

Compensation Philosophy

Big Brothers Big Sisters of Northwestern Michigan (Bigs) develops and nurtures mentoring relationships between children and adult mentors. Mentors guide and support our youth, providing them with the tools, opportunities, and experiences necessary to reach their potential. Similarly, the Bigs' team, who works tirelessly to support our youth, their families, and our volunteers, are afforded opportunities and tools to reach their potential. Bigs provides a transparent, thoughtful philosophy that enables systematic decisions around employee compensation that:

- A. Ensures every employee understands they are valued and fairly compensated;
- B. Attracts, retains, and inspires high level talent; and
- C. Ensures every employee supports our Vision, Mission and Values:

Vision: All youth achieve their full potential.

Mission: Create and support one-to-one mentoring relationships that ignite the power and promise of youth.

Value Statements:

- 1. A community is collectively responsible for believing in every child and giving them hope.
- 2. All individuals have value and will be treated with honesty and respect.
- 3. All children should be given the tools and support to be successful in life.
- 4. All children should have access to a trusting, safe, compassionate, and long-term relationship with a mentor.

Team members complete an annual self-reflection on their work, challenges, and accomplishments, resulting in a Professional Development Plan for the upcoming year. The CEO and supervisor meet quarterly with each team member to assess their development and look at opportunities for guidance, support and growth, as well as updates to their annual plan.

Financial Compensation

All regular full-time and part-time employees receive bi-weekly compensation for their services to the agency.

Team members collaborate quarterly with their team and supervisor to establish short and long-term goals and objectives with a clear and mutual understanding of expectations. Benchmarks are established with progress reports communicated on a regular basis.

Salary increases are computed based on market assessments in combination with the achievement of goals and objectives.

Tiered job levels with associated title and salary increases provide an opportunity for advancement within the agency for team members who consistently achieve goals and objectives and successfully complete professional development plans.

Professional Development

Bigs highly encourages its team members to seek out professional development opportunities that will enhance and inspire them both professionally and personally. Therefore, team members are entitled to participate in professional development opportunities, as approved, with all expenses covered by the agency.

Summary of Additional Benefits

Insurance

The health and wellbeing of our team members is important to us, emotionally, physically, and financially. Because of this, we offer the following insurances:

Health

Regular full-time employees are eligible to participate in the health insurance program beginning the first of the month following their start date. The program includes major medical. The agency pays 90% of the premium and the employee pays the remaining 10%. Dependents may be covered at the group rate; however, the employee is responsible for the full premium for any dependents.

Detailed information regarding the health plan is provided to all employees upon enrollment.

Dental

Regular full-time employees are eligible to participate in the dental insurance program beginning the first of the month following their start date. The agency pays the full premium on behalf of the employee. Dependents may be covered at the group rate, however, the employee is responsible for the full premium for all dependents.

Detailed information regarding the dental plan is provided to all employees upon enrollment.

Life and Disability

Regular full-time employees are eligible to participate in the life and disability insurance program after one year of continuous full-time employment. Eligibility begins on the first of the month following their one-year anniversary with the agency.

The agency will pay the full premium on behalf of the employee. Life insurance is provided at a rate equal to an employee's annual salary.

Retirement

Full-time employees may participate in a retirement plan at time of employment. Bigs contributes a dollar for dollar match up to 3% of the employee's annual compensation.

Paid Time Off

Taking time off from work is important for rest, relaxation, and overall wellbeing. It is your time to have fun, relax, be with friends and family and recharge your batteries. In almost all cases we discourage working while on vacation because – well, if you're working, it's not really a vacation, is it? You've worked hard, you've earned a break – take it and come back to Bigs full of fresh energy and new ideas.

Regular full-time and regular part-time employees will accrue paid time off (PTO), based on years of service and regular hours worked. The accrual formula is based on the employee's anniversary date at the following rate:

Years of Service	Accrual Rate
0-3 Years	.07 (per hr. worked)
4-9 Years	.09 (per hr. worked)
10+ Years	.11 (per hr. worked)

Bigs understands extenuating circumstances arise and is amenable to discussing any special needs a team member may have regarding PTO.

Paid Holidays

All permanent full-time and part-time employees are eligible for holiday pay from the date of employment. Holiday pay is pro-rated for part-time employees based upon the number of hours they normally work. Bigs' provides its team members with eleven (11) paid holidays each year, including the team members' birthday.

Leave

Bereavement

Bigs' recognizes that bereavement leave shouldn't just be about the logistics of a funeral. It should be about caring for the employee. In a time of loss, employees need an opportunity to mourn and to grieve as well as be there for others in their family that are left behind.

Bigs' Bereavement policy allows for:

Up to 80 hours of paid leave for the death of a spouse, child or stepchild of the employee, available for up to 12 months if, and as needed.

Up to 40 hours of paid leave for the death of an employee's mother, father, brother, or sister, available for up to 6 months if, and as needed.

Up to 24 hours of paid leave for the death of other extended family members, available for up to 1 month if, and as needed.

Parental Leave

Bigs will provide up to six weeks of paid parental leave to employees to accommodate the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Policy. Employees are eligible for Parental Leave after their first-year anniversary with the agency. For detailed information, please see Operational Policies & Procedures.

Remote Work

Every team member at Bigs has the flexibility to occasionally work remotely depending on their position/functions, with the approval of their supervisor. Remote work is contingent upon productivity and a clear understanding of expectations and transparent communication.

Transportation & Expenses

Every team member at Bigs is reimbursed for work-related travel and expenses, including mileage reimbursement following the current IRS guidelines.

Cell Phone Stipend

Every team member at Bigs receives a \$50 monthly cell phone stipend which is automatically added to their paycheck.