

Idaho Department of Correction 	Standard Operating Procedure Human Resource Services	Control Number: 202.07.01.001	Version: 1.7	Page Number: 1 of 16
		Title: Compensation Plan		Adopted: 3-10-2009 Reviewed: 3-16-2011 Next Review: 3-16-2013

This document was approved by Terri Tomisser, director of Human Resource Services, on 3/16/11 (signature on file).

BOARD OF CORRECTION IDAPA RULE NUMBER

[None](#)

POLICY STATEMENT NUMBER 202

[Compensation Plan](#)

POLICY DOCUMENT NUMBER 202

[Compensation Plan](#)

DEFINITIONS

[Standardized Definitions List](#)

Appointing Authority: Pursuant to Idaho Code, the director (1) is the appointing authority for the Department of Correction and is authorized to hire, dismiss, determine salary, or significantly impact the employment status of individuals in any department; (2) delegates appointing authority responsibilities to the following department managers: division chiefs, wardens, community work center (CWC) managers, district managers, deputy chiefs, or equivalents; and (3) can also delegate appointing authority responsibilities to deputy wardens, lieutenants, unit managers, unit supervisors, or district supervisors.

Approval Process: The process by which authority is granted for a particular action outside typical guidelines for that action (e.g., hiring or compensation. It requires a signature from all reviewing authorities).

Call-out: A situation where an employee, whether on-call or not, is called before or after normal working hours and asked to respond for a job-related task (e.g., when an offender, being supervised by the Division of Community Corrections, is arrested and the probation and parole officer [PPO] is contacted and requested to report to jail).

Change in Employee Compensation (CEC) Committee: The legislative committee charged with making State employee compensation recommendations to the Legislature.

Hay Method: Also known as the "point-factor" system, the Hay System evaluates a particular position in terms of universal factors (know how, problem solving, and accountability) and assigns a numerical value to that position.

Holiday: One of 10 designated days recognized by the State of Idaho as a paid exemption from work for which eligible employees will be compensated as if the day had been worked.

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Incumbent: Any person holding a classified or nonclassified position.

Market Rate: The competitive external labor market average pay rate for a position.

Merit Increase: The advancement of an employee's compensation based solely on performance, including factors such as productivity, reliability, effectiveness, and the ability to achieve goals and objectives of the particular position.

Occasional or Sporadic Work: Work that is voluntarily performed by an employee in a different capacity from the employee's regular work and is infrequent, irregular, or occurring in scattered instances.

On-call Time: Time when an employee is required to wear a pager or similar device or to leave word at home or with the department where the employee can be reached if needed to work, and the employee can use the time effectively for personal purposes. On-call time is not considered as actual hours worked.

Payline Adjustment: The legislatively approved adjustment of the salary range establishing a new minimum, policy, and maximum salary rate for the pay grade.

Reclassification of a Position: A change of position from the class to which it is assigned to another class.

Reclassification of an Employee: A change in the classification assigned to the employee to properly reflect the duties and responsibilities assigned to that employee by an appointing authority.

Salary Protection: Maintaining the salary level of an employee who is moved from one pay grade to another pay grade with a lesser range of pay. This is required only when the reclassification is due to a classification review.

Salary Savings: Savings realized as a result of filling a position with a lower paid individual or as a result of a temporary vacancy in a position.

Shift Differential: Additional compensation that is paid to employees (including temporary or part-time employees) who work specific, designated hours.

Underfill: The filling of a position with an employee who does not meet the minimum requirements of the job into a job class of a lower pay grade to accommodate a training period to fully meet eligibility, and/or time to acquire required licensure/certification.

PURPOSE

To facilitate an equitable pay system throughout each of the Idaho Department of Correction (IDOC) divisions that not only incorporate IDAPA rules and change in employee compensation (CEC) decisions, but also incorporates pay practices and pay philosophies that are in line with IDOC operating objectives.

Benefits of equitably managing a compensation plan include:

- Results which are more in line with the mission and goals of the IDOC;
- Provides for elimination of pay decision differences and inconsistencies between locations;
- Assures that payroll dollars are spent effectively;
- Accurately measures the economics of the compensation administration process.

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SCOPE

These procedures give specific guidance to supervisors and managers in setting compensation standards for all employees in functions such as hiring new employees, transfers, promotions, merit increases, bonuses, demotions, shift differential, and premium pay matters.

RESPONSIBILITY

Director of Human Resource Services (HRS)

The director of HRS (or designee) is responsible for:

- Codifying state, federal and merit system compensation matters into a working procedure for salary administration for the IDOC;
- Assuring compliance; and
- Recommending, and implementing authorized changes.

Manager and Supervisor

Managers and supervisors are responsible for making wage recommendations for assigned employees based on compensation procedures.

Senior Management

Senior management is responsible for:

- Planning and executing compensation administration procedures; and
- Approving or modifying manager’s recommendations.

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GENERAL REQUIREMENTS

Compensation for full-time, classified, non-classified, part-time, temporary, permanent, probationary, and limited service employees shall be based on an hourly rate appropriate for the classification and performance.

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This adopted compensation procedure is intended to guide the IDOC in administering compensation fairly and equitably. Should any discrepancies between this standard operating procedure (SOP) and federal, state, or Idaho Division of Human Resources (DHR) rules arise, the higher rules will take precedence.

1. Operation of the Compensation Plan

No employee of the IDOC shall be paid at a rate less than the minimum or greater than the maximum of the pay grade for the class to which assigned as set by the state compensation schedule, except as provided in DHR rule, section 040.

The State of Idaho pay schedule is based upon the relative point value (using the Hay System method of evaluating job positions numerically) of each job class in the state and the placement of those point value spreads into pay grades (i.e., positions with point values of 155 through 184 comprise pay grade 'G').

Each pay grade is assigned hourly minimum, policy, and maximum rates of pay based upon comparisons of similar positions within the relevant labor market, both externally and internally; the rates of pay are surveyed annually by the DHR, utilizing 'benchmark' positions as a basis for the survey.

All decisions for changes in the rates established for pay grades are made by the DHR. IDOC has responsibility for establishing and maintaining a compensation plan which reflects the Idaho pay schedule and which outlines the compensation plan through which the IDOC will operate for the fiscal year, based upon legislative mandates and guidelines established by the DHR.

Salary Structure and Ranges

The Pay Schedule establishes pay ranges for each pay grade:

- Minimum – the pay at which a person with minimum qualifications (generally speaking, this would be for individuals with no working experience in the job and up to a full year of working experience in the job) for the position will normally be employed or assigned.
- Policy – the pay considered by the DHR to be a fully competitive market-based pay rate for an experienced employee who is performing the job in an entirely satisfactory manner.
- Maximum – the rate at which the employee would stop receiving merit pay increases, until the pay range is extended. Normally this would be an employee whose performance, over a period of time has fully met and/or exceeded job requirements, or an employee who moved from a higher pay grade to a lower pay grade and was afforded salary protection.

Evaluating Jobs

The IDOC's compensation plan provides that jobs be evaluated on a regular basis through an annual review of the job description, or as job responsibilities change; upon any substantial permanent changes in the job description, Human Resource Services (HRS) will begin a process to evaluate the job in accordance with the protocols established by the DHR. This is a system of evaluating 'job responsibility, scope and content', not an employee's performance in the job.

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Non-discrimination in Pay

The IDOC's policy is to provide equal pay for equal work under similar working conditions, without regard for race, color, religion, sex, age, national origin, disability, veteran and/or citizenship status. (Idaho Code Section 67-5315).

2. Compensation Not Normally Eligible for Problem Solving

Compensation shall not be a proper subject for consideration under IDOC problem solving procedure (see policy [203](#), *Problem Solving*) except as it applies to alleged inequities within the IDOC (i.e., equal pay for equal work as described in policy [203](#)).

3. Determination of Pay

A new employee's starting pay is determined by four (4) factors: (1) the type of work, as outlined in the job description, (2) the pay grade to which it is assigned, (3) the related experience, knowledge and skills the employee brings to the job, and (4) the available budget for the position.

The available budget is determined based upon the monies allocated to that position at the beginning of the fiscal year, as well as any additional monies allocated by the IDOC through the accrual of permanent salary savings resulting from turnover; conversely, monies may be allocated away from a vacant position if more need exists for another position.

Subsequent increases in pay are generally through job performance/merit, with additional monies being allocated through the CEC determination by the legislature. At times the legislature allocates funds for a 'pay-line shift' or increase, which is the result of a revaluing of the Idaho pay schedule for some or all pay grades.

Most performance/merit increases are effective beginning with the first pay period of the fiscal year, but may be given at any time during the fiscal year, provided funds are available.

Entrance Pay Rate/Initial Hire

Hiring rates are determined based on the qualifications and experience of the applicant and the prevailing wage market for the work being performed. Since the policy rate range in the pay grade is designed to reflect competitive rates, a hiring rate between the minimum and policy of the pay range for a qualified employee can usually be justified; however, all hiring rates are dependent upon the fiscal resources available to the IDOC and to individual budgets.

All offers of entrance pay rates must be fully approved by the appropriate chain of command, prior to any offer of employment, with the exception of pay rates which are being offered at the minimum of the pay grade.

Advanced Entrance Appointments

Each appointing authority, upon approval of the division chief (or designee), a review and recommendation by the HRS director (or designee), and the director of the IDOC (or designee) may appoint employees at an advanced salary rate. An advanced salary rate may be considered if the candidate has experience, or a combination of experience and education to justify compensation above entry level. Factors such as the prevailing wage market, availability of qualified candidates who would accept entrance salary rates, expertise needed for the position, available funding, and the integrity of the compensation on co-workers would also have bearing on the advanced entry appointment.

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The appointing authority shall justify his decision to the division chief (or designee) in writing for hiring the candidate at an advanced rate. The appointing authority shall obtain written verification or documentation from the candidate of their experience or education as part of the justification process. All approvals shall be obtained before the candidate is issued a conditional offer of employment at the advanced salary rate. The division chief (or designee) shall submit to the HRS director for review and recommendation, and then to the director of the IDOC (or designee) for final approval.

4. Salary Calculation for Payroll Processing

For IDOC employees, according to DHR rule, section 073.01, the standard calculation of pay, not including correctional officers, shall be calculated in the following order:

- Holiday pay;
- All hours worked on holiday as overtime at one and one-half (1.5) times the hourly rate (this would not include non-covered employees who receive straight time);
- All hours worked over 40 in the work week as overtime (excluding occasional or sporadic work and traded time);
- Vacation, sick, and other paid or unpaid leaves;
- Then all remaining hours worked at the employee's regular rate of pay (including shift differential if applicable).

5. Salary Calculation for Correctional and Probation and Parole Officers (PPOs)

According to DHR rule, section 073.03, for correctional officers (which includes correctional specialists and sergeants, food service officers, food service supervisors, PPOs and seniors, as well as investigators), salary shall be calculated on a 28 day work schedule in the following order;

- Holiday pay;
- All hours worked on a holiday as overtime;
- All hours worked over 160 in a 28 day period as overtime (excluding occasional or sporadic work and traded time);
- Vacation, sick, and other paid or unpaid leaves; and
- Then all remaining hours at the employee's regular rate of pay (including shift differential if applicable).

6. Holiday Pay

All classified employees of like classification shall be treated equally with reference to hours of employment, holidays, and vacation leave. Paid time off for holidays is a benefit, and must be allocated in a substantially similar manner to all employees in the same classification.

A full-time employee shall receive holiday pay in accordance with the number of hours the employee works on a regular workday up to a maximum of eight (8) hours per holiday. If a regular workday is so irregular that it can not be determined, the employee shall receive eight (8) hours of holiday pay.

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An employee must receive some paid leave, wages, or salary for the pay period in which the holiday occurs to receive the holiday benefit.

During holiday weeks, appointing authorities will suspend flex-schedules for all affected job classes, grant administrative leave, and/or adjust work schedules to ensure equity. Contact HRS to assure compliance with this policy.

A benefit eligible, part-time employee shall receive holiday pay. If the holiday falls on a regularly scheduled workday, the employee shall be compensated for the hours the employee would have worked, up to eight (8) hours. If the employee does not have the day scheduled as a regular workday, then the hours compensated shall be calculated as two-tenths (.20) times the hours the employee is scheduled in a regular workweek. If the hourly schedule is so irregular that a normal workweek cannot be determined refer to DHR rule, section 073.03.

7. Shift Differential

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

Shift differential compensation shall be paid to eligible employees at a rate of five percent (5%) of the base hourly rate of pay, and shall be calculated for all regular hours reported in that week per SOP [216.02.01.002](#), *Seniority and Staffing*.

Eligibility

Regular Work Schedules:

Employees who have 50% or more of their scheduled hours in a work week occurring between the hours of 6:00 p.m. and 7:00 a.m. are eligible to earn a shift differential for all hours reported in that week. Leave hours taken shall be regarded as having been assigned during the same hours the employee would normally have worked.

Irregular Work Schedules:

Employees whose primary responsibility is to work in place of absent employees (RFM-relief factor management) and whose assigned eight (8) hour shift varies at least once between night, day, and/or swing, shall be eligible for shift differential compensation for all hours reported in that week.

8. On-Call Time

Refer to policy [208](#), *On-call*, and SOP [208.07.01.001](#), *On-call Scheduling and Reporting*.

9. Call-Out Time

If an employee, whether identified as on-call or not, is contacted before or after normal working hours and asked to respond for a job-related task, the period of time from call-out request to returning home is considered actual time worked.

10. Salary Savings

Dollars generated, as a result of salary savings, may not be used to address non-salary issues. Salary savings may be used for payment of compensatory time, bonuses, merits,

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and market increases. The IDOC shall determine the availability of funds resulting from salary savings to make these payments; there is no employee entitlement to these funds.

11. Salary Increases

Eligibility for all salary increases (merit) and bonuses shall be directly linked to job performance and determined on the basis of job related performance factors as outlined and included on employee performance evaluations (see SOP [222.07.01.001](#), *Performance Management*). These factors should include such criteria as increased productivity, reliability, competency, effectiveness, and the successful achievement of one (1) or more of the goals and objectives established in the last performance review. No employee shall advance in a salary range without a performance evaluation certifying that the employee meets performance criteria of the assigned position (Idaho Code Section 67-5309C).

Employees in entrance and probationary status are ineligible for salary increases. Temporary employees may be afforded a salary increase on a case-by-case basis, as approved by their division chief and the full Leadership Team approval (see [section 13](#)).

Employees who have been subject to an unsatisfactory performance evaluation or disciplinary action in the form of reduction in pay, suspension in pay, or demotion are not eligible for salary increases or a bonus. However, if six (6) months or more has passed without any additional issues, and an updated evaluation reflecting an overall APS rating is completed, the appointing authority may recommend approval of a merit increase. In this instance a merit increase will not be given retroactively.

Employees must have satisfactorily completed the entrance probationary period in order to be eligible for a merit increase. Any performance increases for employees hired or promoted during the fiscal year will be prorated to reflect the date of hire or promotion (e.g., an employee hired three (3) months into the fiscal year would be eligible for 9/12ths of the increase, rather than 12/12ths).

An employee whose pay is at the maximum of the range for that pay grade will be 'red circled.' Employees who are red circled are not eligible for further pay increases unless the DHR increases the payline of that pay grade sufficiently to enable an increase. However, the employee may qualify for a lump sum bonus payment. Any lump sum bonuses must be pre-approved, based upon budgetary availability, through the regular approval process.

Size of Merit Increases

The overall percentages for the merit increase budget are determined after the Legislature approves the total budgeted allotment each year. HRS will be responsible for developing an equitable plan for merit increases; this plan will then be presented to the IDOC Leadership Team, the DHR and to the Idaho Division of Financial Management (DFM) analyst for review and approval.

The size of individual merit increases will be based upon job-related performance, using an approved merit matrix.

Movement to Policy of the Pay Grade

Based on availability of CEC funds, the IDOC's intent is to move staff to policy of their salary range and avoid compression within the pay grades. The IDOC's goal is to move employees who are performing satisfactorily from entrance salary to policy within five (5) to 10 years, keeping in mind that payline adjustments may be made and the CEC allocation varies from year to year.

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Market Rate Increases

To the extent possible, when CEC funds are available, the IDOC may declare a specific amount or percentage to be allocated uniformly to all eligible in affected classifications reflecting a rate change in the Idaho labor market.

Payline Changes

Based on the availability of funds, the IDOC's intent when paylines are adjusted, is for employee salaries to be adjusted by the same percentage as the payline (i.e., if an employee is paid seven and one-half percent (7.5%) above the minimum in a pay grade, pay shall be adjusted as to maintain that position in the new pay range). However, when the allocated funding is inadequate to accommodate the payline move for all employees, the director of the IDOC (or designee) may approve temporary guidelines for the amount of distribution change for that fiscal year.

Short-term Merit

Short-term merit is typically used as a salary increase for a set period of time to compensate an employee for performance of duties outside the normal job description. The employee shall sign a memorandum of agreement, signifying that his salary shall be moved to a specified rate for a set period of time. The agreement should state when the short-term merit starts and when it ends, and agree that the salary rate shall be reduced at the end of the time period to the rate held prior to the short-term merit increase.

Situations warranting a short-term merit increase require the same process of written justification and are to be approved by the division chief (or designee), forwarded to the HRS director (or designee) for review and recommendation, and submitted to the director of the IDOC (or designee) for final approval.

The director of the IDOC (or designee) may allocate funds, in advance, for specified employees to receive short-term merit increases for a specified period of time.

Short-term merit shall not be retroactive, and will begin at the beginning of a pay period.

Bonuses

When bonus funds are identified and available, the appointing authority may recommend a bonus for employees holding permanent status. The bonus can be awarded for a one (1) time event during a fiscal year or multiple times, but shall not exceed one thousand dollars (\$1,000) aggregate for the fiscal year. The appointing authority must justify in writing why he is recommending the employee for a bonus and justify the amount. The bonus should be based on either a series of outstanding performances or a major performance that has had a positive impact on the work unit. A merit increase and a bonus should not be based on the same event. However, an employee may be awarded a merit increase and a bonus for different reasons. The last performance evaluation must have been within the most recent 12 months period and a rating of at least 'achieves performance standards' (APS) in order to be eligible.

The appointing authority shall submit a letter of justification through the division chief (or designee), to be reviewed and a recommendation made by the HRS director (or designee), and forwarded to the director of the IDOC (or designee) for approval. All approvals must be made prior to discussing the bonus with the employee.

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Special Salary Changes

Requests for salary increases (those granted outside of general review for fiscal year, not related to payline changes or movement toward policy) shall be addressed separately by written request. The division chief (or designee) shall review each request for concurrence, the HRS director (or designee) shall review and make a recommendation, and it is subject to approval by the director of the IDOC (or designee). Such requests need prior approval before the appointing authority notifies or discusses these matters with the employee.

IDOC may use 'permanent salary savings', if available, to fund increases to job classifications which are difficult to retain/fill due to external market competitiveness. Such increases would be granted based upon each employee's performance and eligibility, and may occur at any time during a fiscal year as necessary.

Pay Rate Control

In every pay grade there is a mix of employees – some have been newly hired, and others are long service employees who have been in the same grade for several years. Most employees perform at different performance rating levels (i.e., exemplary performance [EX], solid sustained performance [SS], achieves performance standards [APS] or does not meet performance standards [DNA]). These differences have an impact on how an individual employee is compensated within the pay range, since all increases must be based upon merit.

Pay practices are guided by the intent to move fully competent meritorious employees toward the policy rate, thereby assuring internal equity, and allowing the IDOC to hire fully competent, experienced employees at no detriment to the value of current employees. However, in today's employment market, coupled with budget constraints, there will be occasions when the IDOC may find it necessary to pay more to a new employee than to current staff in the same position with similar experience in order to fill a position.

12. Performance Evaluations

With any change in job classification, transfer, or pay rate (other than for premium incentive pay), a performance evaluation will be completed by the current supervisor, covering the period of time since the last evaluation. This will help to assure a good transition from one (1) job class to another, and/or from one (1) supervisor to another as noted in SOP [222.07.01.001](#), *Performance Management*.

13. Promotions (Also see SOP [229.07.01.001](#), *Promotions*)

When an employee is promoted to a higher pay grade, the salary rate may be increased commensurate to the new responsibilities and duties in comparison with their current assignment and duties. The hiring authority shall make a written justification for the new salary rate addressing factors such as:

- What the current duties and responsibilities are of the employee;
- Where the employee currently is on the pay schedule;
- The employee's background and experience relative to the new position;
- What new duties, skills and responsibilities are being added;

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- The impact the increase has on the new work group;
- The overall benefit to the organization.

The amount of pay increase can depend on a number of factors, including the degree of position change (number of grade levels), date of last pay increase, and the available latitude remaining in the new pay range for future increase considerations. HRS will calculate the amount of pay increase to be given to promoted employees, and communicate to the supervisor the following:

- If the difference between the employee's current pay rate and the minimum of the pay grade of the new position is 12.5% or more, the employee should be given the appropriate percent increase to bring the pay to the base of the new pay grade.
- If the difference between the employee's current pay rate and the minimum of the pay grade of the new position is less than 12.5%, but more than eight percent (8%), the employee should be given the appropriate percent increase to bring the salary to the base of the new pay grade, plus a prorated merit increase based upon performance in the old position for the number of months since the last performance review (using the current merit matrix.)
- If the difference between the employee's current pay rate and the minimum of the pay grade of the new position is less than eight percent (8%), the employee should be given an eight percent (8%) increase, plus a prorated merit increase.
- If the employee's current pay rate is already within the range of the new pay grade, the employee should be given an eight percent (8%) increase up to 100% of the new pay grade.

The exception to the above formulas is that no increase can result in the employee being more than 100% into the pay grade as a result of a promotional increase.

Employees hired from another state agency that are appointed to a higher pay grade than they held in their prior agency will also be paid a salary rate that is agreed to as justified in writing and follows the IDOC approval process. Non-supervisory employees appointed to a supervisory classification that has a higher point factor assignment within the same pay grade will be treated the same as a promotion for salary increase purposes.

Supervisors and managers will ensure promotional salary rates have been approved in writing by both the division chief and deputy chief (as delegated) and the HRS director before notifying the employee of the specific salary rate offered. Any promotional increase differing from the above formulas must be approved through the chain of command, including the director of the IDOC, prior to discussion with the employee.

All promotions require a completed outgoing performance evaluation for the period of time since the employee was in the old position; however, if it has been less than six (6) months since the last review, an updated cover page, indicating that performance has remained the same, will be acceptable. No promotional increase can be granted until this has been accomplished.

14. Reclassification:

To a Higher Pay Grade

It is recommended that upward reclassification of a position be completed when the position is vacant. If the position being upgraded is occupied, the incumbent must meet

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the minimum qualifications of the reclassified position and may need to compete through the state hiring process. The incumbent shall be paid no less than entry level for the reclassified position or their current pay rate, whichever is more.

For purposes of managing underfill positions, when the incumbent meets the training or licensure/certification requirements and is recommended for upward reclassification, or completion of underfill, the incumbent can receive a salary increase provided the employee is below the minimum rate of the new pay grade. If moving to a new pay grade, the incumbent would receive an increase to the minimum in the new pay grade.

Reclassification within the Same Pay Grade

The salary rate of an employee whose position is reclassified and remains within the same pay grade shall not be changed.

Downward Reclassification

It is recommended that downward reclassification of a position be completed while the position is vacant. If, however, the position being reclassified is occupied, the pay rate will be established through the same calculations as a voluntary demotion (see [section 19](#)).

If the incumbent has not held a position in the same pay grade as the lower level position, the salary rate will be determined by the appointing authority in consultation with HRS based on the following considerations:

- The duties and responsibilities of the new position;
- The employee's current position on the pay schedule;
- Equity in regards to the salary, background, and experience of others in the classification and specifically within the new work group; and
- The overall benefit (e.g., operational needs) to the organization.

Note: If the incumbent's current rate of pay exceeds the maximum in the new pay grade, the rate will be 'red circled' (i.e., no additional pay increases will be allowed until the payline maximum changes to allow for increases).

15. Lateral Interagency Transfers and Reinstatements

When an employee is reinstated or transfers laterally from another state agency, a voluntary probationary period shall be negotiated (typically 2080 hours for law enforcement positions and 1040 hours for others).

The employee shall normally be paid at the pay grade and salary rate in the classification last held, or a rate agreed upon by the employee and appointing authority (e.g., a reinstatement of an employee returning to a lower pay grade position). This agreement must have:

- The division chief's (or designee) approval; and,
- Review and recommendation by the HRS director (or designee); and,
- The director of the IDOC (or designee) approval.

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16. Lateral Intra-agency Transfer

Employees who transfer to another work location within the IDOC shall receive no salary rate change unless they bring a special skill that is important and useful to the position. The increased salary rate must be specifically requested and justified by the appointing authority, approved by the division chief (or designee), and the HRS director (or designee) shall review and make a recommendation.

17. Appointment from Layoff Register

When an employee is appointed from a layoff register, he shall be paid at the salary rate in the pay grade for the class that coincides with the pay grade and salary rate held at the time of layoff, unless the employee comes from a different agency. In that event, a pay rate will be negotiated, using the normal approval process.

18. Special Circumstances

Employees who receive a lateral transfer or reinstatement, appointment from an interagency layoff register, reclassification in the same pay grade, or an intradepartmental transfer shall remain at the same pay grade and pay rate unless special circumstances (e.g., geographic location or special applicable skills) require a negotiation with the employee and appointing authority.

19. Salary Decreases

An employee's salary may be decreased for a demotion, a disciplinary action, or a failure to complete promotional probation satisfactorily.

Voluntary Demotion

Contact the HRS director (or designee) for guidance.

Demotion in Lieu of Layoff

An employee with permanent status, may, in lieu of layoff, elect voluntary demotion to a class, or if deleted, its successor in which the employee held permanent status in the IDOC. Such demotion shall not be permitted, however, if the result would be to cause the layoff of an employee with permanent status with greater retention points. To exercise the right of voluntary demotion in lieu of layoff, the employee must notify the appointing authority in writing of such election no later than three (3) working days after receiving notice of layoff (DHR rule, section 140).

Pay rate would be established through the same calculations as a voluntary demotion.

Disciplinary Salary Reduction

An employee's disciplinary action may consist of a salary reduction. The appointing authority shall determine the salary rate, but it may not be lowered more than the minimum rate assigned to that pay grade. The division chief (or designee) shall approve the salary rate, the HRS director (or designee) shall review and make a recommendation, and the director of the IDOC (or designee) will have final approval.

In some cases a disciplinary salary reduction shall be utilized to equate to a certain number of days without pay. In these instances, the salary reduction is limited to a total dollar amount which equates to days off without pay.

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Disciplinary Salary Suspension

An employee may be suspended without pay for disciplinary reasons for a set period of time. A written notice stating the period of time and the pay rate shall be prepared and agreed to by the appointing authority, with approval of the division chief (or designee), HRS director (or designee) review and recommendation, and director of the IDOC (or designee) final approval. An employee may be suspended for a specific number of days, up to a total of 30.

Disciplinary Demotions

An employee may receive a demotion for disciplinary reasons. The salary rate assigned shall be no lower than the minimum rate of the lower pay grade. The salary rate may not be higher than policy rate unless approved by the division chief (or designee), who should consult with the HRS director (or designee) for review and recommendation, and the director of the IDOC (or designee) for final approval. There is no salary protection in this type of action.

20. Failure to Complete Promotional Probation Period

Employees who fail to complete the promotional probationary period satisfactorily will revert to their previous pay grade and salary in which permanent status was held, or to a classification allocated to the same pay grade for which the employee meets minimum qualifications.

21. Premium Incentive Pay

Premium merit pay, also known as site premium merit pay, is additional compensation paid above an employee's base pay rate. Only the director of the IDOC (or designee) can authorize the use of premium merit pay, when instituted.

Premium incentive pay is:

- Calculated at five percent (5%) above the employee's base pay rate;
- Approved on a memorandum of agreement signed by the employee;
- Retained when an employee receives a merit increase which is calculated against the employee's base rate, with the premium pay being added to the new base pay rate;
- Removed when the employee promotes out of the eligible classification or transfers to a non-premium pay unit and any new pay rate is calculated from the base pay rate, not the premium pay rate;
- In addition to the employee's entitlement to shift differential;
- Granted on the first full pay period the employee starts; and
- Subject to budgetary availability and can be withdrawn by the director of the IDOC at any time for any reason.

REFERENCES

Department Policy [203](#), *Problem Solving*

Department Policy [208](#), *On-call*

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Department Policy [211](#), *Hiring and Probation*

Department Policy [216](#), *Seniority and Staffing*

Department Policy [222](#), *Performance Evaluation*

Idaho Code 67-5302, *Definitions*

Idaho Code 67-5309C, *Annual Surveys, Reports and Recommendations*

Idaho Code 67-5315, *Establishment and Adoption of Employee Problem Solving and Due Process Procedures*

IDAPA 15.04.01, *Rules of the Division of Human Resources and Personnel Commission, Section 040, Nonclassified Employees Subject to Classified Service Subsequent to April 5, 1985*

IDAPA 15.04.01, *Rules of the Division of Human Resources and Personnel Commission, Section 070, Compensation of Employees*

IDAPA 15.04.01, *Rules of the Division of Human Resources and Personnel Commission, Section 071, Merit Increase Matrix*

IDAPA 15.04.01, *Rules of the Division of Human Resources and Personnel Commission, Section 072, Operation of Compensation Plan*

IDAPA 15.04.01, *Rules of the Division of Human Resources and Personnel Commission, Section 073.01, Standard Calculation of Pay*

IDAPA 15.04.01, *Rules of the Division of Human Resources and Personnel Commission, Section 073.03, Calculation of Pay for Police, Correctional Officers, and Fire Employees*

IDAPA 15.04.01, *Rules of the Division of Human Resources and Personnel Commission, Section 074, Assignment of Hay Evaluation Points*

IDAPA 15.04.01, *Rules of the Division of Human Resources and Personnel Commission, Section 075, Bonuses*

IDAPA 15.04.01, *Rules of the Division of Human Resources and Personnel Commission, Section 129, Acting Appointment to a Position*

IDAPA 15.04.01, *Rules of the Division of Human Resources and Personnel Commission, Section 131, Salary*

IDAPA 15.04.01, *Rules of the Division of Human Resources and Personnel Commission, Section 140, Reduction in Force*

IDAPA 15.04.01, *Rules of the Division of Human Resources and Personnel Commission, Section 260, Compensable Hours*

Standard Operating Procedure [208.07.01.001](#), *On-call Scheduling and Reporting*

Standard Operating Procedure [216.02.01.002](#), *Seniority and Staffing*

Standard Operating Procedure [222.07.01.001](#), *Performance Management*

Standard Operating Procedure [229.07.01.001](#), *Promotions*

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