

Instructions for Employment Agreement Calculations

- Column A: Write only **one** service in each box.
 - Our example: The participant will receive the following services from the community support worker: Rides to and from work (first box); Personal assistance at home (second box); Personal assistance in the community (third box); Companionship services at night (fourth box).

- Column B: Check the code that best describes the service listed in Column A. Use **one** code per box per service.

Note: This code must match the code that is used on the “Support and Spending Plan Budget”.

 - Our example: Transportation Support (TSS) best describes the service of “Rides to and from work” listed in the first box in Column A so the Transportation TSS is checked in the first box under Column B.

- Column C: Write how many hours a year of the service listed in Column A the participant expects to use.
 - Our example: The community support worker (CSW) will provide ten hours a week of transportation to and from work for the participant and the participant will take two weeks of vacation each year. Therefore, the CSW will provide 500 hours of rides a year. (50 weeks x 10 hours/per week = 500 hours.) 500 hours is listed in the first box in Column C.

- Column D: Write the hourly wage the CSW will be paid for the service listed in column A.

Note: Only write the CSW’s hourly wage, **do not** include employer taxes or other costs. Some employees might be exempt from minimum wage law. It is the employer’s responsibility to make sure the employee is exempt if the employer is paying less than minimum wage (\$6.55/hr). See attached instructions.

 - Our example: The employer will pay the CSW \$6.55 an hour for providing the service listed in Column A. The amount of \$6.55 is put in the first box in Column D.

- Column E: Write the total annual cost for the service listed in Column A (Column C x Column D).
 - Our example: The CSW will provide 500 hours of transportation at the wage of \$6.55 an hour. The total annual cost for this service = \$3,275.00.

- Continue to add services, listing each specific service in its own box under column A and using corresponding columns to calculate wage and cost. Please see the attached example.