DEPARTMENT OF CORRECTIONS

Policy:	**204.011**
Title:	**Incarcerated Person Advancement in MINNCOR Pay Scales**
Effective Date:	**4/6/25**

PURPOSE: To provide guidelines and procedures for participation in the prison industry enhancement certification program (PIECP).

APPLICABILITY: Minnesota Department of Corrections (DOC); MINNCOR industries at all facility locations

DEFINITIONS:
Above average – good work ethic, works well with staff and incarcerated persons, good communication (oral and writing) skills, organized, neat, creative and cooperative (willingness to do overtime), easily grasps concepts, good training abilities, uses time wisely, quality and quantity, carries out assignments, safety conscientious, self-directed/independent worker.

Intermittent prison industry enhancement certification program (PIECP) assignment – any designated work assignment for which an incarcerated person is hired for a specified period or for a special project with an anticipated end date.

Layoffs – Layoffs are determined by the appointing authority based on work performance or vendor and/or work area requirements. Seniority must be used if there is more than one qualified incarcerated person.

204.0111: General Requirements

A. Comprehensive Assignment Plan

1. Beginning July 1, 2025, and annually thereafter, MINNCOR must submit and maintain a comprehensive written plan for industry assignments for all eligible incarcerated persons. The work plan must include the following:
   a) A complete list of assignments that MINNCOR will offer at each facility by shop;
   b) The number of total budgeted placements in the current fiscal year; and
   c) The industry directors or designee to serve as contact person for resident compensation at each facility.

B. Voluntary Participation

Incarcerated persons may voluntarily elect to participate in the prison industry enhancement certification program (PIECP). Before participating, each incarcerated person must sign a voluntary participation form stating that they voluntarily agree to participate in PIECP and agree to specific allowable deductions made from gross wages and to all financial arrangements made as to earned PIECP wages. Voluntary participation forms must be signed and dated (with the same date) by the PIECP worker and the production supervisor / CMS before work begins.

C. Unless articulated in this policy, all other provisions of incarcerated person assignment and compensation are subject to the procedures and processes described in Policy 204.010, "Incarcerated Person Assignment and Compensation Plan."

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204.0112: PIECP Compensation

A. Criteria to advance from DOC MINNCOR pay plan to PIECP pay plan

1. The incarcerated person must have two consecutive above-average evaluations (current evaluation may be included). An exception may be made to meet program/business needs.
2. Incarcerated persons must have minimal out-hours.
3. Seniority must be considered in the event of there being more than one qualified incarcerated person.

B. Incarcerated persons working in a PIECP assignment receive the rate of pay determined annually by the Minnesota Department of Employment and Economic Development (DEED). There are three levels of withholding for PIECP assignments. All deductions are in accordance with Policy 300.100, "Resident Accounts".

C. Intermittent PIECP Work

Any time PIECP intermittent work occurs and DOC MINNCOR workers are utilized, DOC MINNCOR workers in the advanced pay range are paid according to the PIECP pre-advance pay range, and DOC MINNCOR pre-advanced and lower workers are paid according to the PIECP base pay range.

D. Pay Grid - PIECP

Level	Withholding %
Base	80%
Pre-Advanced	74%
Advanced	64%

E. Pay Grid Level Restrictions

1. No more than 30% of PIECP participants may be in the pre-advanced level, and no more than 20% may be in the advanced level. The remaining 70% are at the base level until an opening exists in the pre-advanced level. The area supervisor determines movement from the base level to the pre-advanced level or from the pre-advanced level to the advanced level based on the incarcerated person's work performance and evaluations.

2. Pre-advanced and advanced percentages must be based on the number of incarcerated person workers assigned to a particular shop who do not have a status of certified assignment.

3. At the discretion of the MINNCOR CEO, the pay grid level restrictions may be suspended according to business need.

F. Raises

1. An incarcerated person being considered for a raise must have an above average performance evaluation. If multiple persons are qualified to advance through the pay scale, seniority must be considered.

2. To advance to and maintain pay in the advanced pay range, a worker must have at least two consecutive above average evaluations.

3. No more than 20% of the PIECP workforce may be in the PIECP advanced pay range. To advance to and maintain pay in the advanced pay range, a worker must have at least three consecutive above average evaluations.

G. Extended Hours

1. Incarcerated persons in PIECP assignments are compensated for all actual hours worked.

2. Incarcerated persons are paid one and one-half times their normal rate for hours worked in PIECP assignments in excess of forty hours per week. Hours worked in non-PIECP assignments are excluded in the calculation of hours.

204.0113: Performance Management

A. Unless otherwise noted, PIECP participants are subject to the performance management process as provided in DOC Policy 204.010, "Incarcerated Person Assignment and Compensation Plan".

B. Progressive Discipline for PIECP Participants

1. An incarcerated person receiving PIECP wages must have due process before a job action affecting wages, such as suspension, demotion, or termination, is implemented.

2. An incarcerated person must immediately receive a copy of the notice of PIECP wage action.

3. The staff serving the notice must ask the incarcerated person if they want to appeal the action and must check the corresponding box on the notice form.

4. If the incarcerated person chooses not to appeal, the wage action takes effect immediately.

5. If the incarcerated person chooses to appeal, they have one day following receipt of the wage action notice to submit a kite contesting the action.

6. The industry director or designee (a supervisor not directly involved in the wage action) reviews the PIECP wage action notice and the incarcerated person's kite and provides written notice to them of the decision. The industry director or designee's decision is final. PIECP wages are paid until the decision is made.

204.0114: Layoffs

1. The MINNCOR executive team reserves the right to layoff PIECP incarcerated person workers at any time. The executive team must consider specific industry needs and the incarcerated person's

assignment performance prior to making a decision. If the layoff worker may be utilized in other areas of industry, they must be assigned to that area, if qualified. Incarcerated persons terminated under this provision must be placed on temporarily unassigned (TU) status and are immediately eligible to apply for a new assignment.

2. Incarcerated persons laid off from a PIECP assignment at the base pay level drop to Step 3 of the MINNCOR work assignments (non-PIECP) pay grid in Policy 204.010, "Incarcerated Person Assignment and Compensation".

3. Incarcerated persons laid off from a PIECP assignment at the pre-advanced or advanced pay levels drop to step 5 or 7 of the applicable grade of the MINNCOR Work Assignments (non-PIECP) pay grid in Policy 204.010, "Incarcerated Person Assignment and Compensation".

INTERNAL CONTROLS:

A. Quarterly evaluations reflect incarcerated person assignment performance and are maintained per Policy 204.010, "Incarcerated Person Assignment and Compensation Plan."

B. Payroll spreadsheets indicate total incarcerated person assignments and total assignments for each scale and are maintained per Policy 204.010, "Incarcerated Person Assignment and Compensation Plan.

REFERENCES: Policy 204.010, "Incarcerated person Assignment and Compensation Plan"
Policy 300.100, "Resident Accounts".

REPLACES: Division Directive 204.011, "Incarcerated person Advancement in MINNCOR Pay Scales," 9/1/15.
All facility policies, memos or other communications, whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVED BY:
Commissioner of Corrections