DEPARTMENT OF CORRECTIONS

Policy Number:	**204.010**
Title:	**Incarcerated Person Assignment and Compensation Plan**
Effective Date:	**5/31/26**

PURPOSE: To provide procedures by which incarcerated people are referred, assigned, and terminated from work and program assignments, and to maintain control and accountability in incarcerated person compensation. Adult facilities maintain a written plan for work and program assignments. The incarcerated person workday will approximate the workday in the community, whenever possible.

APPLICABILITY: Minnesota Department of Corrections (DOC); all adult correctional facilities and non-PIECP MINNCOR assignments.

DEFINITIONS:

Administrative reassignment – facility-initiated assignment transfer or reassignment for the convenience of the facility in situations including examples such as a shortage of incarcerated person workers in a particular area or a special project.

Assigned incarcerated person – as defined in Policy 202.110, "Status Overview and Summary – Adult Facilities."

Assignment – required or voluntary activities and/or instruction designed to occupy time in a productive manner and, to the extent possible, provide opportunities to develop, maintain and/or improve work skills, advance education, or assist with mental and/or behavioral health.

Assignment description – written expectations of assignment duties provided to an incarcerated person prior to their assignment.

Authorized idle (AI) – as defined in Policy 202.110, "Status Overview and Summary – Adult Facilities."

Certified person – an incarcerated person who holds an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State of Minnesota or Federal Government, an associate or baccalaureate degree, or a MINNCOR recognized certification.

Good standing – an incarcerated person worker who is meeting or exceeding performance expectations, follows assignment rules and policies, and maintains a positive attitude.

Intermittent assignment – any designated assignment limited to a specified period or for a special project with an anticipated end date.

Literacy mandate – all DOC incarcerated people must have a verified general educational development (GED), or high school diploma issued in the United States, or a foreign equivalency as defined in Policy 204.035, "Secondary Education."

Literacy target group – incarcerated people who have not satisfied the DOC literacy mandate.

PIECP – the Prison Industry Enhancement Certification Program as authorized by 18 U.S.C 1761(c)

Reception – as defined in Policy 202.110, "Status Overview and Summary – Adult Facilities."

Primary rehabilitative programming– treatment applications, such as for substance use disorder, sex offense specific, or behavioral modification required by legislation or department policy.

Temporarily unassigned (TU) – as defined in Policy 202.110, "Status Overview and Summary – Adult Facilities."

Testing/screening – selection process requirements determined by an assignment area.

Unassigned idle (UI) – as defined in Policy 202.110, "Status Overview and Summary – Adult Facilities."

Unassigned idle – education (UI-ED) – as defined in Policy 202.110, "Status Overview and Summary – Adult Facilities."

Unauthorized lay-in – as defined in Policy 202.110, "Status Overview and Summary – Adult Facilities."

PROCEDURES:

204.0101: General Requirements

A. Comprehensive Assignment Plan

1. Facilities must submit and maintain a comprehensive written plan for work and program assignments for all eligible incarcerated people annually. Each work plan must include the following:
   a) A complete list of assignments offered and budget requirements for newly requested assignments;
   b) A method for informing incarcerated people of vacancies, how the facility places incarcerated people into work or program assignments, and the criteria considered;
   c) A protocol to ensure incarcerated people with disabilities have the ability to review, apply, and participate in a work or program assignment;
   d) The names of the facility's primary and back-up assignment coordinators; and
   e) The name of each individual on the facility's assignment committee, if applicable.

2. MCF-Togo and MCF-Willow River are exempt from procedure 204.0101 A. 1.

B. Assignment Descriptions

1. All facilities must use a standardized assignment description provided within Salesforce.

2. Facilities must ensure that current assignment descriptions are also maintained and reviewed at least annually.

3. Every assignment description must include minimum eligibility requirements, essential

functions, specific duties, and the physical requirements associated with the assignment.

4. Facility administrative and program supervisors with a justified need to establish new assignments must submit requests through the facility's assignment coordinator and/or committee prior to submitting the requests to finance.

C. General Placement Requirements

1. Incarcerated people are required to remain in a work assignment for a minimum of 90 days after placement. The assignment committee/coordinator:
   a) Uses temporarily unassigned (TU) status incarcerated people to fill assignments without sufficient applicants;
   b) Only considers unassigned idle (UI) status incarcerated people after all other applicants have been considered; and
   c) May suspend the 90-day waiting period according to facility needs.

2. New applications are accepted after 90 days of continuous assignment in the current work assignment. Incarcerated people are not allowed to withdraw their application after it has been accepted by the facility.

3. Literacy target group
   Incarcerated people in the literacy target group are assigned to literacy education programming as openings occur. If an assignment is not available, incarcerated people must be placed on a wait list. Facilities may place incarcerated people who are on the wait list into other work assignments, and incarcerated people may retain their current assignment on a temporary basis until an appropriate literacy education assignment is available. Incarcerated people in the literacy target group who refuse placement into educational programming are placed on unassigned idle – education (UI-ED) status. UI-ED incarcerated people are not eligible for other work assignments and face appropriate facility discipline for refusal to work.

4. Employment preference
   a) Vocational graduates are given preference for related facility and MINNCOR assignments. Incarcerated people who earn their high school diploma are given preference for other education-related work assignments, such as vocational programs or tutor positions.

   b) At the discretion of the work assignment coordinator or committee, a person who must leave a work assignment to participate in primary rehabilitative programming may return to the same work assignment if an open placement is available. If no placement is readily available, the incarcerated person must follow the facility's placement procedure.

5. An incarcerated person who refuses to accept an assignment from the assignment committee/coordinator is in violation of discipline regulations.

6. The assignment committee/coordinator and/or assignment area supervisor must not discriminate against an incarcerated person qualified for an assignment based on disability. Reasonable modifications must be considered if the incarcerated person with the disability is otherwise qualified for the assignment.

7. The assignment committee/coordinator reviews all staff requests for intermittent assignments.

8. The assignment committee/coordinator may take facility security concerns into consideration when making assignments.

D. Disability Modifications

1. If after reviewing the assignment description, or at any time during an assignment, an incarcerated person marks or indicates they cannot access or participate in the assignment or perform the essential functions of the assignment due to disability, the incarcerated person must be provided with a modification request form.
   a) Requests for modifications in DOC educational programming must be made per Policy 204.035, "Secondary Education."
   b) Requests for modifications in non-educational programming must be made per Policy 203.250, "Modifications for Incarcerated Persons/Residents with Disabilities."
   c) Staff must provide the incarcerated person with a copy of the appropriate request form, help the incarcerated person complete the form, and submit their request if asked to do so.

2. Incarcerated people who request modifications will be informed of the outcome of their request through the processes set out in Policies 204.035, "Secondary Education," and 203.250, "Modifications for Incarcerated Persons/Residents with Disabilities."

3. If an incarcerated person refuses to participate in the ADA processes set out in Policies 204.035, "Secondary Education," or 203.250, "Modifications for Incarcerated Persons/Residents with Disabilities," or refuses to participate in programming once reasonable modifications have been approved and provided, the person will be considered to be refusing work and may be subject to disciplinary action.

204.0102: Assignment Compensation

A. Assignment Classification Plan

The chief financial officer (CFO) or designee must classify all work assignments based upon job-related factors, including assigned tasks, duties, and responsibilities, and the knowledge, skills, and other qualifications necessary to successfully perform the assigned tasks, duties, and responsibilities. The assignment classification plan must include a uniform pay plan.

B. Uniform Pay Plan

1. The uniform pay plan must consist of work assignment titles and job codes, and a compensation plan with grades and steps. The plan must also include a per diem rate for each program assignment, and parameters for intermittent assignments.

2. The pay plan may be amended by the CFO or designee with regards to work assignment classification titles, designation of each assignment as a daily-rate or hourly-rate assignment, and to make technical and/or conforming changes to ensure consistency across facilities. The CFO or designee has the final determination regarding the appropriate compensation for all incarcerated people in authorized positions unless otherwise noted in this policy.

3. A warden may request review of the pay plan if the pay plan presents difficulties in placing or maintaining incarcerated people in a specific area. The request must be submitted in writing to the CFO and commissioner or designee for review and approval. If approved, incarcerated people assigned to the specific assignment may be eligible for the amended pay range.

4. The uniform pay plan must be reviewed annually by the commissioner, deputy commissioners, and the CFO.

C. Pay Grid

1. Work assignments

Steps	1	2	3	4
Grade 1	$0.25	$0.50	$0.75	$1.00
Grade 2	$0.50	$0.75	$1.00	$1.25
Grade 3	$0.75	$1.00	$1.25	$1.50
Grade 4	$1.00	$1.25	$1.50	$1.75

2. Program assignments (non-MINNCOR)

Tier	Per Diem
Tier 1	$1.00
Tier 2	$2.00
Tier 3	$3.00
Tier 4	$4.00

3. MINNCOR work assignments (non-PIECP)

Steps	1	2	3	4	5	6	7
Base	$0.50	$0.75	$1.00				
Pre-Advanced				$1.25	$1.50		
Advanced						$1.75	$2.00
Certified	$1.25	$1.50	$1.75	$2.00			

D. New Hire Rate

1. The normal entrance rate payable to a newly placed incarcerated person for any assignment must be Step 1 of the appropriate grade.

2. Incarcerated people who move to a different work area may retain their current rate of pay. This provision only applies to incarcerated people who remain within the same job code, in the same facility, and without a gap between assignments.

E. Per Diem Work Assignments

1. The CFO or designee may create full-time work assignments for which a daily rate is provided for each day in the work week.

2. The CFO or designee must certify, at least annually, that an incarcerated person in the per diem work assignment, based on the operations of a facility, is on duty sufficiently to be compensated based on the policy's definition of full-time.

F. Raises

1. Incarcerated people are considered for pay raises on a rolling basis, with the first occurring 90 days from the start date of the assignment, then every 6 pay periods thereafter, until they reach the top of the range. Pay raises are effective the first day of the new pay period following submission of a satisfactory or above evaluation by the work area supervisor under procedure 204.0107 section B.

2. Program assignments are not eligible for raises and participants are paid per diem based on the incarcerated person's attendance for the day.

G. Non-PIECP MINNCOR Assignments

1. Raises

a) An incarcerated person being considered for a raise must have a satisfactory or higher performance evaluation. If multiple people are qualified to advance through the pay scale, seniority must be considered.

b) No more than 30-percent of the non-PIECP MINNCOR workforce may be in the pre-advanced pay range. To advance to and maintain pay in the pre-advanced pay range, a worker must have at least two above average marks on their two most recent evaluations.

c) No more than 20-percent of the non-PIECP MINNCOR workforce may be in the advanced pay range. To advance to and maintain pay in the advanced pay range, a worker must have at least three above average marks on their three most recent evaluations.

d) At the discretion of the MINNCOR CEO, the percentages in sections b) and c), above, may be suspended according to business need.

2. Intermittent prison industry enhancement certification program (PIECP) work
A non-PIECP incarcerated person who temporarily performs PIECP work must be compensated according to the procedure in Policy 204.011, "Incarcerated Person Advancement in MINNCOR Pay Scales."

3. MINNCOR Layoffs

The MINNCOR executive team reserves the right to lay off non-PIECP incarcerated person workers at any time. The executive team must consider specific work assignment needs and the incarcerated person's assignment performance prior to making a decision. If the laid off worker may be utilized in other areas of industry, they must be assigned to that area, if qualified. Persons terminated under this provision must be placed on TU status and are immediately eligible to apply for a new assignment.

H. MINNCOR Program Assignments

The MINNCOR executive team must provide a list of program assignments that will be offered to incarcerated people, the payment structure, and number of placements, to each facility for inclusion in the comprehensive assignment plan annually under 204.0101 A. 1.

I. Pay Status

1. No-pay status

Incarcerated people are not paid when away from the assignment area. Unless otherwise noted, the incarcerated person is only paid for the actual time worked in the assignment.

2. Assignment-related injuries

Incarcerated people who sustain a work assignment-related injury are paid at their regular rate of pay for the remainder of the day of injury.

3. Excused absences

a) Notwithstanding paragraph I. 1., above, an incarcerated person in good standing may remain in pay status while temporarily away from the assignment area to:

(1) serve as a committee representative;
(2) take a test to obtain a secondary or postsecondary credential;
(3) attend a prerelease course; or
(4) attend a special occasion at the request of a warden.

b) Excused absences may not be used to attend another paid activity and are limited to 3 within a calendar year. This limit does not apply to incarcerated person committee representatives or prerelease activities approved by appropriate transitions staff.

J. Institution community work crew (ICWC)

All screening, referral and assignments follow contract conditions established with participating agencies. All other aspects of the pay plan continue to apply, including the evaluations and other procedures outlined in this policy.

K. Administrative reassignment

A warden or warden's designee may waive the pay reduction to step 1 if an incarcerated person is transferred or reassigned to a new work assignment due to an administrative reassignment. An incarcerated person will not receive pay that exceeds the pay grade for the new assignment. Administrative reassignments must not be used as standard procedure but only as an exception.

The CFO or designee must provide final approval for all administrative reassignments before they take effect.

L. Notwithstanding section 204.0102, paragraph B., and policy 204.011, "Incarcerated Person Advancement in MINNCOR Pay Scales," the CFO or designee may approve compensation or grid step assignment to incarcerated people for work or activities completed as part of a temporary, intermittent, and/or emergency operational need. Activities approved for compensation under this section by the CFO or designee must receive final approval from the commissioner or designee.

204.0103: Program Assignments

A. Program Status

Program assignments must be classified as full or part-time based on the expected weekly time commitment and level of the program. Such classifications must be used to assign a per diem to the program and must be reflected in the uniform pay plan under procedure 204.0102 section B.

B. Dual Participation and Compensation

1. Unless otherwise noted in this policy, an incarcerated person enrolled in a program may be compensated for multiple program assignments, but for no more than one in each category (for example, education and treatment). A person enrolled in multiple programs within the same category must only be compensated for the highest paid program.

2. A person participating in a program may be compensated for no more than one work assignment, up to 20 hours per week (40 hours per pay period). This provision does not apply to incarcerated people enrolled in a higher education program.

C. Challenge incarceration program (CIP)

Incarcerated people enrolled in CIP under Minnesota Statutes § 244.17 are considered to be full-time participants and may not be compensated for any additional work or program assignment.

204.0104: Hours of Work

A. The department has established that a full-time work week consists of 40 hours. Unless otherwise noted, work assignment participants are only paid for actual hours worked and the supervisor must document only time spent in the assignment in Salesforce. Program assignment participants may receive attendance credit through asynchronous learning when approved by qualified staff.

B. Unless otherwise noted, compensable hours are limited to the total number of hours worked across all work assignments during a biweekly pay period. Persons in part-time work assignments may be paid for up to 40 hours in a biweekly pay period. Participants in full-time work assignments may be paid for up to 80 hours in a biweekly pay period. Hours worked in excess of these limits are not compensable. When total hours exceed the applicable biweekly limit, hours from the highest-paying work assignment are paid first.

C. An incarcerated person may not be compensated when a status change under policy 202.110, "Status Overview and Summary," would conflict with their ability to perform duties and responsibilities of the assignment. The work assignment coordinator must be informed in writing of all incarcerated people placed in any status that interferes with routine assignments including such examples as special duty and segregation.

D. Work area supervisors must define schedules for each incarcerated person assigned to the area and ensure that those schedules are kept up to date.

E. Emergency and Scheduled Closure Policy
Incarcerated people may not be compensated when a facility is on lockdown or during an emergency or scheduled closure of a work area. Only in cases where the incarcerated person is permitted to report to a work area during a lockdown or other emergency closure may the incarcerated person be compensated.

F. Holidays
Incarcerated people are not provided with holiday pay or additional compensation as a result of working on a state holiday.

G. Extended Hours
1. Unless otherwise noted, an incarcerated person may not be compensated for extended hours.

2. Incarcerated people assigned to ICWC and non-PIECP MINNCOR positions are compensated for actual hours worked.

204.0105: Performance Management

A. Probationary Period
All assigned incarcerated people are required to serve a probationary period of 30 calendar days after beginning each new work assignment. The intent of a probationary period is to determine whether the incarcerated person is qualified and capable of completing the duties of the assignment. Conditions of the probationary period must be specified in the work rules provided to the incarcerated person. An incarcerated person who is terminated from their assignment during the probationary period returns to TU status and does not have termination appeal rights. Probationary terminations are submitted on the termination notice in Salesforce.

B. Purpose of Performance Appraisals
1. Appraising performance is a key step in the performance management cycle, and it is an important tool to determine whether an incarcerated person is meeting performance expectations and for setting performance goals.

2. It is the responsibility of the supervisor to set clear expectations with their assigned incarcerated people and honestly and constructively evaluate the incarcerated person's performance on a regular basis. A supervisor must document formal evaluations at least every 90 days during the first year of the assignment, or until the incarcerated person reaches the top of the scale for the assignment, whichever comes last. Evaluations must

be performed annually thereafter.

3. As a onetime courtesy and upon request of the incarcerated person, a supervisor must provide a copy of the most recent evaluation if the rating was below average, or if the person requests one as part of release planning.

4. Any below average evaluation results in denial of a raise. Two consecutive below average evaluations result in the loss of one step on the applicable grade. Each consecutive below average evaluation thereafter continues to result in the loss of one step on the applicable grade until the incarcerated person reaches the starting rate of pay. Incarcerated persons may be subject to disciplinary action including termination if this process does not improve the incarcerated person's work performance.

5. Performance appraisals are not required for incarcerated people in program assignments but may be completed as needed by program staff to ensure compliance with the program's requirements.

C. Attendance

1. No-Fault absences

a) A specific assignment can be held open for 12 consecutive calendar days due to writ or "no-fault" absences. On the 13th day, the incarcerated person must be terminated and placed on TU status. The person is immediately eligible to apply for a work assignment when they are available to work.

b) An incarcerated person may be approved for up to 42 days of assignment protected leave for a medical and/or mental health reason, when deemed necessary for clinical concerns and approved by qualified staff. A person on leave of absence under this provision will have their assignment terminated the day following the expiration date of the order, or after 42 days of absence under this provision, whichever occurs first, if they do not return to work. At the discretion of the work assignment coordinator or committee, a facility may temporarily fill the vacancy of an incarcerated person on leave of absence after 12 consecutive days of absence. The temporary assignment may last until which time the individual returns to the position but must not extend past the expiration date of the leave of absence. The temporary worker is immediately eligible to apply for a new assignment upon termination.

c) Reasonable modification review period
Notwithstanding paragraph C. 1. a), an incarcerated person who submits a modification request to the facility's ADA committee must not be terminated prior to being provided with a decision on the modification request. If an incarcerated person refuses to participate in an assignment once reasonable modifications have been approved and provided, or refuses to participate in an assignment after a modification request has been denied, the person will be considered to be refusing work and may be terminated immediately.

2. Incarcerated person initiated absences
   a) A specific assignment can be held open for 7 consecutive calendar days for segregation or incarcerated person-initiated absences. On the 8th day, the incarcerated person must be terminated and placed on UI status. The person is not eligible to apply for a job for 90 days.
   b) Those terminated under paragraph C. 2. a), but for whom all charges were dismissed, must be placed on TU status and are immediately eligible to apply for a work assignment. The incarcerated person may retain their previous rate of pay only if returning to the same assignment previously held; otherwise, the incarcerated person starts at the beginning step of the pay scale for the new assignment. The warden or designee may suspend the 90-day period according to facility needs.

D. Progressive Discipline

1. Staff generally use progressive discipline (see the assignment discipline record form, attached) in an attempt to correct an incarcerated person's behavior; however, the severity of an incident may warrant skipping steps, including immediate termination. Work violations affect the incarcerated person's performance evaluation, and any violation may be subject to a formal discipline report. The assignment discipline record is used to document verbal warnings, written warnings, and suspensions. Program assignment areas may elect to use a different performance management process. This process should be made available for incarcerated people to review and approved by the commissioner or designee.

2. Verbal warning: a verbal reminder of an assignment rule violation that may result in an evaluation reduction.

3. Written warning: a written reminder of an assignment rule violation resulting in a below average evaluation under the behavioral expectations category.

4. Suspension: an assignment suspension that includes removal from the work area. Staff must complete an incident report when applicable.
   a) A suspension results in a below average evaluation;
   b) The incarcerated person is not paid while on suspension; and
   c) The length of suspension is commensurate with the severity of the rule infraction.

5. A termination results in the incarcerated person being immediately removed from the work area and placed on UI status. Staff must complete an incident report when applicable and a Termination Notice form within Salesforce.
   d) The incarcerated person drops to the starting rate of pay when assigned to a new assignment;
   e) The incarcerated person does not receive pay for hours missed during an appeal; and
   (c) The incarcerated person is not eligible to apply or be assigned to a work assignment for 90 days or as determined by the needs of the facility.

6. Appeals:
   f) Verbal and written warnings cannot be appealed;
   g) Incarcerated people may appeal suspensions by submitting a kite to the appropriate department head or designee within one working day of receipt of suspension paperwork;
   h) Incarcerated people may appeal terminations by submitting a kite to the appropriate division head or designee within one working day of receipt of termination paperwork;
   i) Appeals must be responded to within five working days;
   j) If the appeal results in reversal of the disciplinary decision, the incarcerated person is returned to their assignment at the same rate of pay;
   k) Incarcerated people do not receive back pay; and
   l) If the appeal is denied, the incarcerated person remains on UI status.

204.0106: Salesforce Transactions

A. Pay Cycle and Pay Dates

The department has established that all incarcerated people serving in a work or program assignments are compensated biweekly. The pay period typically consists of 14 days and is typically comprised of two standard work weeks, Sunday through Saturday. Official payroll calendars can be viewed on iShare and in Salesforce.

B. Time Reporting

1. Primary and secondary supervisors
   a) Each facility must designate at least one supervisor for a single work area. Facilities must designate a secondary supervisor to fulfill payroll duties in the absence of the primary supervisor. Supervisors should have direct knowledge of the area and work to be completed.

   b) A corrections officer supervisor must have a ranking of sergeant or higher. Each work area may have timekeepers to assist with time tracking. There are no restrictions on the rank for a corrections officer serving as a timekeeper.

2. Biweekly time reporting
   a) The primary responsibility for the proper documentation and control of hours worked rests with each work area supervisor. Supervisors are required to report the number of hours worked each pay period by the incarcerated person.

   b) A supervisor is not required to report daily hours on the timesheet for an incarcerated person in a full-time work assignment under a per diem arrangement; rather, the supervisor must only note exceptions when the duties and responsibilities of the work assignment were not performed sufficiently to be compensated.

3. Time reporting documentation

Work area supervisors are required to track time using Salesforce.

4. Approval of timecards

(a) All supervisors must approve timecards by 11:59 p.m. on the Wednesday immediately following the pay period unless otherwise communicated by the finance division.

(b) By approving electronically, approvers are attesting to the best of their knowledge that the information submitted is complete and accurate. Approvers are responsible for inaccuracies or omissions of which they are aware at the time the electronic timecards are approved and submitted. Approvers may be subject to disciplinary action for approving inaccurate information for payment.

5. Retroactive adjustments to timecards

To correct errors or omissions on a timecard that has been submitted, a supervisor must submit a change request to finance. The change request must explain the change and why the change must be made. Hours worked within a pay period should be accurate; therefore, supervisors are prohibited from offsetting errors in a future pay period.

6. Correction of overpayments and underpayments

a) All erroneous payments must be collected from or paid to the incarcerated person as appropriate. Immediately upon discovering an under/overpayment, the CFO or designee must send notice to the work or program assignment supervisor to verify the amount and circumstances surrounding the erroneous payment.

b) At the discretion of the CFO or designee, an incarcerated person may be provided with a payment plan to recover an overpayment but must do so considering the amount of the overpayment, the trust account balance of the incarcerated person at the time in which the overpayment was discovered, assignment status, potential release date, and any other factors that may affect the ability to collect the overpayment.

c) The CFO or designee must determine whether or not an underpayment should be made on the next on-cycle or off-cycle. The determination depends on the number of hours missed, the turnaround time of each option, the incarcerated person's willingness and ability to wait for the payment, and the potential indigency status of the incarcerated person. Retroactive pay corrections may only be made for two pay periods. In extraordinary circumstances, the CFO or designee may elect to correct underpayments over a longer period of time.

7. Assignment transactions

a) The CFO or designee is responsible for establishing internal agency procedures to ensure compliance with this policy. This includes maintaining accurate and timely information impacting assignment records and positions.

b) All discrepancies and inaccurate information contained in Salesforce must be reported to the facility's resident accounts contact immediately.

c) Facility work assignment coordinators and work area supervisors must promptly report or make changes to an incarcerated person's assignment record, such as hiring, changes, and terminations.

d) Compensation limits, in accordance with section 204.0103: Program Assignments, take effect at the beginning of a pay period.

8. Compensation deductions
Unless otherwise stated, all deductions are made in accordance with Policy 300.100, "Incarcerated Person Accounts."

9. Compensation audits
The office of financial management must randomly audit 25% of all work areas annually. This audit includes a random sample of at least 10% of the incarcerated people for each work area for one pay period. The auditor must submit a written report and distribute findings to the regional finance manager, warden, associate wardens, and others as needed. Excessive findings may necessitate a complete review of affected work areas.

INTERNAL CONTROLS:

A. Incarcerated person compensation audits performed as outlined in policy are retained in finance according to the finance retention schedule.

B. All assignment applications are retained by the work assignment coordinator for two years.

C. All evaluations and assignment discipline forms as well as associated reports are maintained by the applicable living unit officer or work area supervisor and retained for four years or until the compensation audit is completed.

D. All forms and documents related to incarcerated person allocation and idle reports are retained indefinitely.

STATE CORRECTIONAL FACILITY SECURITY AUDIT STANDARDS: 6.08.01, 6.08.02, 6.08.03

REFERENCES: Minn. Stat. §§ 241.01, subd. 3a(b); 243.23, subds. 1 and 3; 243.88; and 244.17
Policy 202.110, "Status Overview and Summary – Adult Facilities."
Policy 204.011, "Incarcerated Person Advancement in MINNCOR Pay Scales."
Policy 300.100, "Incarcerated Person/Resident Accounts"

REPLACES: Policy 204.010, "Incarcerated Person Assignment and Compensation Plan," 4/6/25.
Policy 204.010.01, "Interim Guidance Memo - Incarcerated Person Assignment and Compensation Plan," 10/7/25.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Application (204.010A)
Assignment Discipline Record (204.010E)

APPROVALS:
Commissioner of Corrections