

## First Chance Center

### Direct Service Workforce Investment Grant Plan

The Indiana Family & Social Services Administration (FSSA) is issuing First Chance Center funding to support our direct service workforce (DSW). First Chance Center received a total of \$16,497.48. We plan to use the funding in the following 3-ways to invest in our DSWs:

1. **Hourly Wage Increase:** As part of our long-term strategy, we will be increasing hourly wages. We will dedicate 56% of the grant amount towards this activity. The hourly wage increase will be determined based on the employee's years of service and performance. Those employees still in their probationary period will receive their increase once they have completed their 90 days. The hourly raise goes in effect on the employees' paycheck dated February 10, 2023.
2. **Holiday Coverage:** As part of our long-term strategy, we will increase the number of "paid" holidays. We will dedicate 35% of the grant amount towards this activity. Paid holidays will be as follows and will be included on the employee's paycheck:
  - a. Memorial Day: May 29, 2023 to be paid June 16, 2023
  - b. Fourth of July: July 4, 2023 to be paid July 14, 2023
  - c. Labor Day: September 4, 2023 to be paid September 22, 2023To earn holiday pay, the employee must work his/her scheduled days before and after the holiday listed above unless advanced notice is given and approval for time off by the supervisor.
3. **One-Time Bonuses:** To provide immediate and continued support to our workforce, we plan to issue bonuses to DSWs. We will dedicate 9% of the grant amount toward this activity. **If there are funds available** at the end of each quarter, we will issue a bonus at that time and it will be included on the employees' paychecks dated below:
  - d. May 19, 2023
  - e. August 11, 2023
  - f. November 17, 2023.

Bonus amounts will be dependent on funds available each quarter. Funds not fully expensed through hourly wage increase and holiday coverage funds will be reallocated to the one-time bonus funds to be issued.

Timing wise, our goal is to use the funding as soon as possible, so that we can begin providing immediate funding to employees by February 10, 2023. Please reach out to Catherine Strother with any question regarding how the funds will be spent.