

RENEWAL WORKSHEET FOR CHILDCARE CENTER SUPPORT GRANT

DISCRETIONARY BONUSES

Discretionary funds are available for center directors to utilize for merit bonuses with full or part-time staff. Funding is based on the number of full time equivalent (FTE) staff. An employee whos is regularly scheduled for at least 30 hours/week is considered full time. To calculate FTEs, take the total number of hours worked by ALL employees in the previous 12 months. Divide that by the number 1500. Use the chart below to calculate the FTEs and the amount of discretionary bonus funding available to the applying center.

| Number of hours worked in previous 12 months by ALL staff | Divide by 1500 | Round down to nearest whole number | Multiply by \$150 | | Total eligible discretionary bonus funds |
|---|----------------|------------------------------------|-------------------|---|--|
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LONGEVITY BONUS

Longevity Bonus Schedule: Employee in good standing, full time (At least 30/hrs/wk). Longevity bonus is awarded for every uninterrupted 6 months worked at SAME center.

| 6 mo. | 1 yr | 1.5 yrs | 2 yrs | 2.5 yrs | 3 yrs | 3.5 yrs | 4 yrs | 4.5 yrs | 5 yrs | 5.5 yrs | 6 yrs |
|-------|-------|---------|-------|---------|-------|---------|-------|---------|-------|---------|-------|
| \$250 | \$300 | \$350 | \$400 | \$450 | \$500 | \$550 | \$600 | \$650 | \$700 | \$750 | \$800 |

Using the chart above, complete the table below for current staff. If you have an open position you will fill this year, include that position. NOTE: calculate the bonuses based on the next 2 milestones the staff member will reach, not previous. See examples below:

| NEW Employees: Did not receive a bonus last year Initials/Position: Initials only - do not include full name | Time at center as of today | Longevity Bonus: will include 2 bonuses in the coming 12 months | Total Bonus request |
|---|----------------------------|---|---------------------|
| EXAMPLE: EAW / Full Time Teacher | 3 mos | \$250 (6 mos) + \$300 (12 mos) | \$550 |
| EXAMPLE: SMF / Cook | 7 mos | \$300 (1 yr) + \$350 (1.5 yrs) | \$650 |
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Total New Employee Longevity Bonus:

| EXISTING Employees: was included on previous year's application. Initials/Position: Initials only - do not include full name | Longevity Bonus received last year | Discretionary Bonus received last year | Time at center as of today | Longevity Bonus: will include 2 bonuses in the coming 12 months | Total Bonus request |
|---|------------------------------------|--|----------------------------|---|---------------------|
| EXAMPLE: KAL / Teacher | \$550 | \$100 | 1 yr 3 mo | \$350 (1.5 yrs) + \$400 (2 yrs) | \$750 |
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Total Existing Employee Longevity Bonus:

| PAST Employees: included on previous year's application but did not retain Initials/Position: Initials only - do not include full name | Longevity Bonus received last year | Longevity Bonus given last year | Time at center before departure | Remaining Balance Amount that was not awarded to employee (include last year's payroll tax). |
|--|------------------------------------|---------------------------------|---------------------------------|--|
| EXAMPLE: TRL / Cook | \$1050 | \$500 | 3 yr 4 mos | \$550 |
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Total Remaining Balance:

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| Total Projected Longevity Bonuses (New & Existing) | |
| Total Discretionary Bonuses | |
| Subtotal of all Bonuses | |
| SUBTRACT Remaining Balance from last year | |
| Payroll Tax (Subtotal multiplied by .0765) | |
| TOTAL GRANT REQUEST | |