

*Rite of Passage
Policy and Procedure*

Policy Number:	100.306
Policy Name:	Perfect Attendance Bonus COVID 19
Program Type:	All

Policy:

The mission of Rite of Passage is to improve the lives of youth, families, and communities. A key component of this mission is the employees. During the COVID-19 pandemic many employees' personal and professional lives are being impacted. As a result, Rite of Passage is issuing this emergency policy to address the impact that we are seeing due to the pandemic. This policy shall remain in effect until the Rite of Passage Executive Committee deems it no longer applicable.

Procedure:

Perfect Attendance Bonus: During emergencies Rite of Passage understands personal demands will impact employee attendance more than normal. As a result, Rite of Passage will be implementing Perfect Attendance Bonuses for direct care and critical post positions. The amount of the Perfect Attendance Bonus is \$75 per week.

Positions defined as Direct Care and Critical Post Positions under this Addendum include:

- a) Food Service staff
- b) Medical staff
- c) Awake Night Staff
- d) Coach
- e) Senior Coach
- f) Group Leader
- g) Unit Manager
- h) Shift Supervisor
- i) Teacher
- j) Case Manager
- k) Counselor/Therapist
- l) Transportation (if working full-time as a Coach)


In order for staff to be receive the Perfect Attendance Bonus the following criteria must be met:

- a) Staff member completes 100% of their weekly assigned shifts, i.e. not missing any days for any reason.
- b) Staff member is in full attendance for all scheduled shifts, i.e. reports on time to work and stays at work until the scheduled shift is complete.

Positions not included in the definition of Non-Direct Care and Critical Post Positions per this Addendum remain eligible for "On the Spot" monetary awards for work this is deemed above and beyond by their Supervisor.

The Perfect Attendance Bonuses and On the Spot monetary awards shall be paid in conjunction with normal payroll processing in accordance with the established pay periods.

Policy Version History and Reference Information

Date & Version #	Details	Approved By:
03/19/20 v1	Policy created	Rusty Alexander
03/23/20 v2	Expansion of critical positions	

Reference Type (Accreditation, regulation, etc...)	Number, Section, ...