



Smart Start
of Forsyth County

 a partner in the
Smart Start network[®]

2024

Total Compensation Package

SSFC

- SSFC Administrative Office Revised
February 2024

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Introduction

The Smart Start of Forsyth County Salary Schedule is designed to achieve the following objectives:

1. **Compliance with State and Federal Requirements:** Ensuring that compensation actions are administered in a manner that aligns with state and federal regulations.
2. **Talent Attraction and Retention:** Attracting and retaining qualified talent through competitive and fair compensation practices.
3. **Establishment of Appropriate Salary Structures:** Creating salary structures based on the responsibilities and technical requirements of each position and setting salaries accordingly.
4. **Reference for Consistent Compensation Decisions:** Providing a clear and concise reference for consistent compensation decisions and practices.

The development of processes, procedures, and the determination of position classifications, titles, and compensation align with the objectives of the salary schedule. Any proposed changes to pay grade minimums, pay grade maximums, pay range spreads, and paid holidays will be presented to the President & CEO for consideration, ensuring transparency and alignment with organizational goals.

A. Compensation Philosophy

At Smart Start of Forsyth County, our compensation philosophy centers on our deep commitment to early childhood education and community service. We aim to cultivate a workplace that appreciates and values the unique contributions of each individual while recognizing the pivotal role of early childhood education in our community. Our dedication to attracting and retaining top-tier talent extends to providing competitive salaries that mirror the responsibilities of each role and the diverse perspectives within our workforce. We seek to nurture an inclusive compensation structure that appreciates the richness of our employees' experiences.

Our philosophy emphasizes transparency and fairness as essential elements in promoting equity. By maintaining a clear and consistent salary structure, we work to eliminate biases and ensure that every employee is compensated fairly, irrespective of background or identity. This commitment extends to open communication about compensation decisions, contributing to an environment where everyone feels heard and valued. In continuous review, our Salary Schedule is adjusted to align with our values of early childhood education and community service, ensuring that our compensation practices contribute to the well-being and growth of both our team and the community we serve.

B. Compensation Policies and Procedures

1. Salary Structure

Each full-time position at Smart Start of Forsyth County is assigned a pay grade within the salary structure based upon an analysis of the market rate for that position, as well as an assessment of the job responsibilities and a comparison of the position to others within North Carolina, Forsyth County. Each grade consists of a salary range containing a minimum, midpoint, and maximum. This represents the approved salary range of compensation for jobs assigned to that pay grade.

The **Midpoint Differential percentage** between pay grades reflects, as closely as possible, the relative value of positions to Smart Start of Forsyth County and is sufficient to provide continuing incentives for promotional advancement.

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The **Pay Grade Range Spread** is the difference between the minimum and the maximum pay rate, which is sufficient to permit recognition of individuals' differences in education, training, experience, and performance.

2. **Salary Grade Minimum and Maximum**

Employees should not be paid less than the minimum or more than the maximum of the salary range for their position at Smart Start of Forsyth County. Upon recommendation from the hiring manager, considerations such as but not limited to a salary falling outside the salary range or being higher than mid-grade, and job description restructuring require budget review and CEO Approval.

It's important to note that as of July 1st, 2023, NCPC (North Carolina Partnership for Children) will not fund salaries exceeding \$140,000. This funding limitation is effective from the specified date. Salaries above that level must be funded by non NCPC funding.

3. **Job Description**

Specific job descriptions at Smart Start of Forsyth County are tailored to define the precise duties and responsibilities of each position to fit the needs of customers and SSFC. They serve to:

- Clearly communicate job expectations to the employee based on the unique requirements of the role.
- Ensure compliance with all relevant laws and regulations specific to the nature of the work.
- Facilitate adherence to the Americans with Disabilities Act, taking into account the specific needs of the role.
- Target and attract qualified and talented candidates with a clear understanding of the specific job requirements.
- Establish job-specific, fair, and competitive salary ranges reflective of the responsibilities involved.
- Develop individualized career paths and opportunities for job growth within the specific job context.
- Design targeted training and development plans to enhance job-specific skills.
- Appraise staff performance against job-specific standards and expectations.

The Hiring manager, in collaboration with Human Resources at Smart Start of Forsyth County, is responsible for creating and maintaining job descriptions. Ongoing reviews by Human Resources ensure that these descriptions accurately reflect each position, and must have the following components:

- Job Code, Job Title, FLSA (Exempt or Non-Exempt Status), Pay Grade, Job Summary
- Duties and Responsibilities (Essential Functions)
- Minimum Requirements and Preferred Qualifications: Education and Experience, Licenses, Registrations, Certifications, or Special Requirements, Knowledge, Skills, and Abilities, Management Level, Job Classifications
- Work Environment and Physical Demand
- Disclaimer Statement
- Employee and Supervisor Signatures

When a job vacancy occurs, the department head has the authority to request changes to an existing position. Reclassification requests are expected to be budget neutral. Any exception to this policy must receive approval from the President & CEO.

4. **Exempt and Non-Exempt Status**

The **Fair Labor Standards Act (FLSA)**, which provides comprehensive guidelines on employment status, child labor, minimum wage, overtime pay, and record-keeping requirements, can be referenced at <https://www.dol.gov/agencies/whd/flsa>.

Employees are categorized as either exempt or non-exempt based on coverage under this act. Reference website for additional information regarding Exemption/Non-Exempt Status.

Non-Exempt employees are covered by overtime provisions, are entitled to receive overtime pay for hours worked beyond 40 in a work week.

Exempt employees are individuals who are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) because they are classified as an executive, professional, administrative, computer, or highly compensated employees and meet the specific criteria developed by the FLSA for exemption. Exempt employees are paid on a salary basis and are not eligible for overtime or compensatory time for any duties performed as part of their regular assignment, regardless of the time worked.

All overtime needed by a non-exempt employee must have the preapproval of the immediate supervisor and the Chief Administrative Officer prior to work being completed.

5. **Personnel Action Forms- PAF**

Personnel Action Forms must be completed for any hiring, promotions, transfers, demotions, and to ensure budget availability. This process will be led by Human Resources, and all relevant documents should be attached with the corresponding PAF. Additionally, all documentation will be cc'd in the personnel file.

6. **Salary Structure Review**

Smart Start of Forsyth County (SSFC) recognizes the importance of maintaining a competitive salary structure and considers Cost of Living Adjustments (COLA) as part of its compensation strategy. This comprehensive approach is reviewed yearly, considering potential changes in state and federal laws related to salaries and exemption status. It is not guaranteed and only assured pending budget and Board approval.

SSFC conducts a thorough review of its salary structure by surveying organizations with a similar makeup and structure. This ensures that our salaries and benefits remain current and aligned with industry compensation standards. The periodic review is a crucial element of our commitment to fair and competitive compensation practices.

It's important to emphasize that any adjustments made during this review period are contingent upon meeting budgetary requirements and gaining approval from the Board of Directors. In the event that specific metrics cannot be met, the review or restructuring of the Salary Schedule may not be approved by the Board of Directors

7. **Wage Increase**

Wage increases at Smart Start of Forsyth County (SSFC) are generally reviewed during the annual performance evaluation process. While it is not guaranteed that a wage increase will be given, the increase in consideration will be determined based on factors such as employee performance, job duties, and budgetary considerations. It is not guaranteed and only assured pending budget and Board approval.

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As a primarily publicly funded corporation, SSFC determines Cost of Living Adjustments (COLA) and rate increases based on the operating budget, overseen by the Chief Administrative Officer (CAO) and Chief Executive Officer (CEO). It is also based on the percentage increase in the Consumer Price Index for local, regional, and national data. Once determined it requires a recommendation to the Board for approval.

SSFC will consider offer rate increases, bonuses and COLA if funding is available in the program budget year. For detailed guidance on performance appraisals and wage increase procedures, please refer to the *Smart Start of Forsyth County Performance Appraisal Standard Procedure*.

8. Starting Salary and Offers of Employment

Human Resources, in consultation with the hiring manager and/ or department head, is responsible for extending employment and salary offers for regular full-time positions at Smart Start of Forsyth County.

The starting salary for full-time positions is posted within the Salary Schedule at the minimum of the grade and may vary.

Regular full-time employees who meet the minimum requirements of a position shall be paid at the minimum of the salary range.

In cases where there are a limited number of applicants or when an applicant exceeds the minimum requirements in terms of experience, education, or training, starting rates may exceed the minimum salary for regular positions.

This allows for flexibility in recognizing and compensating exceptional qualifications or expertise.

Offers that include a salary at or above the mid-point require budget review and approval from the President & CEO.

9. Payroll Dates, Pay Schedule

All Smart Start of Forsyth County (SSFC) employees receive bi-monthly pay, equating to 24 pay periods in a calendar year. Paychecks are distributed on the 15th and the last day of each month.

In the event that the pay date coincides with a bank holiday or weekend, employees will receive their pay on the business day preceding the holiday or weekend.

10. Overtime Pay

As a publicly funded program, Smart Start of Forsyth County (SSFC) does not permit overtime for any non-exempt employees. It's important to note that overtime is defined as any hours worked over 40 in a work week. This policy ensures adherence to funding constraints and proper authorization for additional work hours.

In the calculation of overtime, only physical time is considered.

Non-productive hours encompass time off, such as vacation, sick leave, compensatory time (PTO), and other types of leave, including FMLA and Military leave.

In the rare occurrence where overtime is necessary, it must be formally submitted and approved in writing by the immediate supervisor and the Chief Administrative Officer. Supervisors will attempt to provide

reasonable notice when the need for overtime work arises. However, advance notice may not always be possible.

All overtime needed by a non-exempt employee must have the preapproval of the immediate supervisor and the Chief Administrative Officer prior to work being completed.

Flexible scheduling may be offered as an alternative to overtime with prior approval from the immediate supervisor.

11. **Promotional Increase**

A promotional increase occurs when a regular employee transitions to a position in a higher pay grade than their current assignment. When a promotion is granted, Human Resources and the hiring manager evaluate the employee's background and experience to ensure qualifications are met and to determine an appropriate salary within the new position, considering their background, experience, and performance. This process ensures that the employee is fairly compensated for their skills and contributions in the elevated role.

12. **Lateral Transfers**

A lateral transfer involves the movement of a regular employee from one position to another within the same pay grade. While responsibilities and duties may change, they remain similar in scope and complexity. Employees undergoing a lateral transfer will not receive a pay increase, as the move is considered a shift within the same pay grade without an elevation in compensation.

13. **Demotions**

A demotion occurs when a regular employee transfers to a position at a lower pay grade. In such instances, Human Resources and the Hiring Manager collaborate to assess the new job duties in relation to compensation. This collaborative effort ensures that the employee's compensation aligns appropriately with the responsibilities of the lower-grade position.

14. **Interim Assignment**

An interim assignment occurs when a regular employee is temporarily assigned to a higher pay grade, involving either assuming full duties or partial duties of the interim position.

The salary for this interim assignment can depend on various factors, including the scope of work expected and the department budget. During this period, the employee may receive additional compensation. Interim assignments must be discussed with CAO and approved by the immediate supervisor, and the CEO. Documentation will be provided by and kept on file with Human Resources.

Upon completion of the interim assignment, the employee returns to their former pay grade.

15. **Responsibilities of Supervisors**

Communication with individual employees regarding their job responsibilities, job description, and pay is a crucial responsibility of supervisors.

Supervisors should collaborate with the Human Resources department when contemplating changes to a job's content.

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This consultation helps determine whether the change warrants a reevaluation within the reclassification.

16. Responsibilities of Human Resources

Recommend any changes to the compensation philosophy and policies.

Monitor the organization's compliance with all pertinent federal, state, and local laws and regulations related to salary administration.

Maintain consistency and equity on an organization-wide basis.

Ensure that market analyses are conducted and make appropriate adjustments.

Maintain personnel files including but not limited to personal contact information, emergency contacts, training and development records.

Process personnel changes.

17. Rounding Factor

Due to computer calculations and rounding factors, the actual amount of salary paid may vary slightly from the Salary Schedule, generally by less than \$1.00.

18. President

The determination of the President & CEO's salary is made by the Board of Directors and the Board of Director's Chair.

19. Business Hours

Smart Start of Forsyth County's office operates from Monday through Friday, 8 AM to 5 PM. In the event of inclement weather, we closely monitor the WSCS/Forsyth County School System for guidance on closures. Note: as a nonprofit, with a hybrid schedule, if SSFC closes its office it is expected that employees will work from home under the guidance of their immediate supervisor. Employees are expected to stay informed about any updates or closures related to inclement weather by checking their emails for communications regarding work on that day. In situations where the office is closed due to unforeseen events, employees are expected to work from home as applicable and communicate accordingly.

20. Varying Hours and Schedules Top of Form

Some positions at Smart Start of Forsyth County are subject to varying schedules, which may include occasional hours worked after 5 PM and on weekends.

If there are additional expectations for extra work hours, it shall be communicated to the employee by the supervisor during onboarding, staff orientation and supervision meetings.

In the case of non-exempt employees requiring a change in schedule or working hours outside normal business hours, it is the supervisor's responsibility to ensure that the employee works their regular scheduled week and does not accrue overtime unless preapproval is granted.

21. **Holidays (16)**

Smart Start of Forsyth County recognizes the following holidays below, and an additional 2 extra days are provided as "Floating Holidays." The purpose of this is to give team members the ability and flexibility to use these days on another holiday of their choice that is not listed below. The Floating Holiday does not have to be submitted on a holiday and can be used elsewhere. It is the only "Holiday Pay" that a team member cannot use until they have satisfied their initial introduction period.

- New Year's Eve (December 31)
- New Year's Day (January 1)
- Martin Luther King, Jr. Birthday (third Monday in January)
- Good Friday (Friday before Easter)
- Memorial Day (last Monday in May)
- Juneteenth (June 19)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Indigenous Peoples Day (October 9th)
- Veteran's Day
- Thanksgiving Day
- (Day After) Thanksgiving
- Christmas Eve (December 24)
- Christmas Day (December 25)
- Floating Holiday (2 Days/16 hours)

22. **Benefits**

Smart Start of Forsyth County values its employees and demonstrates this commitment by assisting with their benefits costs. SSFC contributes to the employees' Health Insurance Premiums, Dental Premiums, Short-Term & Long-Term Disability, Basic Life Insurance, and Retirement.

23. **Paid Time-off**

An employee beginning employment earns Paid Time Off (PTO) starting from the first pay period worked. Accrual rates are based on the years of service: 8 hours per pay period for employees under 7 years, 8.67 hours for 8-15 years, and 9.33 hours for 15-plus years. New employees will not be able to use the accrued balance until they have satisfied their (90) Day introductory period.

24. **Gym Reimbursement**

Smart Start of Forsyth County reimburses team members up to \$30 after 6 months of employment for Gym Reimbursement. This is our contribution to supporting health and wellness among our staff.

Reference: SSFC Gym Reimbursement.

25. **Retirement**

Smart Start of Forsyth County offers a Simplified Employee Pension (SEP) IRA Plan that contributes 7% of the employee's annual salary to a retirement account on behalf of the employee. Team members qualify as full-time employees and become vested after 30 days. These payments are made monthly. Employees are not required to contribute to this account to receive contributions.

Additionally, there are other retirement accounts that employees can enroll in if they wish to roll over an existing account, start another 401(k), or a different type of retirement account.

The retirement account for Smart Start of Forsyth County is provided by The Capital Group/American Funds. It's important to note that depending on the start date, some of our employees have their retirement accounts via Pacific Life.

26. **Bonus:**

Smart Start of Forsyth County is a non-profit organization that acknowledges the pending nature of salary increases, bonus pay, Cost of Living Adjustments (COLA), and Longevity Bonuses, all subject to budget approval.

Discretionary Bonus: A discretionary bonus at Smart Start of Forsyth County is granted at the employer's discretion, typically based on individual or team exceptional performance, surpassing regular expectations, or achieving specific goals.

Non-Discretionary Bonus: A non-discretionary bonus is provided based on predefined criteria, often outlined in employment contracts, collective bargaining agreements, or performance metrics, ensuring transparency and predictability in the bonus structure.

27. **Tuition Reimbursement**

The organization will reimburse a maximum of \$2,000.00 per year. Employees must achieve a passing grade of at least "C" or its equivalent or obtain certification to qualify for reimbursement. The reimbursement policy at Smart Start of Forsyth County is contingent upon departmental funding. Consequently, if the funds are not budgeted for or received from the funding agency to support this benefit, reimbursement cannot be provided to the employee.

Reference: Smart Start of Forsyth County Education Reimbursement Policy.

28. **Leave options defined:**

Reference the *Smart Start of Forsyth County (SSFC) Handbook* for detailed information Leave Options at SSFC.

Bereavement Leave: Team members qualify for 3 workdays "26 hours" of paid bereavement for a qualified death in the family. In this regard, supervisors will make every effort to ensure that the employee is able to attend to family matters. Bereavement leave with pay is available, per instance, to eligible employees.

Bereavement leave for qualified deaths, encompassing three workdays for relationships such as spouse/domestic partner, parent/guardian, child, grandchild, grandparent, and brother or sister (including domestic partner, step-relative, and in-laws), is applicable to all regular full-time and regular part-time employees working more than 30 hours per work week.

Contracted employees, introductory employees, and temporary employees are not eligible for bereavement leave.

Workers Compensation: SSFC provides workers' compensation insurance at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment.

Subject to applicable legal requirements, workers' compensation insurance provides limited income replacement benefits after a 7-day waiting period.

Child Involvement Leave: SSFCs' Child Involvement Leave aims to encourage employees' engagement in youth education and support for schools. Full-time regular employees have the opportunity to take up to four (4) hours per year of paid leave for child involvement purposes.

29. **Mileage:**

SSFC will provide reimbursement for positions that involve travel. Mileage reimbursement will be issued to employees upon the submission of proper documentation.

For extended travel that goes beyond regular daily travel, please reference *Smart Start of Forsyth County's Travel & Expense Policy* for a detailed explanation and *Smart Start of Forsyth County Cost Principles*.

30. **Volunteer**

Smart Start of Forsyth County (SSFC) provides guidance for both adults and minors participating in volunteer hours in the workplace. We recognize the significance of offering opportunities for individuals of all ages to engage in and contribute to our mission.

Guidelines for Minors in the Workplace

For minors to participate, they must meet the relevant North Carolina requirements.

<https://www.labor.nc.gov/workplace-rights/youth-employment-rules/work-hour-limitations-youths>

C. Listing of Full-Time Positions by Job Title

Position Title	Pay Grade	FLSA
Bilingual Program Assistant	6	NE
Coordinator, Program Administrative	5	E
Coordinator, Finance	7	NE
Coordinator, Nc- Pre-K	7	E
Success Coach, Pre-K	8	E
Success Coach, Pre-K Inclusion	8	E
Success Coach, Family Childcare	8	E
Specialist, Family Engagement	7	E
Specialist, Family Intake	8	NE
Specialist, Bilingual Family Intake Specialist	8	NE
Specialist, Teaching & Learning Services	8	E
Specialist, Finance	11	E
Generalist, Human Resources	11	E
Manager, Family Intake	12	E
Manager, Teaching & Learning Services	12	E
Manager, Community Outreach	12	E
Manager, Public Health Education	12	E
Manager, Workforce Development	12	E
Manager, Early Childhood Education	12	E
Manager, Finance	13	E
Director, Children and Family Services	13	E
Director, Continuous Quality Improvement	13	E
Director, Project	13	E
Special Assistant to CEO	14	E
Sr. Director, Pre-K Initiative	15	E
Chief Program Officer	15	E
Chief Strategy Officer	15	E
Chief Administrative Officer	15	E
Chief Executive Officer	16	E

D. Salary Compensation Ranges

Pay Grade	Salary Minimum	Salary Mid-Point	Salary Maximum
5	\$ 37,666.75	\$ 41,183.63	\$ 44,698.50
6	\$ 38,489.85	\$ 42,766.50	\$ 47,043.15
7	\$ 40,567.91	\$ 44,107.56	\$ 47,647.22
8	\$ 43,000.00	\$ 46,027.12	\$ 51,719.75
9	\$ 45,454.38	\$49,695.27	\$ 54,331.84
10	\$ 47,100.00	\$51,494.43	\$56,298.86
11	\$ 48,839.49	\$ 59,586.71	\$ 70, 297.92
12	\$ 49,596.75	\$ 54,962.93	\$ 60,329.12
13	\$ 57,400. 35	\$ 70,881.30	\$ 84,362.25
14	\$ 77,965.65	\$ 86,880.68	\$ 95,795.70
15	\$ 84,141.75	\$ 94,769.48	\$ 105,397.22
16	\$ 118,894.65	\$ 139,200.08	\$ 159,505.50

** Note: Funding provided by NCPC covers payments up to \$140,000. Any amounts exceeding this threshold are subject to alternative funding sources.*

E. Hourly Compensation Ranges

Pay Grade	Hourly-Rate Minimum	Hourly-Rate Mid-Point	Hourly-Rate Maximum
5	\$18.11	\$19.80	\$21.49
6	\$18.50	\$20.56	\$22.62
7	\$19.50	\$21.21	\$22.91
8	\$20.67	\$22.13	\$24.87
9	\$21.85	\$23.89	\$26.12
10	\$22.64	\$24.76	\$27.07
11	\$23.48	\$28.65	\$33.80
12	\$23.84	\$26.42	\$29.00
13	\$27.60	\$34.08	\$40.56
14	\$37.48	\$41.77	\$46.06
15	\$40.45	\$45.56	\$50.67
16	\$57.16	\$66.92	\$76.69

**Note: Funding provided by NCPC covers payments up to \$140,000. Any amounts exceeding this threshold are subject to alternative funding sources.*

F. **Forms** All forms are available to all Smart Start of Forsyth County employees through the Shared Drive. It is important to note that the forms below are only templates and are subject to change. Forms will be updated accordingly, and rates may be subject to change.

Gym Reimbursement Form <C:\Users\Username\Smart Start of Forsyth County\All Staff Shared - Files\All SSFC\HR Documents\Forms>



Gym Membership Allowance Reimbursement Form

To expedite the processing of your reimbursement, please complete this reimbursement form and attach a receipt that shows you paid for the fitness membership for in the timeframe in which you are seeking reimbursement. *For the first reimbursement request include a signed copy of the Gym contract with your name on it.*

MEMBER INFORMATION: (USE BLACK OR BLUE INK ONLY)

Name(First, Middle Initial, Last): _____

GYM INFORMATION:

Facility name: _____

Facility address: _____

Monthly reimbursement requested \$ _____ (Maximum allowance \$30 per month)

Please allow 30 days for processing.

January February March April May June

July August September October November December

SIGNATURE REQUIRED:

Employee Signature: _____ Date: _____

Smart Start of Forsyth County, Inc.
7820 North Point Boulevard, Suit 200
Winston Salem, NC 27106
Office: 336.725.6011 • info@smartstart-fc.org

Smart Start of Forsyth County is a registered 501(c)(3) nonprofit organization, and contributions are tax-deductible to the extent permitted by law. SSFC's tax identification number is 56-1899564.

- @SmartStartForsythCounty
- @SmartStart_FC
- @SmartStartofForsythCounty
- SmartStart-FC.org

Tuition Reimbursement Form <C:\Users\Username\Smart Start of Forsyth County\All Staff Shared - Files\All SSFC\SSFC Professional Development>

Educational Assistance Application Form

Instructions:

1. Complete the educational assistance application and attach descriptive information regarding the course(s) or degree program you wish to enter.
2. Meet with your department manager/supervisor to discuss your educational assistance request. If it is agreed that your request meets policy guidelines and budgetary restrictions, the manager will grant preliminary approval and fwd. document to Human Resources Department
3. Submit the original, signed form to the HR department for final review and Chief Executive Approval.
4. Upon completion of the course, submit a copy of your grade report to the Human Resources Department
5. If an employee completes the course (s) meeting Educational Assistance Policy guidelines, a check for reimbursement will be issued.

Educational Assistance Application Form

Employee name: _____ Date: _____

Department: _____ Job title: _____

Course title: _____

Course dates: _____ to _____

Degree sought (if applicable): _____

Name of institution: _____

Address of institution: _____

Course Expenses:

Tuition: \$ _____

Fees \$ _____

Books/materials \$ _____

Total cost \$ _____

Development objective (what long-term goal is this program/course intended to help you reach):

If seeking a degree program, please attach a brief outline of the courses included in the program from the college catalog or program brochure (necessary for initial request only).

I understand that if this request is approved, reimbursement will be contingent upon successful completion (grade of "C" or better or a "P" if taken Pass/Fail or its equivalent or obtain a certification) of each course and submission of all receipts and paid bills within 30 days thereafter.

Employee Signature _____ Date _____

DEPARTMENT RECOMMENDATION

Approved Not approved.

Reason: _____

Does this application meet the established guidelines of the educational assistance program policy? Yes No

Was this expense included in the department budget?

Yes No

Supervisor Signature: _____ Date: _____

ADMINISTRATIVE APPROVAL

This request is Approved Not approved.

Reason (if not approved): _____

Chief Administrative Officer's Signature

Date

REIMBURSEMENT

(to be made after successful completion of course(s))

Date: _____

Reimbursement in the amount of \$ _____ is approved.

Expenses should be charged to: _____

Documentation of successful completion attached: Yes No

Chief Administrative Officer's Signature

Date

Mileage Reimbursement Form C:\Users\Username\Smart Start of Forsyth County\All Staff Shared - Files\All SSFC\Other Request Forms

NAME: Mickey Mouse		Travel Dates		FROM:	12/06/23	TO:	12/07/23	
DEPT: Administration				FROM:		TO:		
				Eff. 12-6-2023				
DATE	TIME DEPART	TIME ARRIVE	PURPOSE OF TRIP	DESTINATION FROM	DESTINATION TO	MILEAGE 0.655	PER DIEM MEAL **Rates may vary**	Per Diem Total
12/6/23	5:30 AM	7:00 AM	ED Forum	Winston-Salem, NC to Drury Inn(Burlington, NC)		49.0	Breakfast = \$13.00 Lunch = \$15.00 Dinner = \$26.00	\$ 54.00
12/7/23	4:30 PM	6:00 PM	ED Forum	Winston-Salem, NC to Drury Inn(Burlington, NC)		49.0	Breakfast = \$13.00 Lunch = \$15.00 Dinner = \$26.00	\$ 54.00
				TOTAL MILES		98.0		
				Mileage Rate \$		0.655		
				TOTAL Mileage Reimbursement		\$ 64.19	TOTAL Per Diem	
							\$ 108.00	
<i>Under penalties of perjury I certify that this is a true and accurate statement of expenses incurred on behalf of SSFC</i>								
SIGNED:		Date:						
SUPERVISOR:		Date:						
FISCAL DEPT:		Date:						
				TOTAL Reimbursement =		\$172.19		

* Any Explanations needed are on the back of this sheet.

Professional Development Form

<C:\Users\Username\Smart Start of Forsyth County\All Staff Shared - Files\All SSFC\SSFC Professional Development>

Professional Development Request Form

Instructions:

- Complete the Professional Development Request Form and attach descriptive information regarding training/seminar/workshop/certification you wish to enter.
- Meet with your department manager/supervisor to discuss your educational assistance request. If it is agreed that your request meets policy guidelines and budgetary restrictions, the manager will grant preliminary approval and fwd. document to Human Resources Department
- Signed form to Human Resources Department for final review and Chief Executive Approval.
- Upon completion of the training/seminar/workshop, send a copy of the certificate to the Human Resources Department. If an employee completes the training/seminar/workshop/certification per the Professional Development Policy guidelines, a check for reimbursement will be issued.

Professional Development Request Form

Employee Name: _____ Date: _____

Job title: _____ Supervisor: _____

Check one: Seminar Workshop Conference Other: _____

Title of the activity: _____

Name of Institution: _____

Location: _____

Dates of attendance: _____ Number of training hours:

Cost: \$_____

What specific knowledge or skill will you learn?

How will the acquired knowledge or skill help improve your performance and/or prepare you for more advanced responsibilities?

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Attach a description/outline of the training with a completed registration form and forward to your supervisor for approval.

I understand that if this request is approved, reimbursement will be contingent upon successful completion ("P" if taken Pass/Fail or its equivalent or obtain a certification) and submission of all receipts and paid bills within 30 days thereafter.

Employee Signature _____ Date _____

DEPARTMENT RECOMMENDATION

Approved Not approved

Reason: _____

Does this application meet the established guidelines of the Professional Development program policy? Yes No

Was this expense included in the department budget?

Yes No

Supervisor Signature: _____ Date _____

ADMINISTRATIVE APPROVAL

Review and approve based on appropriateness, cost, scheduling, and quality of training.

Approved _____ Denied _____

If denied, provide an explanation: _____

Chief Administrative Officer Signature: _____ Date _____

Chief Executive Officer signature: _____ Date _____

If approved, forward to your Manager and Human Resources Department

Section C: Registration and Payment

Check # _____ Purchase Order _____ Credit Card _____

Completed by: _____ Date _____

SSFC Performance Evaluation SOP

<C:\Users\Username\Smart Start of Forsyth County\All Staff Shared - Files\All SSFC\HR Documents\Evaluations>

SSFC Employee Policies and Procedures

<C:\Users\Username\Smart Start of Forsyth County\All Staff Shared - Files\All SSFC\HR Documents\Personnel Policies>