



Incentive Plan Combined for 24/7 Facility Staffing: Utilization of Personnel Board Rule 3-21

Motivation:

Colorado Department of Corrections (CDOC) operations have been faced with historical low applications and challenges resulting in modified operations and program closures within our facilities. In support of our mission and vision, we are focused on public safety and providing necessary services.

Our goal is to fill all vacant positions; this comprehensive approach is expected to make a significant impact in the filling of all CDOC positions, with special attention to the Correctional Officer series position and those within 24/7 facilities. Available funding shall be utilized by June 30, 2023; plan implementation effective date of September 21, 2022. These are one-time funds, and this plan may be discontinued at any time based on agency needs. Employees may expect to see incentive pay beginning on their October 31, 2022 monthly pay.

Incentives:

- 1. New Hire Incentive:** This will be paid $\frac{1}{2}$ at the successful completion of 3 months and $\frac{1}{2}$ at the successful completion of six months. Paid out by June 30, 2023
 - a. \$4500 for Correctional Officer positions
 - b. \$3250 of all other positions that regularly report to a 24/7 facility
 - c. \$2500 additional bonus for hardest hit facilities (SCF, LCF, BVCF, and Canon Facilities)
 - d. New Hire Incentive guidelines are as follows:
 - i. New hire must successfully complete the probationary period, staying one year
 - ii. If new hire leaves the department prior to 1 year, incentive shall be paid back/collected at the time of final payout
 - iii. Not applicable to employee promotions
 - iv. Currently will be paid out at three months and six months of service; to be re-evaluated January 2023
- 2. New Employee Relocation Incentive:** Available after one month of service; must be repaid if the employee leaves before one year.
 - a. \$5000 available to first 50 new employees in the Correctional Officer series or Clinical Professionals relocating from Weld County or out of state to the locations of Fremont County or Chaffee County, and are assigned to a Canon or Buena Vista facility
 - b. Eligible employee must successfully complete the probationary period, and stay for one year
- 3. Referral Incentive:** \$2000; $\frac{1}{2}$ received after new employee's successful completion of CTA, and $\frac{1}{2}$ received after new employee's successful 6 months of service; new employee must be assigned to a 24/7 facility and the referral must be for the position of a Correctional Support Trades Supervisor I, Correctional Officer I, Teacher I, or Clinical Professional
 - a. Available to the first 1000 referrals in which an applicant is hired, successfully completes the CTA and successfully remains with the department for 6 months or more.
 - b. The applicant must specify the referring employee's name on the application.

- c. The referral must be for the position of a Correctional Support Trades Supervisor I, Correctional Officer I, Teacher I, or Clinical Professional .
 - d. The referring employee must complete and submit AR Form 1450-03A, *Discretionary Pay Differentials*, and comply with instructions and deadlines within the policy.
 - e. All permanent CDOC employees are eligible for the referral incentive, with the exception of:
 - i. Appointing Authorities, Directors and members of the Executive Team
 - ii. Office of Human Resources assigned staff
 - f. There is no limit to the number of referral incentives for each employee, up to the first 500
 - g. The referring employee must be employed by the CDOC at the time of payout to be eligible.
4. **Retention Incentive:** The retention incentive is for current employees, paid out in three installments, beginning on the October paycheck. Staff must be employed with the Department at the time of each installment to receive the full amount of the pay and fall into one of the categories below.
- a. \$4000 for Correctional Officer series I-IV, CSTS I-III and CSLTS I-III
 - b. \$4000 for re-deployed security posts which are of long-term modified assignment (i.e. teachers or case managers assigned to security posts and correctional support staff assigned long-term to housing/security)
 - c. \$1000 for all other staff that are assigned to and regularly report to a 24/7 facility

Guidelines:

- Incentives will be non-base building cash payments.
- CDOC Office of Human Resource (OHR) will review and respond to any disputes or interpretations of this incentive program.
- Incentives will be approved by the executive team with future review by the Chief Human Resources Officer.
- Payments will be processed after plan approval, on a first-come basis until funding runs out; incentives are based on funding approval.

Payment Methods:

The Incentive Pay will be included with monthly pay. Pay will be coded as INC so that employees can clearly differentiate incentive pay from monthly salary.

Communication Plan:

The approved plan has been submitted to the Governor’s Office, DPA, and COWINS. On September 21st, the Department of Corrections’ Executive Director will communicate with employees and the Public Information Officer will further publish on DOCNET.

Communication Sequence:

Governor’s Office	Initial submitted July 27; Final approved by August 12, 2022
DPA	Plan submitted and approved
COWINS	Notified August 19, 2022
Employees (via email)	September 21, 2022
Published on DOCNET	September 21, 2022