

COMMUNITY ACTION TEAM - CHILD & FAMILY DEVELOPMENT PROGRAMS
Compensation and Professional Development

Merit increases may be awarded once per year (program-calendar). Merit increase will be based on the following:

1. Availability of grant funds.
2. Positive Performance Appraisal completed at the time of the annual Performance Appraisal Review.
3. Documentation of training hours as listed in the chart below (submitted training acquired since the date of the last merit increase); either Community Based Training or College Credit.

Position	Number of hours
Teacher, Assistants, Family Advocate	75
Floating Aide, Bilingual Assistants	60
Cook, prep cook	50

4. Training will be focused on content with substance “designed to assist staff in acquiring or increasing the knowledge and skills needed to provide high-quality service within the scope of their job responsibilities” (PS 1302.92(b)Emphasis is placed on quality rather than the number of hours).
5. Training hours include a majority of face-to-face trainings, with limited web-based/webinar trainings. Web-based/webinars should equal no more than 5 hours in a single year.
6. Course work that is online, such as a college course that is more in depth, occurs over a longer period of time, has activities, and follow through shall be counted in the “face-to-face” category and will not count as a webinar
7. Signed verification by the Center Manger or supervisor of employee’s training hours, positive performance appraisal, and date of the last merit increase.
8. Attach Performance Appraisal, Training log (or transcripts) with trainings highlighted that were used for merit increase, and employee action.
9. Approval from Program Director.
10. Approval from Executive Director.