

## COMPENSATION PACKAGE 2023 - 2024

### 401K Retirement Plan

Judah Ministries Inc believes in saving for retirement and encourages each employee to participate in the Judah Ministries Inc 401(k) Plan upon completion of ninety (90) days of employment. Every employee will be automatically opted into Index Funds but can opt out or change to a traditional 401(k) at any time upon request. Funds are vested immediately. • Judah Ministries Inc will match 100% of the first 3% of your deferred compensation. This means that if you commit 3% of your pay to your 401(k), Judah Ministries Inc will add an additional 3% to your account. • If you defer another 2% for a total of 5% Judah Ministries Inc will match another 1% of your compensation. So, if you defer 5% of your pay to your 401(k) retirement plan, Judah Ministries Inc will match a total of 4%.

### Vacation

In addition to PTO, vacation for employees who are full-time and have been with Judah Ministries Inc for at least 12 months will receive 5 days or 1 week of paid vacation, 2-4 years will receive 10 days or 2 weeks, 5-9 years will receive 15 days or 3 weeks, 10-20 same teaching staff for nine months or longer.

### PTO Time

Judah Ministries Inc assigns specific teaching staff to work with each class of children, day to day and stably over time. Therefore, PTO will be earned after ninety days of employment at a rate of 1 (one) hour per pay period for full-time and .30 minutes for part-time.

### Scholarship (TEACH) and Judah Scholarship Program

Our staff are offered the opportunity to receive a scholarship to further their education in (ECE) Early Childhood Education. We provide two areas at Judah Ministries Inc, and they are the Diagnostic Clinic, Infant certification and Early Childhood Program. Please contact the director to obtain a TEACH Scholarship.

### Health Insurance

Medical Benefit. Anthem preliminary MEWA rates.

### Life Insurance

Basic Life and AD&D insurance. Reduction schedule is 35% at age 65 and 50% at age 70. Every 5 years, the % goes down.

### Childcare Discount Rate

All staff members receive 50% off the current rate of childcare for full-time coverage.

### Cell Phone Policy

It is important that every staff member's attention always remain on the children. A lapse in attention could result in serious accidents, which with appropriate supervision, would have been prevented. Therefore, cell phones are not permitted in the classroom during work hours. Any staff member not adhering to the cell phone policy will be subject to a fine and/or suspension. • Fines: • 1st Offense - \$10.00 • 2nd Offense - \$20.00 • 3rd Offense - \$30.00 fine plus 1-day suspension.

### Disciplinary Policy

All employees are essential to fulfilling our mission. Judah Ministries Inc expects employees to follow their designated work schedule and to be punctual. Punctual means be at the employee's workstation, ready to work at the start of the work schedule and remaining on the job until the end of the schedule. If an employee is unable to report for work or will be late, the employee must contact the director of their site prior to the scheduled start time so that work can be covered. Repeated absences or tardiness may be considered misconduct depending upon the circumstances. An employee who fails to report for work or to call in for three consecutive/non-consecutive days or three consecutive/non[1]consecutive shifts within a 6-month time may be subject to disciplinary action, up to and including termination.

Judah Ministries Inc uses progressive discipline as a positive way to correct unacceptable attendance and tardiness. The following are the steps, which are taken using progressive discipline. • 1ST Time Offense- Verbal Warning: If a staff member's job performance is not meeting Judah Ministries Inc standards, or if a staff member is in violation of any policy stated in this handbook, he/she will be informed of the problem and possible penalties if performance does not improve. • 2ND Time Offense- Performance Notice: A written performance notice is given if a problem/s identified has not been corrected. A performance notice will be issued immediately for refusal to follow lawful instructions or any other serious policy violation, which endangers the safety or integrity of a child or staff member. Two-day suspension will be administered immediately. • 3RD Time Offense-Performance Notice/Termination: Termination may result when using progressive discipline if steps have not produced satisfactory and acceptable performance. Written performances and Termination will be at the discretion of the executive director. Judah Ministries Inc acknowledges that it complies with federal and state laws.