Summary of Employee Benefits - Per Diem Employees

This is an overview of the benefits provided by Children’s Friend to Per Diem employees.

Employment Status:
Per-Diem employees are not subject to a regular schedule and are eligible for the following benefits.

Retirement Plan (Mutual of America)
The retirement plan currently in effect is a Defined Contribution (403-b) Thrift Plan. Employees are immediately eligible to make voluntary contributions to the plan when employment begins. The agency contribution starts after the employee has
- attained the age of 21
- worked for 12 months
- worked at least 1000 hours in the 12-month period

- The agency's current contribution is 3% of each employee's salary and a 25% match of each employee’s contribution up to 6% of salary. Employees may contribute beyond this 6%, in accordance with IRS regulations.
- Employees are fully vested after completing three years of service. Vesting means you have a right to keep the contributions provided by the agency.

Please consult with Mutual of America administrator, Peter Romano at promano@mutualofamerica.com or contact Talent with questions at talent@cfsri.org.

New Hires:
The 403(b) Plan (the “Plan”) that we sponsor provides for the automatic enrollment of employees who are eligible to participate but make no affirmative election either to participate or not to participate.

You are eligible to participate in the Plan, and will be automatically enrolled at 1% in the Plan approximately 30 days after receipt of your enrollment passcode, unless the enrollment process is completed online prior to the default date listed in the Enrollment Passcode Letter you will receive in the mail from Mutual of America.

PAID TIME OFF

VACATION TIME

Vacation hours are accrued each pay period in relation to hours worked.
Per Diem employees shall have their paid vacation time prorated in relation to hours worked at the rate of **0.0769** per each hour worked.

**Example**

You work 25 hours/week Accrue 1.92 hours of vacation  
You work 50 hours in a pay period Accrue 3.85 hours of vacation

After five (5) years of eligible service, Per Diem employees shall have their paid vacation time prorated in relation to hours worked at the rate of **0.0961** per each hour worked.

A maximum of 32 hours of vacation may be carried forward into the next calendar year. Employees must request time off in ADP and receive advance approval for vacation days from their supervisor.

**SICK LEAVE**

Per Diem employees shall have their sick leave benefit prorated in relation to hours worked at the rate of **0.0231** per each hour worked.

**Example**

You work 50 hours in a pay period Accrue 1.16 hours of sick time

A maximum of 32 hours of sick leave may be carried forward into the next calendar year. Any unused annual sick leave after that carryover can be accumulated until the employee has a total of 60 workdays in a sick leave bank.

Sick leave bank is available for use in the event of serious and extended illnesses or the birth or adoption of a child.

**Mileage Reimbursement**

**Work Related Mileage Reimbursement**

The agency will reimburse staff for all properly documented work-related miles at a rate of .52 cents per mile while actively working.

**Wellness Benefits**

**Children’s Friend Health and Wellness Programs**

Health and Wellness are an important part of the culture at Children’s Friend. Children’s Friend, and the Employee Health and Wellness Committee invests in improving the health and quality of life of employees by taking a comprehensive approach to wellness. The Health and Wellness Committee is made up of employee-volunteers who are dedicated to fulfilling the mission of the committee.

Throughout the year, the committee plans, creates and coordinates free programs including:

- Lunch and learn educational webinars
- Physical activity challenges
- Wellness Wednesdays – a monthly, healthy snack delivery to all sites
- Evidence-based healthy lifestyle programs
- Stress management programs
- Financial wellness programs
- Monthly newsletters

Activities and registration details are listed in the monthly Health and Wellness Newsletter emailed to all staff.
Annual Flu Shot Clinic

Children’s Friend hosts a free flu shot clinic each year for employees. Details are communicated in the fall.

*If you have questions regarding your benefits, please email Talent@cfsri.org or the Benefits and Wellness Specialist at the email listed below.*

**Talent Administration at Children’s Friend**

The Talent Department oversees the Agency’s full employment cycle functions. Together with Learning & Professional Development and Quality Assurance, the Talent Department works as a team to build, develop, and retain high-performing dedicated employees while supporting the priorities and goals of the Agency.

**Talent Contact Information**

<table>
<thead>
<tr>
<th>Name</th>
<th>For questions or to learn more about</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Talent general email</td>
<td>HR related questions</td>
<td><a href="mailto:Talent@cfsri.org">Talent@cfsri.org</a></td>
</tr>
<tr>
<td>Professional Development general email</td>
<td>Training and Professional development related questions</td>
<td><a href="mailto:Professionaldevelopment@cfsri.org">Professionaldevelopment@cfsri.org</a></td>
</tr>
<tr>
<td>Lucy Rose Correia</td>
<td>As part of the Executive Leadership Team, Lucy oversees the Talent, Professional Development and Quality teams. She works in collaboration with agency leaders to pioneer strategies that improve the employee experience.</td>
<td><a href="mailto:lrose@cfsri.org">lrose@cfsri.org</a></td>
</tr>
<tr>
<td>Jennifer Greenwood</td>
<td>Manages Quality Assurance; a.k.a. Team Q. Oversees licensing, accreditation, certifications, inspections, monitoring, compliance, safety protocols, and policies for the Agency.</td>
<td><a href="mailto:jgreenwood@cfsri.org">jgreenwood@cfsri.org</a></td>
</tr>
<tr>
<td>Lizzie de Cardenas-Norton</td>
<td>Manages the Recruiter and the Employee Relations Specialist and their functions. Oversees compensation, and on-going projects within the Talent department.</td>
<td><a href="mailto:enorton@cfsri.org">enorton@cfsri.org</a></td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
<td>Responsibilities</td>
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</tr>
<tr>
<td>Stan Kuziel</td>
<td>Manager of Professional Development</td>
<td>Oversight of PD Team, Administration, Vision, and Programming; Leads Planning, Identification of Strategies, and Implementation of Agency Individual and Group Trainings.</td>
</tr>
<tr>
<td>Aida Dones</td>
<td>Quality Assurance Associate</td>
<td>Serves as a bridge between TIER and Quality. Assists with licensing, accreditation, certifications, inspections, monitoring, compliance, safety protocols, and policies for the Agency.</td>
</tr>
<tr>
<td>Cha I. Lee</td>
<td>Recruitment Specialist</td>
<td>Recruitment, onboarding New Hires, updating job descriptions, recruitment strategies for open positions, maintaining the ADP applicant tracking system</td>
</tr>
<tr>
<td>Chris Salaun</td>
<td>Professional Development Specialist</td>
<td>Recruitment of Trainers, Contract Preparation, Coordination of Agency and Community (ECE) Training Schedules, Trouble Shoots Issues</td>
</tr>
<tr>
<td>Julie Colangeli</td>
<td>Benefits and Wellness Specialist</td>
<td>Benefits questions, Benefits Open Enrollment, Health Insurance Waiver of the Deductible Incentive program, Education Assistance benefits, Employee Health and Wellness programs</td>
</tr>
<tr>
<td>Marissa Ambrosio</td>
<td>Employee Relations Specialist</td>
<td>FMLA and other leaves, Workers’ Compensation, Employee relations, Incident reports, Employee accommodations, Absence Management System, SnapEval performance evaluation system</td>
</tr>
<tr>
<td>Millie Rivera</td>
<td>Professional Development Specialist &amp; Project Manager</td>
<td>Eventbrite Cancellations and Registration Issues, Child Dev. Associate Credential (CDA): Renewals, Certification Process, Training Opportunities, CPR Cards</td>
</tr>
<tr>
<td>Susan Kane</td>
<td>Data Quality Assurance Specialist</td>
<td>Keeper of Records. Assists with licensing, accreditation, certifications, inspections, monitoring, compliance, safety protocols, and policies for the Agency.</td>
</tr>
</tbody>
</table>
**Tina Darling**  
**Quality Assurance Specialist**  
Licensing, accreditation, certifications, inspections, monitoring, compliance, safety protocols, and policies for the Agency.  
**tdarling@cfsri.org**

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## Payroll at Children’s Friend

The Payroll team oversees the accuracy and compliance of the Agency’s bi-weekly payroll and HR information system (HRIS).

This contact list serves as a "who to contact" resource for Payroll and HRIS questions and needs.

<table>
<thead>
<tr>
<th>Name</th>
<th>For questions or to learn more about</th>
<th>Email</th>
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<tbody>
<tr>
<td>Payroll Team</td>
<td>Payroll team general email</td>
<td><a href="mailto:Payroll@cfsri.org">Payroll@cfsri.org</a></td>
</tr>
<tr>
<td>Tracy Blackham</td>
<td>Manages and oversees the execution, compliance, and accuracy of the payroll process and the Payroll and Human Resources Information System (HRIS) including electronic timesheets, and the mileage reimbursement system.</td>
<td><a href="mailto:tblackham@cfsri.org">tblackham@cfsri.org</a></td>
</tr>
<tr>
<td>Yulen Bautista</td>
<td>Time sheets &amp; payroll, verification of employment, 403B loan paperwork, completed evaluations for your records, information needed to keep your file up to date – degrees, licenses, certifications, etc.</td>
<td><a href="mailto:ybautista@cfsri.org">ybautista@cfsri.org</a></td>
</tr>
<tr>
<td>Sara Schiavoni</td>
<td></td>
<td><a href="mailto:sschiavoni@cfsri.org">sschiavoni@cfsri.org</a></td>
</tr>
<tr>
<td>Elizabeth Laureano</td>
<td></td>
<td><a href="mailto:elaureano@cfsri.org">elaureano@cfsri.org</a></td>
</tr>
<tr>
<td>Payroll/HRIS Operations Administrators</td>
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