

CAREGIVER WAGE AND BENEFIT

FEBRUARY 2018 SUPPLEMENT



TEN/ELEVEN PAYSCALE

Starting wage for Caregivers is \$10.25

Upon completion of training Caregivers have received a \$1.00 per hour in premium for a total wage of \$11.25. Effective 2/4/2018, Caregivers who complete their 2018 training will receive an additional premium of \$0.25 per hour for a total wage of \$11.50 per hour.

Caregivers who completed 12 hours of training in 2017 will need to complete 6 hours or 12 hours of training, as applicable (see below) by August 1 of 2018 to maintain the training premium and be eligible for the additional \$0.25 per hour; otherwise, their wage will be reduced to the starting wage (\$10.25).

Home at Heart Care does not allow people on the Ten/Eleven Scale to work overtime. Caregivers who wish to work overtime must sign Amendment No. 3.

OVERTIME AUTHORIZATION EXEMPTION (Amendment No. 3)

Caregivers who wish to work up to fifty (50) hours per week may sign a written Employment Agreement Amendment No. 3, which includes a pay rate of \$9.75 per hour and the option of working up to ten (10) hours of overtime at time and a half.

Effective 2/4/2018, upon completion of the 2018 training, caregivers will receive an additional \$0.25 per hour premium, which increases their wage to \$10.00 per hour.

Note: As always, Caregivers cannot exceed a client's Care Plan hours or hours authorized by Home at Heart Care's Director of Services.

PAID TRAINING

Caregivers that complete Home at Heart Care sponsored training are paid at their current rate of pay for training time. Training should be completed within 60 days of hire and annually thereafter before August 1st every year. Training schedules and options are posted on our website: www.homeatheartcare.com

Caregivers with less than 5 years of experience must complete 12 hours of training annually. Eligible for 12 hours paid.

Caregivers with more than 5 years of experience must complete 6 hours of training annually. Eligible for 12 hours paid.

Home at Heart expects that all Caregivers complete our in house 6 hour American Red Cross First Aid and CPR class within 120 days of hire. Home at Heart also offers In House Person Centered training, online training and home studies. All training is designed to meet individual Caregiver needs.

PREMIUM PAY

Effective 2/4/2018 Caregivers who have completed the annual training requirement of (12 hours/less than 5 years seniority) or (6 hours/more than 5 years seniority) are eligible to receive Premium Pay when working for Waivered Respite Care or Individual Community Living Support Recipients. Premium Pay is \$13.00 an hour.

TRAVEL TIME

Home at Heart pays travel time (at each employee's applicable regular hourly rate) between clients for caregivers serving more than 1 client in a day. Employee manuals explain this policy in more detail. Office staff include travel time sheets in the checks or deposit slips of Caregivers who are authorized to serve more than one client. Travel time must be included on the weekly time sheet for the week in which the travel occurred.

The Department of Human Services informed us in January of 2018 that Home at Heart Care can now allow PCA's to claim transportation time on their Time and Activity Documentation sheet, when transporting a client if they meet the following criteria:

1. Client's need has been previously documented in the Care Plan.
2. PCA has a valid Driver's License
3. PCA maintains Current Auto Liability Insurance
4. Home at Heart does not reimburse for mileage

HOLIDAY PAY

Home at Heart pays time and a half for Caregivers who work on Christmas Day and the Fourth of July. Home at Heart at its discretion will pay additional holidays at time and a half or authorize discretionary holiday bonuses.

HEALTH INSURANCE BENEFIT

Caregivers who average more than thirty (30) hours per week over a standard look back period are eligible to enroll in Home at Heart Care's employee subsidized health plan. In 2018 Home at Heart paid 75% of the employee's premium. Caregivers will receive enrollment paperwork upon meeting the qualifications.

Caregivers who choose not to enroll in our employee subsidized health plan must also indicate that they do not want coverage. Forms for eligible Caregivers are mailed to Caregivers or may be picked up at our office. Contact Human Resources for additional information.

HEALTH SAVINGS ACCOUNT (HSA)

Caregivers who enroll in the Home at Heart health insurance benefit may participate in the health savings account which allows the caregiver to place pre-tax dollars each pay period into a savings account for use with out of pocket medical expenses.

CHRISTMAS BONUS

Historically Home at Heart Care has distributed at its discretion Christmas Bonuses. Caregivers who have more seniority and average a maximum of hours are weighted to receive more than low seniority or those who only work minimal hours. Although it is our desire to pay an annual Christmas Bonus, Home at Heart Care makes no guarantees that there will be an annual Christmas Bonus.

401K RETIREMENT PLAN

Home at Heart Care offers a 401k retirement savings plan. Employees must be at least 21, have worked a full calendar year and worked a minimum of 1000 hours in that year to qualify for participation. Home at Heart offers a 4% match to the employee's 5% contribution. Contact Human Resources for additional information.

REFER A FRIEND BONUS \$100

Home at Heart Care pays a \$100 bonus (subject to all federal and state withholding requirements as the employee's salary) to each employee who refers a friend to work for us. (Management and marketing staff are not eligible). Online applications and paper job applications will have a block that says; REFERRED BY: Employees must follow these rules:

Rule 1: Name of current employee must be on the original application in the referred block.

Rule 2: New employee must work a minimum of 3 months and 100 hours before the \$100 bonus is paid to current employee

Rule 3: Only the person whose name is on the original application can receive the bonus and they must be employed at the time new employee reaches the threshold at Rule 2 to earn the bonus.

VENDOR AGREEMENTS

Home at Heart Care has Vendor Agreements with local businesses in our area. Employees can work through these vendors to purchase a vehicle, an appliance, and furniture or make car repairs. Approved Vendors are listed in our Caregiver Manual. In addition we are open to working with other vendors to develop additional agreements. These Vendors extend credit to our employees, in exchange Home at Heart makes voluntary payroll deductions and send weekly payments to the vendor at no cost to the employee or the vendor. To qualify for a vendor agreement, an employee must have worked at Home at Heart for three months and complete their training requirement. Deductions cannot exceed 1/3 of the Caregivers take home pay.

EMPLOYEE ASSISTANCE PROGRAM

Home at Heart Care has an agreement with the Clear Waters Life Center in Clearbrook to provide free individual and group counseling services to our employees and clients. These counseling services are conducted by both lay and professional counselors as needed. Counseling services include Grief, Blended Family, Depression, Anxiety, Anger Management, Children and Youth and Behavioral Coaching. These services are confidential and can be accessed by calling the Clear Waters Life Center directly, 218.776.2789, www.clearwaterslife.org.

WELLNESS BENEFIT

Home at Heart Care also maintains a library of Biblical resources with a focus on Caregiving available for free as well as pamphlets that address a wide range of physical, emotional and mental health needs.

In addition to our clients' supervision visits, when requested, our Wellness Team Volunteers make house calls to both clients and caregivers for encouragement and support.

MISCELLANEOUS

Home at Heart provides a weekly payroll. Caregivers may receive their paycheck by mail, pickup, direct deposit or debit card option.

AFLAC; Home at Heart gets Group rate reductions for AFLAC Benefits. Payroll deducts payments as directed by the employee. Plans available include; Cancer, Accident, Short Term Disability, Hospitalization, Intensive Care, Specified Health Protection, Dental, Vision, Life Insurance, and Sickness. Employees can enroll in AFLAC when they attend our First Aid CPR Class.

Home at Heart maintains a Family Medical Leave Act Policy. Details are posted on line and in the Caregiver Policy Manual.

Home at Heart provides Caregivers as needed Latex Gloves and Gate Belts.

Home at Heart Care is testing Electronic Time Sheets and will offer this option in latter 2018. Active Caregivers who are interested in using electronic timesheets should contact the office.

Home at Heart hosts two open houses each year, one before Christmas and one near the Fourth of July with plenty of fun, food and gifts.

Home at Heart Care offers walk in or online applications at; <http://www.homeatheartcare.com/apply-now.html> Background study fees are waived for prospective Caregivers and can be done at Home at Heart Care's office. Background studies can also be done at other Regional locations in Minnesota.

PRICELESS BENEFITS

Everyone associated with Home at Heart Care receives something not measured in Money or Benefits received. At Home at Heart Care we believe every person we meet is special and valuable in the eyes of God. Staff at Home at Heart Care meet daily to pray for individual Prayer Requests and for the favor of God on our clients and staff.