

## WORKSHEET FOR CHILD CARE SUPPORT GRANT FOR GROUP HOMES

### LONGEVITY BONUSES FOR QUALIFYING GROUP HOME STAFF

Longevity Bonus Schedule: For employees in good standing, a longevity bonus is awarded for every uninterrupted 6 months worked at SAME qualifying group home. Using the charts below complete the worksheet for current staff. If you have an open position you should list that as well.

For **FULL-TIME STAFF** (regularly scheduled for at least 30 hours/week at qualifying group homes, use this schedule:

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

For **PART-TIME STAFF** (regularly scheduled from 15 to 29 hours per week use this schedule:

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
\$125	\$150	\$175	\$200	\$225	\$250	\$275	\$300	\$325	\$350	\$375	\$400

For **PART-TIME STAFF** (regularly scheduled from 1 to 14 hours per week use this schedule:

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
\$62.50	\$75	\$87.50	\$100	\$112.50	\$125	\$137.50	\$150	\$162.50	\$175	\$187.50	\$200

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.

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 Amount
EXAMPLE: EAW / Full Time Teacher	3 mos	\$250 (6 mos) + \$300 (12 mos)	\$550.00
EXAMPLE: CMH / Part Time Teacher / 10 hrs	6 mos	\$75 (1 year) + \$87.50 (18 mos)	\$162.50

Total New Employee Longevity Bonus

EXISTING Employees: included on previous year's application Initials/Position: Initials only - do not include full name	Longevity Bonus received last year	Time at group home as of today	Longevity Bonus: will include 2 bonuses in the coming 12 months	Total Bonus Amount
EXAMPLE: EAW / Full Time Teacher	\$750.00	2 yr 4 mo	\$450 (2.5 yrs) + \$500 (3 yrs)	\$950.00

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 for this employee last year	Longevity Bonus given to this employee last year	Time at group home before departure	Bonus Amount
EXAMPLE: TRL / Full Time Teacher	\$1050.00	\$500.00	3 yrs 4 mos	\$550.00

Total Remaining Balance

SUBTOTAL: Total Projected Longevity Bonuses (New & Existing)

SUBTRACT: Remaining Balance from Last Year

**TOTAL Grants Awarded: Completed by Hansen Staff** **Payroll Tax: (Subtotal multiplied by .0765)**

Longevity Bonuses		<b>TOTAL GRANT REQUEST</b>
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