Minnesota Department of Corrections

Policy Number: 204.100

Title: Juvenile Resident Pay Plan

Effective Date: 3/5/19

PURPOSE: To provide a department juvenile resident pay plan in order to provide juveniles with a financial incentive for school participation, a stipend to encourage family engagement, and financial compensation for paid work positions.

APPLICABILITY: MCF – Red Wing juveniles

DEFINITIONS: None

PROCEDURES:

- A. Pay Plan Committee
 - 1. Juvenile facilities must maintain a pay plan committee that:
 - a). Writes and administers the pay plan for the facility;
 - b). Meets when necessary;
 - c). Determines the appropriate pay level for residents;
 - d). Monitors and enforces compliance with the pay plan; and
 - e). Reviews requests for additions, changes, and exceptions to the pay plan.
 - 2. The pay plan committee chair must retain all meeting minutes and pay plan recommendations.
 - 3. All changes and exceptions to the pay plan recommended by the committee must be approved by the warden/superintendent/designee and the assistant commissioner of facility services.
- B. Pay Status and Scale

Residents are paid every other week based on a two-week pay period. (Secure detention residents are not paid an allowance or stipend; see also sections E and F, below.)

- 1. Full-time students receive an allowance based on participation in academic programming, both in the open school program and in the security unit.
 - a) Residents who attend school full-time are paid \$1.00 per school day, including holidays that fall on normal school days.
 - b) Residents who miss school due to receiving a visit, attending a special education staffing or treatment team meeting, or participating in other facility programs/services related to their treatment or individualized goals are still paid.
 - c) Students are not eligible for pay raises.
- 2, Full-time workers (residents assigned to the work readiness program full-time) are paid by the hour, based on the following scale.
 - a) Step one \$0.50 per hour for actual hours worked;
 - b) Step two \$0.75 per hour for actual hours worked; and
 - c) Step three \$1.00 per hour for actual hours worked.
- 3. Half-time worker/half-time student.

Residents who attend school half-time and work half-time receive \$0.50 for each half day of school attended and an hourly rate for actual hours worked based on the current pay scale/step (see B.2., above).

- 4. Intermittent worker (e.g. recreation worker)
 - a) Residents who attend school full-time and work minimal hours in a special position receive full-time student pay.
 - b) These residents also receive an hourly rate for actual hours worked, based on the current pay scale/step.
- 5. If the pay scale does not meet the needs of the facility, the warden/superintendent may submit a written exception request and rationale to the assistant commissioner of facility services.

C. Pay raises

- 1. Finance staff create a resident compensation calendar that identifies dates for pay raises.
- 2. Residents who receive average or above-average work evaluations are eligible for a raise based on the following schedule:
 - a) Step one to step two, after 30 days in the job assignment; and
 - b) Step two to step three after 90 days in the job assignment.
- 3. Resident workers who receive a below-average rating do not receive pay raises.
- 4. Each consecutive below-average evaluation results in the loss of one step until the resident reaches the starting pay rate.

D. Family Engagement Stipend

- 1. Residents in the long-term program receive \$3.00 per pay period to maintain telephone contact with their parents/legal guardians.
- 2. The stipend is deposited in the resident's account regardless of the resident's living status.
- E. Residents who miss school for the following reasons are not paid:
 - 1. Refusing to attend school while on disciplinary room time (DRT) or administrative hold (AdHold);
 - 2. Being at court, on furlough, in the hospital, in jail, or on fugitive status;
 - 3. Being on lay-in status; or
 - 4. Completing community service for which they receive credit toward restitution ordered by the court or county.
- F. Residents who miss work for the following reasons are not paid:
 - 1. The work supervisor determines the resident is not performing the resident's assigned tasks;
 - 2. Receiving a visit;

- 3. Attending a special education staffing or treatment team meeting;
- 4. Participating in the other facility programs/services related to the resident's treatment or individualized goals;
- 5. Being on lay-in status;
- 6. Being on DRT or AdHold;
- 7. Being at court, on furlough, in the hospital, in jail, or on fugitive status; or
- 8. Completing community services for which the resident receives credit toward restitution ordered by the court or county.

G. Payroll

- 1. Work supervisors process payroll documents for the workers assigned to them.
- 2. Education office staff process payroll documents for full-time and part-time students.
- 3. Staff persons who process payroll also maintain the electronic documentation.
- 4. Finance staff conduct periodic audits of payroll records according to procedures in DOC Policy 204.010, "Offender Assignment and Compensation Plan."

INTERNAL CONTROLS:

- A. Pay plan committee recommendations are retained by the pay plan committee chair.
- B. Payroll staff retain electronic documentation.

ACA STANDARDS: 4-JCF-5H-01, 4-JCF-5H-02, 4-JCF-5H-04

REFERENCES: Minn. Stat. §§ 241.01, subd. 3a(b); 242.43

REPLACES: Policy 204.100, "Juvenile Resident Pay Plan," 6/6/17.

All facility policies, memos, or other communications whether verbal, written, or

transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVED BY:

Deputy Commissioner, Community Services Deputy Commissioner, Facility Services Assistant Commissioner, Operations Support Assistant Commissioner, Facility Services

Instructions

204.100-1RW, "Juvenile Offender Work Program"