



## Compensation Policy and Procedure

Balanced Nutrition, Inc.

9460

(Institution Name)

(CACFP Agreement Number)

### PURPOSE

Per FNS Instruction 796-2, Revision 4, institutions are required to maintain written compensation policies that adhere to all requirements listed. Such a policy must relate to every element of compensation charged to the CACFP. The policy and procedures below describe Balanced Nutrition's written compensation policy.

### POLICY

The written compensation policy applies to any individual or group of individuals employed by the institution and identifies:

- Rates of pay
- Hours of work, including breaks and meal periods
- The institution's policy and payment schedule for regular compensation, overtime, compensatory time, holiday pay, benefits, awards, severance pay and payroll tax withholding. The timing and frequency of the institution's payments to its employees will follow a routine schedule as directed by its human resource policy.
- The compensation policy reflects the requirements of the U.S. Department of Labor's Fair Labor Standards Act (FLSA) for all DLSA nonexempt employees.

Balanced Nutrition provides new employees with a copy of its written compensation prior to or upon employment. Employees are trained annually on the written compensation policy and any changes to the elements contained therein.

### PROCEDURES

#### I. Rates of Pay

Each classified position is assigned to a salary range that is competitive with the rates in the external labor market consistent with the institution's ability to pay.

Positions and Pay Range for Employees with CACFP Duties:

Position	Hourly Pay Range	Annual Pay Range	Number in Position
CFO/Executive Director	Salaried (72.12)	150,000.00	1
Director/Operations Manager	Salaried (24.04)	35,000.00-84,000.00	1
Monitors (for Sponsors only)	\$16.00- \$20.00	30,000.00-35,000.00	1
Claims Processors	15.00-20.00	31,000.00-41,500.00	1- Exec director
Trainers (for Sponsors only)	10.00-15.00	5,000.00-8,000.00	1- Exec director
Administrative Staff	9.00-12.00	10,000.00-12,000.00	1
Cook	n/a	n/a	n/a
Cook Assistant	n/a	n/a	n/a
Teachers/Aides	n/a	n/a	n/a

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## II. Hours of Work

The normal work week for Balanced Nutrition consists of 5 days.

Days of operation are: Monday- Friday

Work hours are from: 8:00am to 5:00pm

Breaks are from:

10:00am to 10:15am

12:30pm to 1:30pm

3:30pm to 3:45 pm

Breaks are (check one):

Paid  Unpaid

## III. Regular Compensation

Payroll will be on the following basis (check one):

Weekly  Bi-  
Weekly  Monthly

All salaries shall be reviewed annually or when the need to fill an essential position is warranted. Recommendations for salary increases shall be based on an assessment of the employee's development and achievements since the last salary review and on changes of the position's salary range. Approved or proposed salary range revisions will be given to supervisors before the annual review in order to assist in developing individual salary recommendations. Any changes to salary for CACFP employees must be approved through the submission and approval of a budget revision by the State agency.

## IV. Overtime

Non-exempt employees per the US Department of Labor's Fair Labor Standards Act (FLSA), will receive overtime pay for any time worked in excess of 40 hours in a work week. Overtime rate is one and one-half time (1½) the employee's straight time rate, except in instances involving a Sunday or holidays when the rate is two times the regular rate. Payment of overtime will be provided in the pay period following the period in which it is earned.

## V. Compensatory Time

Exempt employees may accrue compensatory time for time worked in excess of 40 hours in a work week. Compensatory time must be approved by the employee's supervisor and must be used within one month of accrual.

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## VI. Holidays

Full-time employees are eligible for holidays listed below (Employer check all that apply):

- |  |  |   |   |
|--|--|---|---|
| <input checked="" type="checkbox"/> New Year's Day   | <input checked="" type="checkbox"/> Martin Luther King Jr. Day | <input checked="" type="checkbox"/> Good Friday   | <input checked="" type="checkbox"/> Memorial Day  |
| <input checked="" type="checkbox"/> Independence Day | <input checked="" type="checkbox"/> Labor Day                  | <input checked="" type="checkbox"/> Columbus Day  | <input checked="" type="checkbox"/> Veteran's Day |
| <input checked="" type="checkbox"/> Thanksgiving Day | <input checked="" type="checkbox"/> Day after Thanksgiving     | <input checked="" type="checkbox"/> Christmas Eve | <input checked="" type="checkbox"/> Christmas Day |

Full-time employees (employees who regularly work at least 40 hours per week) receive one (1) paid day off for each full day of holiday time. Holiday benefits for part-time employees will be pro-rated in accordance with the hours regularly worked by the employee. Temporary employees are ineligible for holiday leave benefits.

In those years when Independence Day, Christmas Eve and Christmas Day, and New Year's Day fall on Saturday or Sunday, the Board Chair/Owner will designate the workday that will replace the weekend holiday.

## VII. Benefits

Balanced Nutrition does not provide benefits to employees at this time.

### a. Health/Life Insurance

Balanced Nutrition does not provide individual health, life or dental insurance benefits for any employees at this time. Balanced Nutrition, may elect to change this designation at any time with board approval and employees will be notified of any changes. May require employees to pay a portion of insurance premiums in the future.

### b. Vacation

Vacation leave is based on the schedule below. Vacation time will accrue for all employees who are working, on paid leave, or on workers' compensation leave for one-half or more of the regularly scheduled workdays and holidays in the pay period.

Years of Total Service	Hours Granted Each Month	Hours Granted Each Year	Days Granted Each Year
Less than 5 years	8	96	12
5-9 years	10	120	15
10-14 years	12	144	18
15-19 years	14	168	21
20 + years	16	192	24

### c. Sick Leave

Full-time permanent, probationary, trainee and time-limited employees are eligible for leave at the rate of 12 hours per month ( 36 hours per year).

Part-time (half-time or more) permanent, probationary, trainee and time-limited employees are eligible for leave at a prorated amount. Temporary, intermittent, and part-time (less than half-time) are not eligible for leave. Unused sick leave can accumulate from year to year up to a maximum of 15 days ( 120 hours) for full-time employees. This limitation on accrual of sick leave benefits is prorated accordingly for part-time

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employees. No sick leave benefits are paid upon separation of employment from this employer for any reason. If an employee's illness or injury requires a consecutive absence of 3 days or more, physician documentation will be required.

**d. Awards**

Balanced Nutrition does not offer an award system based on years of service.

Years of Total Service	Hours Granted Each Month
Less than 5 years	% of annual salary
5-9 years	% of annual salary
10-14 years	% of annual salary
15-19 years	% of annual salary
20+	% of annual salary

**e. Withholding Taxes**

Federal and State taxes will be withheld from each employee's salary. W-2s will be issued to employees by the end of January of each year.

**f. Severance Pay**

Balanced Nutrition, Inc. will not compensate employees with severance pay.

**REFERENCE**

FNS Instruction 796-2, Rev. 4 pp. 44-45

**INSTITUTION INFORMATION**

Yolanda Hill

(Print Name of Authorized Representative)

*Yolanda Hill*

(Signature of Authorized Representative)

CFO

(Title of Authorized Representative)

3/17/2023

(Date)

**Date(s) of annual policy review:** 3/17/2024, 3/17/2025, 3/17/2026