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COMPENSATION AND BENEFITS

BENEFITS

Disclosure of Benefits

Youth Dynamics provides their employees with various welfare and retirement benefits. Youth Dynamics reserves the right to modify, amend, or terminate benefits as they apply to all current, former, and retired employees.

All benefits provided by Youth Dynamics are described in official documents which are kept on file by the Finance Director. These documents are available for examination by any plan participant or beneficiary. In addition, they are the only official and binding documents concerning Youth Dynamics' welfare and retirement benefits.

Vacations

Youth Dynamics grants annual vacations with pay to permanent salaried full-time and part-time employees as well as qualifying permanent hourly employees. Employees may not receive vacation pay in lieu of time off. The vacation year is the calendar year, January 1st through December 31st.

Full-time employees will accrue paid vacation according to the following schedule (annual totals are rounded to the nearest whole day):

First Calendar Year	.83 Days per Month - 10 Days/year Calendar
Years 2-3	1.25 Days per Month - 15 Days/year Calendar
Year 4 +	1.67 Days per Month - 20 Days/year Calendar
Year 10+	2.087 Days per Month - 25 Days/year Calendar
Year 15+	2.5 Days per Month - 30 Days/year Calendar
Year 20+	2.91 Days per Month - 35 Days/year

Vacation must be used during the calendar year earned.

Permanent part-time hourly employees who work at least 20 hours per week (1,040 hours per year) are entitled to vacation on a pro-rata basis. The length of the vacation will be determined on the same basis as for exempt full-time employees, but the pay will be based on

the employee's average number of part-time hours per week during the last vacation-accrual year. Permanent part-time hourly employees working less than 20 hours per week (1,040 hours per year) and temporary employees receive no vacation benefit.

Employees whose employment is terminated or laid off for any reason will receive vacation pay for all unused accrued vacation, provided the money is available in the employee's support account. If an employee dies, pay for accrued and unused vacation will be paid in a lump sum to the employee's estate.

If a paid holiday falls within an employee's vacation period, the holiday will not be charged as a vacation day. No allowance will be made for sickness or other compensated type of absence occurring during a scheduled vacation. Interns and seasonal staff are not eligible for vacation pay, nor may their time as an intern or seasonal staff be applied to future accrual of vacation time as permanent staff.

Approval and Reporting of Vacation Usage

1. **Making the request:** Employees send an email to their supervisor requesting the date(s) to be gone and the number of vacation days used.
2. **Supervisors:** within 7 days of receiving the request:
 - If approved:** reply the approval via email to the employee and carbon copy the Finance Director.
 - If denied:** correspond directly with the employee to negotiate alternate vacation days. Once approved dates are agreed upon, forward those dates to the Finance Director.
3. **Out of office notice:** On last day in the office before vacation leave, employee should send an email to immediate coworkers letting them know you will be gone and the date you will return to the office. In addition, change voicemail and email settings to send an automatic reply to emails stating A) the date range you are gone, B) when you will return back in the office, and C) list information for an alternate person if the message needs assistance before you return.

Holidays

Youth Dynamics observes certain designated days each year as holidays. Eligible employees will be given a day off with pay for each holiday observed. The following is the schedule of holidays which are observed during each calendar year:

Good Friday	Memorial Day	Independence Day
Labor Day	Thanksgiving Day	Day after Thanksgiving
Christmas Eve Day	Christmas Day	Day after Christmas
New Year's Eve Day	New Year's Day	MLK or President's Day

Temporary employees and employees on leaves of absence or on lay-off are not eligible to receive holiday pay. Full-time employees are eligible to receive their regular rate of pay for each observed holiday. Part-time employees are eligible to receive holiday pay only for holidays on which they would normally be scheduled to work, and only for their regularly scheduled number of hours.

To receive holiday pay, an eligible employee must be at work, or on an authorized absence, on the workdays immediately preceding and immediately following the day on which the holiday is observed.

A holiday that occurs on a Saturday or Sunday may be observed on either the preceding Friday or following Monday.

If a holiday occurs during an employee's vacation period, the holiday will not be charged as a vacation day.

Sabbatical

Full-time exempt employees are eligible for paid sabbatical leave after seven years of complete full-time exempt employment. Sabbatical leave is for spiritual refreshment and to further ministry expertise in a way that will also further Youth Dynamics' mission.

Sabbatical leave will accrue at the rate of one week for each complete year of full-time exempt staff employment. The maximum that can accrue is twelve weeks; un-accrued leave cannot be recaptured. Sabbatical leave must be taken all at once, and not split into separate leaves. If a full-time exempt staff member leaves Youth Dynamics before taking all accumulated sabbatical leave, there will be no compensation for unused sabbatical leave.

Sabbatical leave proposals should be submitted to the **Leadership Team** at least 60 days in advance. Keeping in mind the production and service needs of Youth Dynamics, the **Leadership Team** may approve or disapprove of a proposed sabbatical leave.

Authorized Absence from Work

Employees are to report for work punctually as scheduled and to work all scheduled hours and any required overtime. Excessive tardiness and poor attendance disrupt workflow and service to co-workers, volunteers, and students will not be tolerated.

Short-term Leaves of Absence

Youth Dynamics permits employees to be absent from work on a short-term basis under certain circumstances, including sickness or injury. Short-term absence is any absence continuing two weeks or less and needs to be approved by the employee's supervisor.

An authorized short-term absence may include any of the following:

- a) Sickness or injury resulting in temporary disability of the employee or a member of his immediate family;
- b) Death, funeral, or estate settlement in the immediate family of the employee;
- c) Marriage of the employee or a member of their immediate family;
- d) Birth of a child to or adoption by the employee and/or the employee's spouse;
- e) Personal business which cannot be conducted outside of normal working hours;
- f) Emergency closing of Youth Dynamics premises; and
- g) Maternity leave for female employees – a staff member having a baby is allowed six weeks of paid maternity leave.

Full-time employees are eligible to be compensated for regular base wages lost during periods of authorized absence. No compensation will be paid for absences covered by Workers' Compensation.

Exempt part-time employees who work twenty or more hours per week (1,040 hours per year) are eligible to receive compensation for short-term absences on the same basis as exempt full-time employees except that their accumulated days will be accrued on a pro-rata basis that relates the average number of hours per week worked to a regular forty-hour week. Part-time employees working less than twenty hours per week and temporary employees are not eligible for compensation for short-term absences. Unused days of paid absence are not convertible into cash, personal holidays, or vacation. If employment is terminated, pay for accumulated and unused days of paid absence will not be granted.

Short-term absences resulting from jury duty, voting, testifying as a subpoenaed witness, emergency Youth Dynamics closings, and approved participation in community affairs will not be charged against an employee's accumulated days of paid absence. Employees will be paid their regular base rate for authorized absences to serve as a juror or subpoenaed witness.

Other Leaves of Absence

Youth Dynamics may grant employees other UNPAID leaves of absence up to a maximum of one year under certain circumstances. The following types of leaves will be considered:

Sick Leave of Absence

Employees who are unable to work because of an illness or disability, and whose illness or disability continues beyond the coverage afforded in Youth Dynamics' Short-term Leaves of Absence policy, may be granted a sick leave of absence. This type of leave includes DISABILITIES caused by pregnancy, childbirth, or other related medical conditions. Youth Dynamics may require certification, on a periodic basis, of an employee's continuing illness or disability by the employee's physician and/or a physician selected by Youth Dynamics.

Childcare Leave of Absence

Female employees (not disabled by pregnancy or childbirth) and male employees may be granted a childcare leave of absence for the purpose of caring for newborn or seriously ill children. Employees who adopt a child may also be granted a childcare leave of absence for the purpose of receiving the child into the home and assisting the child in adjustment after placement.

Personal Leave of Absence

Employees may be granted a personal leave of absence to attend to personal matters in cases in which the Supervisor determines that an extended period of time away from the job will be in the best interests of the employee and Youth Dynamics.

Military Leave of Absence

A military leave of absence will be granted if an employee enlists, is inducted, or is recalled to active duty in the United States armed forces for a period of not more than four years (plus any involuntary extension for not more than one additional year). Employees who perform and return from military service in the armed forces, the military reserves, or the National Guard shall have and retain such rights with respect to reinstatement, seniority, vacation, layoffs, compensation, and length of service pay increases as may be from time to time provided by applicable federal or state law.

Upon satisfactory completion of military service and timely notice of intent to return to work, an employee will be reinstated to a job comparable to the one the employee left, provided the employee is qualified, their support account is fully funded, and Youth Dynamics' circumstances have not changed to the extent that it would be impossible or unreasonable to provide reemployment. An employee must reapply for a job within 90 days after being released from active duty. Reservists and national guardsmen returning from initial active duty for training must apply for reinstatement within 31 days after being released from military duty. Employees returning from all other active duty for training must report to work on the first scheduled working day following completion of training.

If an employee, on return from military service, is physically unable to perform the duties of the employee's previous job, Youth Dynamics will attempt to place the employee in a position of similar status and pay that is compatible with the employee's physical abilities.

Employees with one year or more of service will be protected against loss of income as a result of participation in an annual encampment or training duty in the United States military reserves or the National Guard. In these circumstances, Youth Dynamics will utilize the individual's support account to pay the difference between what an employee earns from the government for military service and what the employee would have earned as normal straight-time earnings on the job. This difference will be paid for up to two weeks in a calendar year.

Note: If an employee fails to return to work following an approved leave of absence, the employee will be terminated from employment.

Breaks

Whenever practical, employees are to receive a rest break of fifteen minutes at approximately the middle of every four hours of work not broken by a meal period.

Full-time employees will take an unpaid meal break near the middle of the workday; the break will be thirty minutes. Part-time employees scheduled to work more than five consecutive hours during any workday will likewise take an unpaid meal break of the same duration as full-time employees in their department.

COMPENSATION

Salary Administration

Youth Dynamics pays wages and salaries, which are nondiscriminatory and as competitive as possible with rates being paid for like jobs by other employers in the community.

Performance Review

Each employee will have an annual performance review. The purpose of this review is to celebrate victories as well as identify areas of potential growth.

This annual meeting should merely be a summary of a year's worth of conversations and management.

The performance review must be done on the ministry-wide template and should "mirror" an employee's job description. Both the supervisor and the employee should fill out this form and then meet together. Once completed the original copies need to be sent to the finance department to be placed in the employee's personnel file.

Severance Pay

Severance pay may be granted to terminate employees under certain circumstances at Youth Dynamics' discretion. It is not a normal practice to provide severance pay to employees who leave at their own discretion.

Pay Procedures

Youth Dynamics pays employees by direct deposit on a regular basis and in a manner so that the amount, method, and timing of such payments comply with any applicable laws or regulations.

Employees normally receive their paycheck on the tenth day of the month.

If the regular payday falls on a Saturday, payday will be the day before, if payday falls on a Sunday or holiday, employees will be paid on the working day following the regular payday.

Non-exempt employees, (those not exempt from the provisions of the Fair Labor Standards Act) will be paid overtime compensation at the rate of one and one-half times their regular hourly rate for work in excess of forty hours during their normal workweek and/or for work in excess of eight hours during their normal workday.

Note: Some part-time and/or seasonal employees will be paid by check, not direct deposit. This decision will be made by the finance office.