



Child Care Subsidy

Kensington Gold Mine

PURPOSE

The purpose of the policy is to provide employees with an understanding of the company's childcare subsidy for Coeur Alaska.

APPLICABILITY

This policy shall be applicable to all full-time Coeur Alaska employees, who have both residential and physical addresses in Juneau, AK.

ADMINISTRATION / INTERPRETATION

The Human Resources Manager, or a designated representative, is responsible for the interpretation of this policy and for providing advice and counsel as to its application. Exceptions to policy must be approved by the HR Manager as well as the General Manager or designee(s).

CHILD CARE Subsidy

To provide full-time Coeur Alaska employees assistance with daycare cost and availability in Juneau, AK. This program will cover up to \$400 USD gross taxable subsidy a month in daycare expenses for those selected and enrolled in the Little Moon Daycare/Nursery. Coeur Alaska will make the full monthly payment to Little Moon Daycare/Nursery and the balance after the \$400 Coeur sponsored payment will be payroll deducted from the employees first 2 paychecks of every month.

Coeur Alaska has 6 openings available with the Little Moon Daycare/Nursery:

- Nursery
 - 1 placement for 0-12 months
 - 2 placements for 12-36 months
- Daycare
 - 3 placements for 3–6-year-olds

CHILD CARE Subsidy GUIDELINES

- Both residential and mailing addresses must be in Juneau, AK.
- Dependent, being enrolled in daycare, must be a covered dependent through Coeur Alaska's medical insurance.
- Only 1 dependent may be enrolled in this benefit at a time.
 - Additional dependents may be requested to enroll and be accepted if there are available Coeur Alaska sponsored openings. If a second dependent is accepted, Coeur Alaska will only cover \$200 a month for the second enrollment.
- Dependent must meet the Little Moon Daycare requirements and be approved by the facility to be eligible for this benefit.

- If employee leaves employment with Coeur Alaska, this benefit will terminate on the last day of the month following the employee's termination date.

HOW TO APPLY FOR THE CHILD CARE Subsidy BENEFIT

Open Enrollment for this program will run during the month of October.

- Employees will need to fill out the Child Care Assistance Open Enrollment Form and return to HR before October 31.
- If we have more employees apply than we have openings, we will host a lottery for those dependents to be eligible. A wait list will then be created by lottery for additional openings. The lottery, if needed, will be held the first week of November.
- Following the lottery, the selected employee will need to follow the Little Moon Daycare/Nursery enrollment process.
- Once approved by the Little Moon Daycare/Nursery the eligible dependent can begin enrollment December 1.
- If for any reason the employee's dependent is not accepted into the Little Moon Daycare/Nursery, then the next person in the lottery will be selected for enrollment.
- Open Enrollment will only occur when openings are available to fill.
 - Employees may request to be added to the lottery list during their new hire benefit election period and when a change of status occurs.