

Heritage Christian Services, Inc.
OPWDD Direct Service Retention Bonus – Amendment to the Plan

Amendment:

The following job titles were incorrectly listed as eligible for OPWDD and have been removed from the distribution plan:

Director of Customized Support
Fiscal Intermediary Coordinator
Residential Leadership Support Manager

The following job title has been added to the list of OPWDD-eligible job titles:

Nurse Support Specialist

Introduction:

The New York Office for People with Developmental Disabilities has provided funds to support the retention of caring professionals. This Plan only applies to the **OPWDD Direct Service Retention Bonus** initiative. All Direct Service Retention Bonus payments made by Heritage Christian Services to direct care, support, and clinical staffs will be defined as “Special Occasion” bonuses for tax purposes.

Eligibility:

Heritage Christian Services will only distribute OPWDD Direct Service Retention Bonus payments to direct care, support and clinical staff members. These positions are indicated in ADP. This includes staff members in the agency’s certified supporting OPWDD-licensed programs/service with CFR job title codes in series 100, 200 or 300.

If an employee with a non-qualifying job title performs direct care and administrative work, disbursements to that employee will be proportionally allocated to their direct care responsibilities.

If an employee works in OPWDD-licensed programs and other organizations or departments, disbursements to that employee will be proportionate to the work performed in OPWDD services.

Contracted staffs, CDPAP employees and other non-OPWDD workers are not eligible.

Eligible OPWDD Programs:

Residential Services Day Services Respite Services
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Supportive Employment
 Prevocational Services
 Community Habilitation
 Self-directed Services
 Customized Residential Options
 Clinical Services
 Facility Services

Eligible Job Titles:

100 Series Titles	200 Series Titles	300 Series Titles
Director of Facilities Director of Property Development Facilities Assistant Facilities Project Coordinator Facilities Technician	Assistant Manager Baker Community Habilitation DSP Community Respite Provider Community Support Staff Coordinator of Prevocational Serv. Customized Supports Assistant Day Hab Dir Supp Prof Day Hab Manager Day Manager Direct Support Professional Direct Support Staff Direct Support Staff Non-Driving DSP Non-Driving Educational Assist Employment Services Coordinator Employment Specialist Health Coordinator Health Support Professional Healthcare Coord. Community Serv. Medical Liaison Personal Trainer Program Support Specialist Recreation Assistant Res Support Staff Residence Manager Resident Counselor Residential Dir Supp Prof Respite After School Prog Mgr. Respite Direct Support Profess Respite Residence Manager Respite Resident Counselor	Associate Director of Behavior Services Associate Director of Quality Advancement Admin Assist (Compliance and QA) Art Therapist Behavioral Intervention Specialist Broker-NE Dance Therapist DDP2 Coordinator Dietitian Director of Behavior Services Director of Clinical Services Director of Nursing Director of Quality Advancement Faith Community Inclusion Specialist FI Compliance and Quality Specialist Guardianship Coordinator Incident Management Specialist Licensed Practical Nurse Licensed Practical Nurse - NE Music Therapist Nurse Educator Nurse Support Specialist Occupational Therapist Physical Therapist Qualified Intellectual Disabilities Prof. Quality Advance Specialist RN QA Coordinator QA Support Specialist Registered Nurse Registered Nurse- On Call Registered Nurse-NE Sr. Behavioral Intervention Specialist Single Point of Contact Administrator Speech Pathologist Therapy Support Prof-NE

	Self-Hire Comm Support Staff Senior DSP Senior DSP - Day Hab Shift Coordinator Sign Language Facilitator Skills Coach	
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Distribution Plan:

The payments to qualifying employees will be separate from the payroll cycle and paid on **March 21, 2025** in the form of a direct deposit or a mailed check.

Payments to eligible staff members are determined as follows:

- Only specific hours will be considered for the calculation formula. Labor distribution reports will be the source document and only worked-in location pay codes associated with “Regular, Overtime, Training, Vacation and Holiday hours” will be used in the formula. Business Unit or Home Department codes may or may not reflect “worked-in location” codes.
- Hours worked between Nov. 3, 2024 and March 8, 2025, or nine pay periods, will be considered.
- Payment amounts will be determined on the formula below:
 1. The total amount of the Direct Service Retention payment received from OPWDD will establish a total bonus pool to be distributed.

Amount Received for Distribution:

▪ OPWDD Bonus Pool	= \$2,138,672.33
▪ Less mandated fringe @ 11%	= <u>(\$211,940.50)</u>
▪ Available for distribution	= \$1,926,731.83

The bonus pool amount multiplied minus the agency-mandated fringe benefit percentage equals the amount available for distribution.

2. The distribution amount will be divided by the aggregate of specific hours worked during the measurement period, then multiplied by hourly wage rate for all eligible employees to determine the payment distribution percentage.

Note: The base hourly wage rates used in the calculation will come from ADP as of March 2025.

3. The payment distribution percentage multiplied by each individual employee's calculated wages during the measurement period determines the bonus wage to be paid out.
4. For employees receiving prorated amounts, only that portion of their salary allocated to the eligible job position code in the 100, 200 or 300 series is to be utilized.
5. There is no minimum or maximum calculated bonus.
6. All payments will be taxed at the supplement tax rates for federal (22%) and state (11.7%) withholdings.
 - For an employee to receive the bonus, they must be actively employed or on a leave at the time of distribution.

Plan Authority:

Heritage Christian Services' Management affirms the above terms, conditions and process identified in the preceding pages as the **Direct Service OPWDD Retention Bonus – Plan.**

Name of Agency Board of Directors/Governing Body Chairperson: Melinda Andolina

Signature: Melinda Andolina

Date Signed: November 9, 2024

Name of C.E.O. or Executive Director: Marisa Geitner

Signature: Marisa Geitner

Date signed: November 7, 2024