WORKSHEET FOR CHILDCARE STAFF RETENTION GRANT

LONGEVITY BONUSES FOR CHILDCARE CENTER & QUALIFYING FAMILY HOME STAFF

For employees in good standing a longevity bonus is awarded for every uninterrupted 6 months worked at SAME childcare center or qualifying family 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:			Payroll Tax: (Subtotal multiplied by .0765)	
Longevity Bonuses			**TOTAL GRANT REQUEST**	