

Compensation

Fair Labor Standards Act- Exempt vs. Non-Exempt Classification

All employees are classified as either exempt or non-exempt, according to job duties as determined by the provisions of the federal Fair Labor Standards Act ("FLSA").

Non-exempt employees are paid on an hourly basis and are covered by the overtime provisions of the FLSA and by Missouri wage and hour laws. Non-Exempt employees are required to complete timesheets accounting for all hours worked in a pay period. Altering, overstating, or falsifying time records may result in disciplinary action up to and including termination.

Exempt employees are salaried and classified based on specific tests as mandated by the FLSA. Thus, exempt status applies to the position and not the employee. Meeting these qualifications exempts designated positions from overtime provisions of the FLSA. Exempt employees are paid a fixed salary determined by the duties to be performed rather than the number of hours worked. However, any full days of absence taken in excess of the employee's allotment of leave will result in an employee payroll deduction calculated on a pro-rated daily rate. Deductions for less than full-day absences may be made for exempt teaching positions.

Pay Procedures

Kairos Academies follows all federal and state laws. Exempt and non-exempt employees are paid bi-monthly. If a scheduled payday falls on a weekend or holiday, employees will be paid on the day preceding the weekend or holiday.

An employee's payroll statement contains detailed information, including pay amounts, deductions, withholding information, leave balances and year to date totals. Employees should contact Kairos Academies Administration with any questions pertaining to pay procedures and pay dates.

All Kairos employees are paid on the 15th last working day of the month.

Payroll Deductions

Automatic payroll deductions for federal income tax, and Medicare are required for all full-time employees. Other payroll deductions, authorized in writing by the employee, include the employee's share of premiums for health and supplemental insurance. Employees may also request payroll deduction for court-ordered garnishments (in accordance with court order or directives from appropriate government authorities). If you have questions about why deductions have been made from your paycheck or how they

were calculated, please contact Kairos Academies Administration.

Direct Deposit

All employees are required to participate in automatic payroll direct deposit. Kairos Academies will electronically deposit payroll checks to employee accounts. Every employee participating in automatic payroll direct deposit must sign a direct deposit authorization agreement form at the time of hire.

Extra-Duty and Tutoring Pay

Teachers are compensated at the rate of **\$25.00** per hour for hours worked on Saturday and for tutoring. The school leader determines which teachers have the opportunity to teach Saturday school or tutor.

Bonuses

Performance bonuses are designed to provide incentive compensation for all eligible employees and ultimately, reward them for exceptional work and helping Kairos Academies reach its organizational goals. To be eligible for the bonus payment, an employee:

- Must have been employed as of October
- Must have a satisfactory year-end performance rating

Performance bonuses are provided at the discretion of Kairos Academies administration and thus, Kairos reserves the right to administer, modify or terminate the plan with or without notice.

Pay Increases

Pay increases are for employees who meet and exceed performance goals and for continued service to Kairos Academies. If given, pay increases for all employees are implemented to coincide with the start of the new fiscal year. Kairos Academies reserves the right not to issue pay increases to employees due to lack of merit or for budgetary reasons.

Employees must have worked in the same position for a minimum of six months to be eligible for a pay increase. Employees who have received an increase in pay or received a promotion resulting in a higher salary within six months of the annual pay increase will be ineligible for a pay increase.

Travel and Reimbursement

Kairos Academies employees will be reimbursed for reasonable travel expenses incurred in connection with official Kairos Academies business. Kairos Academies shall only

reimburse expenses that conform with applicable travel requirements pertaining to maximum allowable rates for reimbursements and that are reasonable and necessary.

Kairos Academies employees are responsible for adequately and clearly stating the business purpose of the trip and the nature of the expenditures. Kairos Academies employees and their supervising managers are responsible for ensuring that all expenses are appropriate and in compliance with this policy and applicable law. Kairos Academies employees traveling on official business will be reimbursed for appropriate expenses incurred.

Kairos Academies employees must submit their travel reimbursement requests within ten (10) calendar days after the date they return from conducting official business on behalf of Kairos Academies.

Any expenses incurred while traveling on behalf of Kairos Academies that are not associated with official school business will not be reimbursed.

Travel by Commercial Airline

Kairos Academies employees shall travel via a common, commercial airline in coach-class accommodations. When booking travel, Kairos Academies employees must make travel arrangements at the lowest available non-refundable coach airfare at least fourteen (14) calendar days before traveling or on the date that the employee is directed to travel to conduct official Kairos Academies business.

Travel by Vehicle

Employees will be reimbursed for mileage accumulated when using a personal vehicle while traveling on Kairos Academies related business with prior approval. The mileage reimbursement rate is .56 cents per mile.

Benefits

Health Insurance

Kairos Academies offers its full-time employees health insurance to include medical, dental and vision insurance at the employee's expense. Employees can make changes to their benefits elections each year during the annual benefits open enrollment period. Plans elected during this period become effective September 1st and end August 31st. This period is defined as the Benefits Plan Year. Employees lock in their elections each year and are allowed to make changes to their plan elections if they experience a qualifying event during the Benefits Plan Year, such as loss of other coverage, marriage/divorce, birth/adoption of a child, etc. A detailed description of insurance coverage, employee cost,

and eligibility requirements is provided to all employees separately each year.

Employees are eligible for benefits as of their date of hire.

The new hire window to elect benefits is 15 days from their start date. After the 15-day window, employees may enroll in insurance for a qualifying event only defined as the following:

- Marriage
- Birth of a child
- Adoption of a child
- Divorce, legal separation, or annulment
- Dependent become ineligible
- Dependent passes away

Returning employees can adjust their plan election every year during the open enrollment period. Kairos does not pay out benefits for employees who forgo insurance.

Disability Insurance

Employees eligible for FMLA who have experienced a disabling illness or injury are eligible for short-term disability. Through Kairos' short-term disability plan, full-time employees are eligible to receive 60% of their salary, although no more than \$1,500 per week less other income sources. Employees are eligible for up to 12 weeks of paid leave, as determined by medical and insurance professionals.

In order to qualify for short-term disability, one of the following must be true:

- You are unable to perform the majority of substantial duties of your job, OR
- You are unable to earn 80% of your income prior to your disability while working in a modified capacity

Public School Pension Plan (Retirement)

Per statute, employees are required to participate in the Public School Retirement System of the City of St. Louis (PSRSSTL). Both Kairos and all employees have legally required contribution percentages as defined in the [member manual](#).

PSRSSTL is a defined benefit plan, which means that while PSRSSTL manages an investment portfolio which is variable, non-variable payouts are promised to pensioners based on age and years of work. Employees are entitled to benefits once they "vest" after 5 years of work in a public school in St. Louis. However, those benefits only accrue to their full level after "[the Rule of 80](#)," which is when the sum of the employee's (i) age and (ii) years of employment in a public school in St. Louis equals 80 or more.

Employees and Kairos' contribution on their behalf pays for the membership in PSRS; employee's contribution becomes a principal that earns interest and returns for the fund. If employee's would like to take your money out of PSRS (e.g., if you leave St. Louis teaching before you vest), you can [request a refund of your contributions](#) and interest in a lump-sum payment. One way to do that is to "roll over" the amount to an IRA at your personal investment firm, such as Vanguard or Fidelity. A Rollover IRA is an account that allows you to move funds from your old

For more information about PSRS, your defined benefits schedule, or anything else, please visit their [Frequently Asked Questions section](#) or review their [member manual](#). Please note that Kairos is not a fiduciary nor an expert in personal finances, retirement or the public retirement system. All questions should be directed to [PSRS](#).

Workers' Compensation Insurance

Workers' compensation insurance coverage is paid for by the employer and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job, no matter how slight, you are to report the incident immediately to Human Resources. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify Human Resources immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

COBRA

COBRA, the Consolidated Omnibus Budget Reconciliation Act (COBRA), provides the opportunity for eligible employees and their beneficiaries to continue health insurance coverage under the Kairos Academies health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements. Please contact Kairos Academies administration to learn more about your COBRA rights.