

## **SAFETY INCENTIVE PROGRAM** **Holiday Lake 4-H Educational Center**

The Holiday Lake 4-H Educational Center Board of Directors places great importance on safety. As a measure of this importance, the Board has established the following incentive program for staff renewable by the Board of Directors annually. The incentive year runs from December 1- November 30:

- \$100.00 incentive - This incentive will be offered to all permanent staff (President/CEO, Facilities Manager, Fiscal Technician, Food Service Manager, Maintenance Assistant, Natural Resource Education Coordinator, Program Director, Program Assistant). In order to receive the bonus, the 4-H Center must have an accident free year for each of the above listed staff members. This means that there will not be a lost-time reportable\* accident by any of the permanent staff.
- \$50.00 incentive - This incentive will be available to Department Heads (President/CEO, Facilities Manager, Food Service Manager, Program Director), and will be paid to each Department head for an accident free year in the Department. Department personnel includes summer staff, part-time staff, or full-time staff assigned to the department, as well as the Department Head. The bonus will be paid to each Department Head upon completion of an accident free year with no reportable\* accidents in the Department.
- \$50.00 incentive - This incentive will be paid to all eligible full time staff (President/CEO, Facilities Manager, Fiscal Technician, Food Service Manager, Maintenance Assistant, Natural Resource Education Coordinator, Program Director, Program Assistant) if there is no lost-time reportable\* accident in any Department at the 4-H Center during the reporting period.
- **Summer Staff** - Each summer staff member who completes the season without a lost time accident or a reportable\* injury will receive a \$25.00 safety incentive at the end of the summer. If there is no reportable\* accident by any member of the summer staff throughout the summer, then each summer staff member will receive an additional \$10.00.
- **Part-time/as needed Kitchen Staff** - Each part-time kitchen staff member on the payroll and eligible for reemployment at the end of the year, who completes the year without a lost time accident or reportable\* injury will receive a \$25.00 safety bonus at the Christmas Holiday. If there is no reportable\* accident in the department, then each employee in the department will receive an additional \$10.00.
- **Part-time/year round staff (Administrative Assistant, Housekeeper)** - Each part-time, year round staff member on the payroll and eligible for reemployment at the end of the year, who completes the year without a lost time accident or reportable\* injury will receive a \$75.00 safety incentive at the Christmas Holiday. If there is no reportable\* accident in the department, then each employee in the department will receive an additional \$25.00.

Each employee is encouraged to put safety foremost in all activities at Holiday Lake 4-H Educational Center and to report safety concerns immediately to the Center Director.

Employees hired during the year are eligible for a pro-rated incentive. Eligible employees must be employed on Nov. 30 of the incentive year with the exception of Summer Staff who successfully complete employment; safety incentive payment will be included in the last paycheck prior to the Christmas holiday.

\*Reportable accident: An accident that requires submission of First Report of Accident - VWC Form No. 3