



**TITLE: SALARY AND BENEFITS**  
**POLICY 3.1**  
**Rev. January 2019**

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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 10<sup>th</sup> 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 Direct Support Professional is \$13.25 per hour. Starting wage for LSI's with a current CNA is \$13.75
- Starting pay rate for Float Staff and Team Support Specialists is \$14.35 per hour.
- Starting pay for Team Leaders is \$16.04 per hour.

Starting wage for Team Leaders with a current CNA is \$16.54 per hour.

- Starting pay for Client Support Specialists is \$17.20 per hour.
- Starting pay for Program Coordinators is \$19.47 per hour.

Starting pay for a Client Service Coordinator with a current CNA is \$19.97 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 Executive Director.

B. OVERTIME

The Executive Director 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.

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.

F. HOLIDAY PAY

Kokua pays time and ½ for work completed on the following holidays:

- Christmas Day
- Fourth of July
- Thanksgiving Day
- New Year's Day

Staff must be actively working in a home, with a client, at the office or otherwise approved by Kokua management to qualify for holiday pay. Overtime worked on a holiday will be paid out at time and ½ as well (not double or triple pay).

#### G. EMPLOYEE ASSISTANCE PROGRAM

The employee Assistance Program, or EAP, was created to benefit employees. The program is intended to provide employees with assessments, referral, and/or brief counseling when life problems consistently begin to have a negative impact on their ability to function. Some of the issues most frequently dealt with through the EAP are: depression, anxiety, family or marital problems, parent/child conflicts, difficulties encountered in care giving to parents and substance abuse and addiction.

The first six counseling sessions are free of charge to any individual choosing to utilize EAP. Should further counseling be recommended, the fee is assessed based on the individual's income and/or an individual's health insurance is billed for the session.

Along with counseling, EAP also offers Legal support, Financial Services, Mediation Services, Online Legal Forms, Home Ownership Program and Identity Theft Services.

The EAP service is free for all Kokua staff as well as people who live in their home. Self-referrals are encouraged; however, there are times when Kokua administration may choose to make the referral as a condition of employment.

EAP benefits can be accessed by calling Reliant behavioral Health at 1-866-750-1327.

#### H. DIRECT DEPOSIT/ACH OF PAYROLL AND REIMBURSEMENT CHECKS

As a condition of employment at Kokua, employees and trainees are required to participate in payroll/reimbursement direct deposit. This means that your pay will be deposited directly into your bank account each payday. If you do not provide information about an established bank account, Kokua may establish a debit account at an approved banking institution for the purpose of direct deposit. Please contact the Business Operations Coordinator for information on "second-chance" bank accounts if you have issues establishing an account.

Kokua will directly deposit all payroll checks as well as mileage checks, emergency draws and other reimbursements through the Heritage Bank direct deposit/ACH system. Physical checks may be written based on agency need.

Direct deposit of payroll checks will occur by the tenth of each month. All other reimbursement checks will be deposited within three business days from receipt of reimbursement/draw request. If you fail to receive your reimbursement within the three business days allowed, you should contact the Business Operations Coordinator for support.