



CAREGIVER WAGE AND BENEFIT

JANUARY 2024 SUPPLEMENT

BASE PAY SCALE

Starting wage for Caregivers is \$13.60.

Upon completion of training Caregivers will receive a \$1.00 per hour in premium for a total wage of \$14.60.

Caregivers who completed their training in 2023 will need to complete the annual assigned training by August 1, 2024 to maintain the training premium; otherwise, their wage will be reduced to the starting wage (\$13.60).

Home at Heart Care (H@HC) does not allow people on the base pay scale to work overtime. Caregivers who wish to work overtime must sign Amendment.

OVERTIME AUTHORIZATION EXEMPTION (Amendment)

Caregivers who wish to work up to fifty (50) hours per week may sign a written Employment Agreement Amendment, which includes a pay rate of \$11.10 per hour and the option of working up to ten (10) hours of overtime at time and a half.

Upon completion of training Caregivers will receive a \$0.90 per hour in premium for a total wage of \$12.00.

Caregivers who completed their training in 2023 will need to complete the annual assigned training by August 1, 2024 to maintain the training premium; otherwise, their wage will be reduced to the starting wage (\$11.10).

Note: As always, Caregivers cannot exceed a client's Care Plan hours or hours authorized by H@HC's Services Team.

PAID TRAINING

Caregivers that complete H@HC 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 within their first year of employment must complete 8 hours of training. Eligible for 8 hours paid.

Caregivers after their first year must complete 4 hours of training annually unless their service type requires more. Eligible for a minimum of 4 hours paid or the amount the service type requires.

H@HC also offers Person Centered training, online training and home studies. All training is designed to meet individual Caregiver needs.

ELECTRONIC TIME CARD INCENTIVE

Until further notice, H@HC will continue to pay a bonus of \$1.00/hour for all time processed successfully through eTimeCard. Incentive applies only to hours for the current week.

Effective 1/1/24, the electronic time card incentive applies to both those under the base pay scale and those who have signed the Amendment.

EXPANDED SERVICES PAY

Caregivers who have completed the annual training requirement are eligible to receive Expanded Services Pay when working for Waivered Respite Care or Individual Community Living Support Recipients. Rate of pay for these expanded services is \$16.40 an hour.

Expanded Services Pay only applies to Caregivers who are under the base pay scale.

MN DHS ENHANCED RATE PAY

The Minnesota Department of Human Services (MN DHS) Disability Services Division offers new benefits for PCA workers who provide services to a person eligible for 10+ PCA hours per day. In order to qualify, eligible PCA's must complete specific training and maintain H@HC annual training requirements. H@HC has a few clients who meet these qualifications. Rate of pay for Caregivers who have completed their annual training for the MN DHS Enhanced services is \$16.40 an hour for Caregivers who are under the base pay scale OR \$14.60 an hour for Caregivers who are under the Overtime Authorization Exemption.

Further information regarding the stipend and enhanced rate is available online at

<https://mn.gov/dhs/partners-and-providers/news-initiatives-reports-workgroups/long-term-services-and-supports/pca-enhanced-rate/>

TRAVEL TIME

H@HC pays travel time (at each employee's applicable regular hourly rate) between clients for caregivers who are authorized for serving more than 1 client in a day. Employee manuals explain this policy in more detail. Our EVV platform provides the calculation automatically. If a caregiver disagrees with the amount of time assigned, they have the responsibility to request a review.

TRANSPORTATION OF CLIENTS

Minnesota Department of Human Services ("DHS") and H@HC prohibit the transportation of clients. (Transportation is a separate DHS service, not to be combined with H@HC services.) However, Caregivers may accompany clients (if someone else is transporting them) if the client needs assistance with ADLs during transport or at the point of destination.

- Caregivers are not to drive the client's vehicle while performing services.
- H@HC does not provide company vehicles for transportation of clients or employee personal use.
- H@HC does not reimburse employees for mileage for transporting clients.

HOLIDAY PAY

H@HC pays time and a half for Caregivers who perform approved PCA hours on Christmas Day and the Fourth of July. *H@HC considers this time and a half payment to meet the obligatory overtime payment and will not pay an additional overtime premium.*

HEALTH INSURANCE BENEFIT

Caregivers who average more than thirty (30) hours per week over a standard look back period are eligible to enroll in H@HC's employer-sponsored health coverage. H@HC utilizes an ICHRA (Individual Coverage Health Reimbursement Arrangement) where you get tax-free money to choose your own individual health insurance plan. Caregivers will receive enrollment paperwork upon meeting the qualifications. Contact Human Resources for additional information.

HEALTH SAVINGS ACCOUNT (HSA) for High Deductible Plans only

Caregivers who enroll in a high deductible health insurance plan 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 H@HC 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, H@HC makes no guarantees that there will be an annual Christmas Bonus.

EARNED SAFE & SICK TIME (ESST)

Employees who work at least 80 hours in a year will accrue one hour of earned sick and safe time for every 30 hours they work, up to 48 hours in a year. A year for purposes of the employee's earned sick and safe time accrual is the calendar year, January 1 through December 31. Employees may carry over unused ESST into the next year. However, at no time can an employee's accrued ESST exceed 80 hours. Earned sick and safe time can be used for: an employee's mental or physical illness, treatment or preventive care; the mental or physical illness, treatment or preventive care of an employee's family member; absence due to domestic abuse, sexual assault or stalking of an employee or their family member; closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

401K RETIREMENT PLAN

H@HC 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. H@HC offers a 4% match to the employee's 5% contribution. New beginning 2024, employees who work 500 hours in each of the prior 3 consecutive years are eligible to participate in the plan. Caregivers will receive enrollment paperwork upon meeting the qualifications. Contact Human Resources for additional information.

REFER A FRIEND BONUS \$100

H@HC 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 who has not worked for us prior to the referral. (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

H@HC 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 H@HC 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 H@HC for three months and complete their training requirement. Deductions cannot exceed 1/3 of the Caregivers take home pay.

WELLNESS BENEFIT

H@HC 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.

EMPLOYEE ASSISTANCE PROGRAM

H@HC 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.

MISCELLANEOUS

H@HC provides a weekly payroll. Direct Deposit forms are completed at orientation. If any changes need to be made, forms are available on our website under Resources/Employee Resources, or you may contact the office. Pay advices are accessible online via email and are password protected.

AFLAC; H@HC 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.

H@HC maintains a Family Medical Leave Act Policy. Details are posted on line and in the Caregiver Policy Manual.

H@HC provides Caregivers as needed personal protective equipment (including gloves, masks, and Gait Belts).

H@HC hosts open houses periodically with plenty of fun, food and gifts.

H@HC waives the initial Background study fees for prospective Caregivers. H@HC is an approved fingerprint vendor for the Minnesota DHS. Background studies may also be completed at other Regional locations in Minnesota.

PRICELESS BENEFITS

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