

June 24, 2008

## DIRECTOR'S NEWS UPDATE



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### Continuous Service Incentive Plan for Correctional Security Officers

As most of you are aware, the Department is experiencing critical recruitment and retention difficulties in the Correctional Security Officer (CSO) job series. The turnover rate for CO positions has increased and in FY 2007 was at 32% for CSO I, 27% for CSO II and 15% for CSO III. Additionally over an eighteen month period from May 2006 thru October 2007, 71% of the officers that left the agency were in their first 24 months of employment. This has led to correctional officers working additional shifts as well as days off. After consideration of options to improve the agency's recruitment and retention of Correctional Security Officers, The Department has authorized implementation of a Continuous Service Incentive (CSI) Plan for Correctional Security Officers, Levels I, II, and III.

Effective July 1, 2008, all eligible Correctional Security Officers will receive the CSI payment according to the payout schedule listed on the following page. Existing Correctional Security Officers in Levels I10A, I10B, I10C, with less than two years of continuous service will be eligible to begin receiving the incentive upon completion of the next specified time interval payout. This plan does not allow for any prospective, prorated, or retroactive payout to an eligible participant.

#### Examples:

- A Correctional Security Officer who is hired, or reinstated after a 30 day break in service, would receive incentive payouts at 6 months, 12 months, 18 months, and at the end of the 24<sup>th</sup> month of continuous service, if he/she remains in the targeted job family/levels (I10A, I10B, I10C) while meeting the eligibility requirements described on the following page.
- A Correctional Security Officer III promotes to a Correctional Security Officer IV or any other job family/level outside of those targeted after 20 months of service. The employee would receive incentive payouts after completing 6 months, 12 months, and 18 months of continuous service. Since the employee promoted out of the targeted job family/levels to an I10D, he/she would no longer be eligible for the incentive plan and would not receive a CSI payment at 24 months.

**Eligible Participants:** Current state employees during their first two years of continuous state employment in the targeted job families; and former state employees following a break in service of at least 30 days.

The table below outlines the schedule for payment of this plan.

**Plan Payout:**

Payment will be made with regular payroll the month following the anniversary date. For example, employees who have 6, 12, 18, or 24 months of service in July, will receive a continuous service incentive payment on the regular payroll on August 31<sup>st</sup>.

<b>Time of Payout</b>	<b>Amount of Payout</b>
Upon completion of 6 months of continuous service	\$1,250
Upon completion of 12 months of continuous service	\$1,250
Upon completion of 18 months of continuous service	\$1,250
At the end of the 24 <sup>th</sup> month of continuous service	\$1,250
<b>TOTAL PAYOUT FOR 24 MONTHS OF CONTINUOUS SERVICE</b>	<b>\$5,000</b>