

**Idaho Department of  
Juvenile Corrections  
Administrative  
Policy/Procedure**

<u>NUMBER</u>	<u>REVISED</u>	<u>REVIEWED</u>
346	01/26/15	01/26/15
<u>FORMERLY</u>	<u>EFFECTIVE</u>	<u>PAGES</u>
321.00	10/22/07	6

SUBJECT: COMPENSATION

CATEGORY: HUMAN RESOURCES

APPROVAL:   
SHARON HARRIGFELD, DIRECTOR

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## Policy

The Idaho Department of Juvenile Corrections (IDJC) recognizes the significant role that our workforce plays in providing services to juveniles, parents, stakeholders and the citizens of Idaho. As an employer, the IDJC understands that maintaining a competitive compensation system is integral to the overall health of the agency and critical to supporting the IDJC's core mission of partnering with communities to reduce juvenile crime.

It is therefore the policy that the IDJC manages its employee compensation program with the intent of attracting, retaining, and motivating an exceptional workforce for Idaho's juvenile correction system.

## Operating Procedure

### **I. Applicability**

The IDJC has developed the following internal salary administration policy to govern compensation. This policy applies to all classified and non-classified employees and any IDJC employee involved in the process of hiring, promoting, demoting, transferring, supervising and/or calculating pay for classified employees. Supervisors and managers are expected to apply this policy in a fair and objective manner and are encouraged to contact Human Resources (HR) for assistance in understanding or applying the provisions of this policy.

This policy describes the salary administration program for classified employees in compliance with Idaho Code 67-5302, 67-5309A, 67-5309B, 67-5309C, 67-5309-D, and 67-5328, Division of Human Resources (DHR), and Idaho Personnel Commission rules and policies and procedures governing employee pay.

### **II. State of Idaho Compensation Philosophy**

The IDJC's Classified Employee Compensation (CEC) Plan is derived from the Idaho State Legislature's pay philosophy and compensation system, which seeks to attract qualified applicants, retain employees committed to public service, motivate employees to maintain high standards of productivity, and reward employees for outstanding performance.

Salary increases must be based on a merit increase matrix approved by DHR. Shift differential pay, bonuses, reinstatements, transfers, promotions, and recruitment and retention awards are not subject to a matrix.

Additional information regarding the State of Idaho's compensation philosophy may be found in Idaho Code 67-5309A.

### **III. Permanent Merit Increases**

A permanent merit increase is a raise in an employee's base pay rate. To qualify for permanent merit pay increases, an employee's service must be meritorious. This must be documented in a performance evaluation rated "Achieves Performance Standards" or better and completed within the 12 months prior to the effective date of the increase.

- An employee with a current performance evaluation rating of "Does Not Achieve" is ineligible for a permanent merit increase.
- An employee who is currently on a performance improvement plan (PIP) may be ineligible for a permanent merit increase. A determination will be made on a case-by-case basis by the supervisor and division administrator.
- An employee who has received a Letter of Disciplinary Action (LODA) within one year prior to the date of the merit increase may be ineligible for a permanent merit increase. A determination will be made on a case-by-case basis by the supervisor and division administrator.
- Criteria for employee eligibility may be directed by legislative authority.
- The IDJC Leadership Team may determine temporary and permanent employee eligibility with DHR approval within legislative guidelines.

### **IV. Temporary Merit Increases**

A temporary merit increase is a short-term, non-permanent increase to an employee's base pay. The Director may grant a temporary merit increase to recognize and compensate an employee for short-term work assignments, specific accomplishments, or extraordinary performance over and above expected performance levels.

- A. Parameters. The following conditions apply to all temporary merit increases:
- Employees receiving a temporary merit increase must acknowledge in writing that the increase is temporary and their salary will be returned to the previous rate of pay at the completion of the temporary merit increase period.

- A temporary salary increase is generally no more than six months or 13 pay periods in duration.
  - Temporary merit increases cannot be made retroactively.
  - Accumulated leave payoff (unused vacation, comp-time, etc.) and sick leave conversion to insurance at retirement while receiving a temporary merit increase is calculated at the permanent rate.
- B. Effect of Separation. Employees who terminate employment while a temporary merit increase is in effect will be paid at the temporary rate through their last day of work.

**V. Performance Bonuses**

A performance bonus is a one-time lump sum payment to an employee to recognize exemplary service.

- A. Eligibility. To qualify for performance bonuses, the following criteria must be met:
- The employee's service must be exemplary;
  - The employee must have a performance evaluation rated "Achieves Performance Standards" or better and completed within the past 12 months; and
  - The agency must document in writing justification for the performance bonus and retain said justification in the employee's personnel file.
  - An employee with a current performance evaluation rating of "Does Not Achieve" is ineligible for a performance bonus.
  - An employee who is currently on a performance improvement plan (PIP) may be ineligible for a performance bonus. A determination will be made on a case-by-case basis by the supervisor and division administrator.
  - An employee who has received a Letter of Disciplinary Action (LODA) within one year prior to the date of the performance bonus may be ineligible for a performance bonus. A determination will be made on a case-by-case basis by the supervisor and division administrator.
  - Criteria for employee eligibility may be directed by legislative authority.
  - IDJC Leadership Team may determine temporary and permanent employee eligibility with DHR approval within legislative guidelines.

- B. Approval Authority. The Director may authorize none, one, or multiple performance bonuses to the same employee during the course of a fiscal year. However, regardless of the number of performance bonuses granted, the maximum total amount any one employee may receive is \$2,000 per fiscal year, unless approved by the State Board of Examiners.
- C. Exclusions. Other types of bonuses, such as bonuses for Employee Suggestion Program, Retention Awards, and Recruitment Awards are not considered performance bonuses.

**VI. Bonuses for Employee Suggestion Program**

The Director may award the employee who submits ideas, products, etc., that have significant cost savings to the State with a bonus of up to 25% of the cost savings, not to exceed \$2,000, unless approved by the State Board of Examiners.

**VII. Retention Award Pay**

Retention awards are lump sum bonuses paid in order to retain highly qualified employees.

- A. Eligibility. To be considered eligible for a Retention Bonus an employee must have successfully completed at least six months of employment with the IDJC.
- B. Approval Authority. The Director may approve retention awards within the following parameters:
  - Retention awards are limited to one per employee per fiscal year; and
  - The maximum amount of any retention award is \$5,000. Division of Financial Management (DFM) approval is required prior to granting retention awards in excess of \$5,000.
- C. Supplemental Requirements. All retention awards require the following documentation:
  - The IDJC must document, in writing, justification for the retention award. Such documentation must be provided to DFM for review prior to granting the award and maintained in the employee's personnel file.
  - Employees receiving a retention award must sign the IDJC Request for Merit/Bonus form (DJC-077) with the terms of the agreement.

### **VIII. Recruitment Award Pay**

To effectively recruit qualified employees, particularly to positions designated as critical, it may be necessary to offer additional recruitment compensation. Such compensation is paid in the form of a one-time lump sum bonus after six months of satisfactory performance.

Qualifying Criteria. The following criteria must be met for a recruitment bonus to be paid:

- Details of the recruitment bonus must be negotiated with and agreed upon with the job applicant prior to that individual beginning work; and
- The job applicant must sign a Recruitment Bonus Memorandum of Agreement, available through HR, prior to their first day of work; and
- The applicant/new hire must be a new appointment to the State (transfers, demotions, promotions, reinstatements, and rehires are ineligible).

### **IX. State Minimum Wage**

The IDJC adheres to all state and federal wage laws.

### **X. Holiday Compensation**

All employees who are deemed eligible for benefits are entitled to ten paid holidays.

- A. **Holiday Eligibility While on Leave.** An employee must receive some paid leave, wages or salary for the pay period in which the holiday occurs to receive the holiday benefit.
- B. **Holiday Eligibility While on FMLA Leave Without Pay.** To avoid inequities with regards to FMLA (Family Medical Leave Act) during holiday weeks, if an employee is recording all hours for the week as FMLA 'Leave Without Pay', no hours shall be coded on the holiday. Therefore, in both X.A. and X.B. the holiday will not be counted toward the 12 weeks of family medical leave.

### **XI. Shift Differential**

Shift Differential is additional compensation which is paid to qualified employees (including temporary or part-time employees) who work specific, designated hours.

- A. Shift differential eligibility is determined on a weekly basis. Employees deemed eligible for shift differential in a particular week shall be paid that differential for all payable hours that week, including holiday pay, overtime, and leave taken.

- B. Shift differential compensation shall be paid to eligible employees at a rate of five percent.
- C. Regular Work Schedules: Employees who have 50 percent or more of their assigned hours in a work week occurring between 6 p.m. and 7 a.m. are eligible to earn shift differential for the entire week. Leave hours taken shall be regarded as having been assigned during the same hours that the employee would normally have worked.
- D. Temporary Schedule Changes: If a temporary change in schedule is necessary to provide adequate coverage and juvenile supervision, the Director or designee may authorize shift differential pay to a staff who would normally receive shift differential pay based on their original assigned work schedule, even though the hours worked would not meet the requirements set forth in XI.C. "Temporary" means a single shift intermittently or a regular schedule for a period of no more than two consecutive weeks.

For example, an employee who is regularly scheduled to work a shift designated as eligible for shift differential, but who is required to **temporarily** work day shift will continue to receive shift differential pay for all hours worked, up to two consecutive weeks.

- Example 1: An employee regularly scheduled on the evening shift and otherwise eligible for shift differential is asked to work one day shift to provide coverage for an absent day shift employee. The employee will be paid shift differential for the hours worked on the day shift.
- Example 2: An employee regularly scheduled for the night shift and otherwise eligible for shift differential is asked to provide coverage for two weeks for a day shift employee on annual leave. The employee will be paid shift differential for the hours worked on the day shift.

As the need to change staff schedules occurs, all employees shall be treated equitably in the process.

- E. Irregular Work Schedules: An employee whose primary responsibility is to work in place of an absent employee and whose assigned schedule varies from nights, days, and or swing shall be eligible for shift differential compensation for all hours worked.
- F. Executive employees are not eligible for shift differential compensation.
- G. Employees are responsible for correctly reporting eligible shift differential hours on their timesheets.

*Reference:*                    [Glossary of Terms and Acronyms](#)  
*Fair Labor Standards Act*  
*Idaho Code 67-5302, 67-5309A, 67-5309B, 67-5309C, 67-5309-D, and*  
*67-5328*  
*Division of Human Resources (DHR) and Idaho Personnel Commission*  
*rules and policies*

*Desk Manual(s):*        *N/A*

*Related Policies:*        *N/A*

*Related Forms:*        [IDJC Request for Merit/Bonus \(DJC-077\)](#)  
*Recruitment Bonus Memorandum of Agreement (HR Form)*