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"