by the Board of Directors. Applications must be renewed annually or upon a significant change in family status. For additional specifics regarding the enrollment and policies please refer to the Parent Handbook.

## Absenteeism:

Kid's Korner relies heavily on each staff to perform and fulfill the duties they are assigned and obligated to at the time of hire. In the event of an absence (illness of self or family member, personal appointments, or personal time off) each member must take the responsibility to ensure the shift and duties they were hired for are fulfilled in their absence. In order to do this the phone numbers of all co-workers are available so the appropriate contacts, substitute employees can be made to cover your shift.





### Simple IRA \* Office Form\*:

A Simple IRA retirement savings account has been set up with Thrivent Financial Services. All monetary elections and investment priorities are the responsibility of the employee. Kid's Korner will have a matching percent which is determined annually.

### Flex Benefits:

Kid's Korner has elected to offer a cafeteria plan and offer flex benefits pre-taxed including a premium conversion on health insurance. The benefits offered are childcare, non-employer sponsored premiums, and health care. Please see the Director for the maximum deduction allowances.

### Meals:

Staff are provided lunch, to be eaten along-side our children, every day.

### Training:

Staff are required to fulfill their training for In-Service Hours each year. Kid's Korner will pay for training time, as designated by the Director. Kid's Korner will also pay for some of the training time, with Director's prior approval and it will not exceed the required number of hours required for the Licensing Year.

### Prep Time:

Kid's Korner recognizes the important of Prep and Planning time in a quality program. Teacher's have time during the nap time, and allocated times throughout the week, for Prep Times. Some of these time may include, but are not limited to: nap time, allocated substitution for Prep, Large Muscle Activity Time during the morning hours, etc.





## Tuition Reimbursement

Regular, Full-Time employees, who have worked at Kid's Korner for at least one year, may be eligible to receive tuition reimbursement. In the event that Kid's Korner agrees to support an employee's academic efforts, and believe that the employee's general job performance warrants such belief, Kid's Korner will partially reimburse the employee for tuition for certain courses that it believes are job-related. The amount for reimbursement will be established by the Director prior to enrollment in the course, for the employee's knowledge. The amount will be based on the number of Employees applying as well as the amount budgeted by Kid's Korner for budget year. Eligible courses must be directly and substantially related to an employee's current job. Costs for textbooks and materials will not be reimbursed. The amount an employee receives will depend upon Kid's Korner's approval and upon the grade received. Grade received for the course must be a Grade of a C or higher.

To receive tuition reimbursement, an employee must apply, via an Office Form, and be approved before the course begins. See the Executive Director or Director for complete information on how this works, as well as the form to be completed.

If an employee resigns or is terminated before receiving the grade, the employee will not be reimbursed for tuition expenses. If the employee resigns or is terminated within 12 months of receiving reimbursement, the employee must repay Kid's Korner in full.

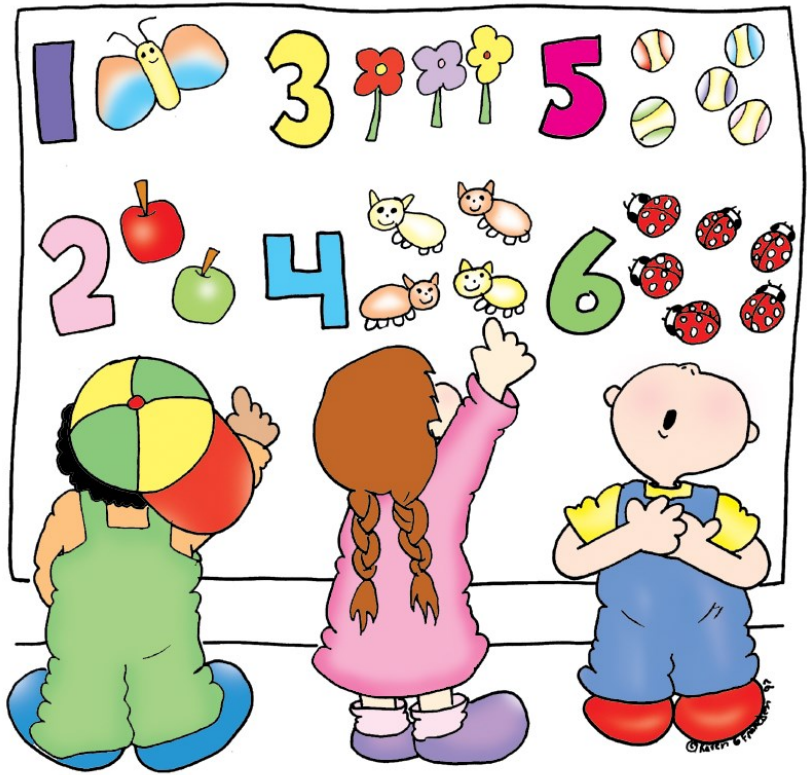
As an Employee Benefit, Kid's Korner has elected to allocate a specific budget amount each year to help defray costs for Tuition if the course work taken aligns with the Minnesota Department of Human Services Rule 3 Licensing Requirements for Assistant and Teacher Qualifications. This benefit is available to Employees who require continuing Elementary or Early Childhood Education credentials to become Assistant Teacher and/or Teacher qualified.

*For Staff to become Assistant Teacher Qualified, 12 Quarter Credits (8 Semester Credit Hours) are required with additional qualifications as stated in Rule 3, Subpart 9503.0032.*

*For staff to become Teacher Qualified, 24 Quarter Credits (16 Semester Credit Hours) are required with additional qualifications as stated in Rule 3, Subpart 9503.0032.*

To be eligible:

- Employees must be a regular employee scheduled to work at least 30 hours per week
- Have maintained a minimum performance rating on their Reviews in all categories
- Have worked for Kid's Korner for at least one year
- Must apply to be a candidate for tuition reimbursement on a semi-annual basis, or as funds are available



### Reimbursement:

Employees may request Tuition Reimbursement when you complete a class and have your final grade and Transcript for the class. If you receive a scholarship or government aid, the combination of those funds and Kid's Korner reimbursement cannot exceed 100% of cost of tuition and fees. You must schedule your classes during non-work hours. Time away from work to attend classes is unpaid time.

Once class is completed, the Employee is responsible for 100% reimbursement back to Kid's Korner if they are no longer employed at Kid's Korner within the first year. The Employee is responsible for 50% reimbursement back to Kid's Korner if the Employee is no longer employed at Kid's Korner within the first two years of the completed class.