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Subject:	INCENTIVE AND RETENTION PLAN POLICY		
Section:	EMPLOYEE RELATIONS		
Effective Date:	01/05/2009	Review Date:	03/13/2015
		Revised Date:	
<input type="checkbox"/> New Policy		<input type="checkbox"/> Supersedes Policy Dated:	
Issued by:	HR Administrator		Concurred with and Approved by: Jim Burns, Director Initial: _____ Board of Directors Initial: _____
Cross Reference:			
Distribution:	All employees of Family Focus, Inc.		

PURPOSE:

Formal recognition programs including lump-sum bonuses, incentive plans, and holiday bonuses offer mechanisms to effectively motivate and retain valued employees who provide exemplary performance. These programs are intended to reward staff employees whose achievements have resulted in a particular benefit to Family Focus Inc.

PROCEDURE:

Family Focus Inc. offers three (3) types of monetary awards to eligible employees. All monetary awards will be taxed at the flat IRS rate plus applicable state rates for incentive payments.

Annual Incentive Plan – The annual incentive plan is awarded to employees based on prior year-end company operating results, available current year funds, and on employee’s individual annual evaluation score. When there are available funds the annual incentive will be disbursed after evaluations are completed in January each year. Eligible employees are Full time, Part time and Salaried employees who have been employed with Family Focus for one year and have evaluation scores of three (3) to five (5). Newly hired employees who have been employed less than 6 months will receive a \$25.00 gift card, and employees who have worked 6 months to a year will receive a \$50.00 incentive. All other eligible employee’s incentive is based on the percentage (scores) of their evaluation and on their wages or base salary received as of year end.

Holiday Incentive Plan – The amount of the Holiday Incentive plan is based on prior year-end company operating results and available current year funds. Each eligible employee’s bonus is a flat rate based on work status and years of service. Eligible employees are Full time and salaried employees who have been employed with Family Focus for 90 days or more.

Performance Incentive Plan - The Performance Incentive plan is based on employees’ individual or group performance. Employees must work full time and be employed with Family Focus for 90 days or more to be eligible. The Performance Incentive plan allows the Director to compensate employees who have exceeded in their performance.

Non-monetary awards such as recognition awards may be given as determined by management. Awards may be either recognition gifts or recognition vouchers.

Examples of areas to be rewarded include:

- **Outstanding achievements and accomplishments.** Demonstrated and sustained outstanding achievements that consistently exceed goals and job expectation.
- **Teamwork.** Acting as an exceptionally effective and cooperative team member, demonstrating superior interactions within and outside of the company and the client population served.
- **Length of service.** A commitment to Family Focus through long-term service.

In effort to enhance retention Family Focus has semi annual events, a summer retreat and a winter service awards dinner, to recognize employees.

The Incentive and Retention Plan is provided at the discretion of Family Focus Inc. Family Focus Inc. reserves the right to administer, modify and terminate the Plan with or without notice.