Minnesota Department of Corrections

Division Directive:	**204.011**	**Title: Offender Advancement in MINNCOR Pay Scales**
Issue Date:	**8/18/15**	
Effective Date:	**9/1/15**	

AUTHORITY: Minn. Stat. §§241.01, subd. 3a(b); 243.23, subd. 3; and 243.88

PURPOSE: To provide guidelines and procedure for offender advancement in MINNCOR pay scales.

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

INSTRUCTION: MINNCOR supervisors assign offenders to pay scales according to the procedures in this division directive. MINNCOR supervisors, who wish to deviate from the procedures outlined below, must submit a written request to the industry director, who follows the chain of command.

DEFINITIONS:

Above average – good work ethic, works well with staff and offenders, 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.

Certified assignments (MINNCOR) - assignments that require certification or special training or skills completed through an approved training curriculum. Such assignments require the approval of the MINNCOR executive team. These positions are excluded from the pre-advance and advance percentages and not included in the DOC MINNCOR offender workforce numbers when determining pre-advance and advance assignments.

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

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 offender.

PROCEDURES:

A. Total offender assignments must be based per shop. Each shop may have its own payroll sheet indicating the total offender assignments, the percentage and number of allowed assignments in each pay scale, and the pay status of each offender.

B. Pre-advance and advance percentages must be based on the number of offender workers assigned to a particular shop who do not have a status of certified assignment or a four year rule reassignment.

C. A written request for certified assignment must be submitted to the MINNCOR executive team for review and approval. These positions, through raise eligible evaluations, start at $1.25/hour pre-advanced pay range providing criteria is met and a certified pay slot is open. Offenders may advance to the remaining pre-advance and advance pay steps.

D. Criteria to advance to and maintain pay in the DOC pre-advanced pay range—up to 20 percent of the DOC MINNCOR offender workforce may be in the pre-advanced pay range.

1. The offender must have at least two above average marks on his/her past two evaluations (current evaluation may be included) to advance to the pre-advanced pay.

2. The offender must have minimal out hours.

3. Seniority must be considered in the event of more than one qualified offender.

4. In order to maintain pay in the pre-advanced pay range, the offender must maintain two or more above average marks on evaluations.

E. Criteria to advance to and maintain pay in the DOC advance pay range—up to ten percent of the DOC MINNCOR offender workforce may be in the advance pay range.

1. The offender must have at least three above average marks on his/her past two evaluations (current evaluation may be included) to advance to the advance pay.

2. The offender must have minimal out hours.

3. Seniority must be considered in the event of more than one qualified offender.

4. In order to maintain pay in the advance pay range, the offender must maintain three or more above average marks on evaluations.

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

1. The offender must have two consecutive above average evaluations (current evaluation may be included); an exception may be made if the offender has not been employed for the specified length of time.

2. The offender must have minimal out hours.

3. Seniority must be considered in the event of more than one qualified offender.

G. Criteria to advance to and maintain pay in the PIECP pre-advance pay range—up to 20 percent of the PIECP offender workforce may be in the PIECP pre-advance pay range.

1. The offender must have two consecutive above average evaluations (current evaluation may be included).

2. The offender must have minimal out hours.

3. Seniority must be considered in the event of more than one qualified offender.

4. In order to maintain pay in the PIECP pre-advance pay range, the offender must maintain above average evaluations.

H. Criteria to advance to and maintain pay in the PIECP advance pay range—up to ten percent of the PIECP offender workforce may be in the PIECP advance pay range.

1. The offender must have three consecutive above average evaluations (current evaluation may be included).

2. The offender must have minimal out hours.

3. Seniority must be considered in the event of more than one qualified offender.

4. In order to maintain pay in the PIECP advance pay range, the offender must maintain above average evaluations.

I. Any time PIECP intermittent work occurs, DOC MINNCOR pay plan offenders may be utilized. When this occurs, the following must be the PIECP pay plan used:

1. DOC advance to PIECP pre-advance pay.

2. DOC pre-advance and lower to PIECP base pay.

J. Layoffs from a permanent PIECP position

1. Based on specific job needs and the offender's work performance history. Seniority must be the second consideration based on the lowest seniority.

2. If the layoff offender(s) may be utilized in other areas of industry, he/she must be assigned to that area, if qualified.

3. If in base pay of PIECP, the offender drops to $1.00/hour in the DOC pay scale. If the offender is pre-advance or advance in PIECP, he/she drops to the DOC pre-advance and advance wages.

4. If industry is unable to use the offender in other areas, he/she must be placed on temporary unassigned (TU) status.

5. PIECP offender(s) laid off and utilized in other areas of industry, must be the first hired back when PIECP is again available.

I. Layoffs from a DOC MINNCOR position

1. Based on specific job needs and the offender's work performance history. Seniority must be the second consideration based on the lowest seniority.

2. If the layoff offenders may be utilized in other DOC areas of industry, he/she must be assigned to that area, if qualified.

3. If industry is unable to use the layoff offender(s), he/she must be placed on TU status.

INTERNAL CONTROLS:

A. Quarterly evaluations reflect offender work performance.

B. Payroll spreadsheets indicate total offender assignments and each pay scale.

REVIEW: Annually

REFERENCES: Division Directive 204.010, "Offender Assignment and Compensation Plan"

SUPERSESSION: Division Directive 204.011, "Offender Advancement in MINNCOR Pay Scales," 10/1/13.
All facility policies, memos or other communications, whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

/s/
Deputy Commissioner, Facility Services