



Staff Wellness Supports

NMCAA recognizes the importance of every individual in the birth to 5 workforce and the essential role of program staff in the delivery of high-quality, comprehensive services to enrolled infants, toddlers, preschool-aged children, and their families. Each staff person across the Child and Family Development workforce has the immense responsibility of performing a job that supports young children's early learning, health, mental health, and family well-being. Staff wellness is vital to child well-being. It is also a critical component in the ability to address the diverse and individualized needs of children and families. NMCAA is committed to promoting and prioritizing needed supports for staff wellness through a variety of options, including:

Wellness Coach

Wellness Coach is provided free to all NMCAA staff members. This app. offers a menu of on demand and live sessions for staff to choose from, focused on a variety of wellness topics including nutrition, sleep, mental wellness, physical activity, finances, etc. Staff can also participate in individualized, one on one, coaching sessions in the area of their choosing. Team coaching sessions and agency wide challenges are also offered throughout the year. To sign up, go to: <https://meditation-live.app.link/home>, log in using your nmcaa email, and verify your email with your activation code.

Employee Assistance Program (EAP)

EAP is a program that offers support, guidance and resources for staff members and their families that is focused on supporting a good work life balance. Examples of services include:

SERVICE FEATURE	SERVICE OVERVIEW
Face to Face sessions (individual, couple, family). Assessment, short-term problem Resolution counseling.	Up to 3 sessions of assessment, consultation and referral per presenting issue. 6 sessions available for additional costs.
Referral Services	Clinical referrals; outpatient, intensive outpatient, partial hospitalization, inpatient treatment. Community Resource Referrals
Conflict Resolution Services (individual and group)	Work toward the short-term goal of resolving the conflict and the long term goal of how to manage future conflict in positive ways.
Mediation Services	Voluntary dispute resolution process in which the EAP assists the disputants.
Critical Incident Stress Debriefing	Provides services to employees who were involved in or who witnessed a critical incident.
Corrective Action/Job Jeopardy	Provides services to employees and management to clarify expectations, and work with the employee and manager to successfully resolve the workplace issue(s).
Education Classes (individual and group)	Provides general education programs for common workplace issues.

For further information, visit the NMCAA Human Resources Webpage (nmcaahr.com) and type "employee assistance program" into the search box.

Reflective Practice

Reflective practice aims to promote reflection and critical thinking, provide support, foster team cohesion and help mitigate stress and compassion fatigue. Reflective practice groups are available for many staff members in the Child and Family Development department. For more information, talk with your supervisor about existing opportunities.

In addition to group reflective practice sessions, one on one reflective practice may also be available during times of high need. While these sessions are not meant to take the place of long term counseling, they are available to support staff for a limited time in working through especially difficult situations that arise in relation to the families they are serving. Requests for one on one reflective supervision should be approved by your supervisor. Up to four sessions may be approved at a time, with referrals to EAP or community resources made as appropriate upon conclusion.

Monthly Team Meetings

Teams are encouraged to set aside one day per month to get together at their sites to celebrate the successes that are taking place within their work. Up to \$15/team member may be reimbursed for food during that time. You may include a tip into the reimbursement amount as long as the allotted \$15 per person is not exceeded (\$12 meal + \$3 tip=\$15). Receipts must be itemized and include each team member's meal clearly listed.

Consider purchasing food from a store or restaurant where we currently have an account. Ideas might include, purchasing ingredients from the grocery store for a soup and salad bar, grabbing items to make subs, etc. Team meetings must take place on site. This expense should be recorded as a team meeting and coded to --- 30 4505 99. Please ask your supervisor if you have a question about an allowable expense.

Competitive Workforce Incentive Policy

In an effort to remain competitive with similar area employers, or state or federal entities, this pay is provided as a financial incentive to staff, as available. A budget analysis will be conducted no less than yearly by the Financial Controller and Child and Family Development Director to determine distribution of available funds.

Professional Development

Personal growth opportunities are an important part of staff wellness. A menu of optional opportunities are updated and emailed to team members monthly. If you have opportunities you would like to see added, please share your ideas with your supervisor.

Agency support for professional development opportunities offered outside of NMCAA is also available. If you see an opportunity that interests you, talk with your supervisor and complete a "Staff Training Request" as appropriate.

Funds for college classes may also be accessible a Professional Development Funds Forecast Form is sent out annually for submission of requests.

Paid Time Off

Employees accrue sick/personal time and vacation time each payroll starting at the time of hire.

Full time employees have 80 hours of sick/personal time that are accrued each year and 80 hours of vacation time. Vacation time must be used by the end of September (the end of our fiscal year). Sick/personal time can accrue up to 240 hours. After 5 years of employment, employees earn an additional vacation day each year up to year 10 and will then have 120 vacation hours.

Holidays – NMCAA observes the following holidays:

New Year's Eve, New Year's Day, Martin Luther King Day, Presidents Day, Good Friday (1/2 day), Memorial Day, Juneteenth, July 4th, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, and Christmas.

Medical, Dental, and Vision

Coverage goes into effect the first of the month after hire. Open Enrollment is in June each year and the plan year is from August 1 – July 31 for medical. Dental and vision are the calendar year. NMCAA provides employees with \$5,452 towards a single coverage medical plan and \$7,416 towards a 2 party or family plan for the year. Any additional costs are paid by the employee through payroll deductions. Further information on available plans is shared yearly or can be provided by Human Resources upon request.

Life Insurance Policy – Equitable Life

A \$20,000 life insurance policy is provided to each fulltime employee at no cost. At age 65, this coverage is reduced to \$13,000 and at age 70, \$10,000. The policy goes into effect 90 days after hire.

Employer paid premiums

Optional Insurance Coverage – Colonial Life

Critical Illness, Short Term Disability, Accident, and other optional insurances are available. Open enrollment for these is in October of each year. Coverage is from November to October.

Employee paid premiums.

401K – NMCAA's Tax Differed Annuity Program through Vanguard

This is available to all employees by contributing a percentage of your earnings for retirement. No waiting period for participation.

As an agency, NMCAA is committed to providing flexibility where possible. Although this will vary depending on staff position and job responsibilities, some examples of this may include: flexible hours and workdays, consideration of home offices, breakfast and lunch provided for classroom staff, summers off depending on the position with the possibility of unemployment.