DEPARTMENT OF CORRECTIONS

Policy Number:	**403.050**
Title:	**MINNCOR Offender Pay – Piece Rate**
Effective Date:	**11/19/18**

PURPOSE: To provide uniform piece rate procedures consistent with the department offender pay plan.

APPLICABILITY: All adult facilities with Minnesota Corrections Industries Program (MINNCOR) production facilities and central office

DEFINITIONS:
Bench marking – the minimum number of units to be completed in a specific time frame.

Piece rate – the payment for each piece/unit completed.

PROCEDURES:

A. All MINNCOR production sites electing to employ piece work incentives must obtain prior approval and administrative piece rate pay in accordance with this policy. A piece rate structure is not used to pay offenders in prison industry enhancement programs, even if the customer is invoiced per piece. Piece work must only be allowed for individual offenders when the job entails a discrete measurable output. Only those products for which an offender may complete the entire production or assembly process are eligible for a piece rate payment. The piece rate payment structure is only used for offenders working in the base level.

B. The facility industry director completes the MINNCOR Offender Pay - Piece Rate Worksheet (attached) and submits it to the MINNCOR vice president (VP) of operations for approval. The worksheet is completed with the objective to match the average output at the midpoint of the base level, which is $.75 per hour. Approval is obtained prior to implementing a piece rate.

C. Offenders participating in a piece rate pay structure have their hourly wages capped at $1.00 per hour. Offenders in the pre-advanced and advanced pay ranges follow the pay structure and procedures of Division Directive 204.010, "Offender Assignment and Compensation Plan."

D. Offenders participating in a piece work operation must perform at the required benchmark or meet other predetermined criteria prior to advancing to the pre-advanced and advanced levels. Offenders must meet the requirements for two consecutive pay periods prior to advancing. Offenders who do not maintain the required level of output for the pre-advanced or advanced levels may be demoted or dismissed following the progressive discipline process. Offenders must not receive both a piece rate and an hourly rate of pay.

E. Total output per offender is counted or measured at least once per pay period and is verified by a staff supervisor. Documentation of the measured output is retained in the electronic data management system according to the record retention schedule. The site industry director quarterly reviews the piece rate pay structure. The finance department publishes an average wage report monthly, which the MINNCOR VP of operations reviews.

INTERNAL CONTROLS:

A. Piece rate worksheets and documented output worksheets are retained in the electronic data management system according to MINNCOR's record retention schedule.

ACA STANDARDS: None

REFERENCES: Minn. Stat. § 243.23, subd. 1
Division Directive 204.010, "Offender Assignment and Compensation Plan"

REPLACES: Division Directive 403.050, "MINNCOR Offender Pay – Piece Rate," 8/5/14. All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: MINNCOR Offender Pay - Piece Rate Worksheet (403.050B)

APPROVALS:

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