



**Criteria and Procedures for
Special Salary
Adjustments and Supplements**

Juvenile Correctional Officer

Juvenile Correctional Officer 1 employees will be eligible to receive a salary increase subject to the following criteria, limitations, and procedures described below.

Criteria:

- After six months of continuous service from the date of current appointment or rehire AND Completion of BJCOT and POST certification will receive a 5% increase in salary (not based upon performance)
- A JCO 1 with at least one year of continuous, satisfactory service with DJJ AND completion of BJCOT will be promoted to JCO 2 and receive a salary increase to \$27,472.00 or 5%, whichever is greater.

Limitations:

The Department reserves the right to discontinue such salary increases when necessary due to fiscal restraints.

Increases will be effective the first calendar day of the pay period after all eligibility requirements are completed.

- A JCO who has cumulative leave without pay of more than 10 work days will have the salary increase delayed the commensurate number of days of the leave without pay.
- A JCO 1 who separates from employment with the Department prior to completing the requirements to be promoted to JCO 2 and is later rehired in the same job title must complete the continuous 12 months of service from the date of rehire to be eligible for the promotion.
- A JCO 1 who separates from employment with the Department and seeks to be rehired will need to apply for a vacant position through the normal hiring process. The salary upon re-hire will be either at pay grade minimum if they had not completed BJCOT or 6 months of service, OR at the salary they left the agency if they received a Criteria Based Increase of 5% (with no additional increases at 6 months). The promotion to JCO 2 will follow the terms outlined in this policy.
- A JCO 2 who separates from employment with the Department and seeks to be rehired will be considered for re-employment as a JCO 1 for a 6 month probationary period before being reinstated as a JCO 2, provided that they meet POST standards and other hiring guidelines.

Procedure:

On the first workday of each pay period, the Office of Human Resources will generate an eligibility list that identifies all Juvenile Correctional Officers that will be considered for a

salary increase as of the first calendar day of the next pay period. The Office of Human Resources will e-mail the report to the Director and/or personnel representative at each facility.

The list will identify each eligible employee; the date the employee entered the Job Code, BJCOT completion date, date at 1 year, their salary, and what their new salary will be on the effective date.

Each facility will confirm that there are no very serious disciplinary actions (Adverse Action) against an employee on the list and whether an increase should be delayed due to leave without pay in excess of 10 workdays. The local HR Technician will complete a Personnel Action (PA) form with the appropriate codes indicating either the promotion to JCO 2 (POS/PRO and PAY/INC) or the Criteria Based Increase (PAY/CBI) and submit to the Office of Human Resources. If the PA is not submitted or received in a timely fashion and delays an employee from receiving their salary increase, the employee will be awarded the increase retroactively to the date of eligibility.

If the facility Director determines that an employee is not eligible to receive the salary increase, the Director must reply in writing to the Office of Human Resources immediately with the verifiable reason for the decision.

Military Service Incentives:

Employees hired in job classifications of JCO 1, JCO 2, Lieutenant, Captain, Transfer Officers, Transportation Officers, and JPPS 2 will be entitled to receive military incentives upon confirmation of an official DD-214 document confirming Honorable Discharge or Under Honorable Discharge as follows:

1 year of active duty service	2.5% salary adjustment
2 years of active duty service	5.0% salary adjustment
3 years of active duty service	7.5% salary adjustment
4 + years of active duty service	10.0% salary adjustment

Behavior Management Unit Employees

Employees in specified job titles who provide direct supervision and control of youth housed in a Behavior Management Unit (mental health unit, closed unit, or shelter care unit) are eligible for a salary supplement while assigned to the unit.

The supplemental pay will be calculated at 5% above their regular salary.

To qualify for Behavior Management Unit supplemental pay, an employee must be assigned to one of the following job titles:

Juvenile Correctional Officer 1
Juvenile Correctional Officer 2
Juvenile Detention Counselor

Limitations:

Behavior Management Unit supplemental pay is subject to appropriate supervisory/management approval.

Behavior Management Unit supplemental pay will be discontinued at any time the employee is no longer performing these associated duties or the employee's job performance is considered to be less than "Satisfactory Performer".

Supplemental pay will not be included in the calculation of pay for terminal leave.

Supplemental pay is based on availability of funds, and the Department reserves the right to discontinue such payments when necessary, due to fiscal restraints.

Specialized BMU training must be successfully completed within 90 days of assignment.

Procedure:

A Position/Personnel Action Request (Attachment A) authorizing BMU supplemental pay must be submitted to the Office of Human Resources no later than the payroll deadline for the pay period in which the action is to become effective. An Authorization for Temporary Salary Supplement (Attachment F) must be attached to the request.

A subsequent Position/Personnel Action Request will be submitted to the Office of Human Resources whenever a salary supplement is to be modified or discontinued.

Juvenile Sex Offender Counselor

Employees in professional job titles who are certified by *Social Services Associates, LLC* as a Juvenile Sexual Offender Counselor (JSOC) are eligible for a salary supplement of 5%.

Limitations:

At the conclusion of JSOC training, each participant who satisfactorily completes all course requirements must sign a form acknowledging the terms and conditions of JSOC supplemental pay.

An employee must carry an active caseload of sexually abusive youth to be eligible for JSOC supplemental pay.

JSOC supplemental pay is subject to appropriate supervisory/management approval.

An employee who has previously received a salary increase for possessing JSOC certification from the Department or any other state agency is not eligible for JSOC supplemental pay.

JSOC supplemental pay will be discontinued at any time the employee is no longer performing counseling duties with sexually abusive youth or the employee's job performance is considered to be less than "Satisfactory Performer".

Supplemental pay will not be included in the calculation of pay for terminal leave.

Supplemental pay is based on availability of funds and the Department reserves the right to discontinue such payments when necessary due to fiscal restraints.

Procedure:

A Position/Personnel Action Request (Attachment A) authorizing JSOC supplemental pay must be submitted to the Office of Human Resources no later than the payroll deadline for the pay period in which the action is to become effective. An Authorization for Temporary Salary Supplement (Attachment F) must be attached to the request.

Retroactive pay will not be authorized for any late personnel action due to the employee's failure to submit needed documentation in a timely manner.

A subsequent Position/Personnel Action Request will be submitted to the Office of Human Resources whenever a salary supplement is to be modified or discontinued.

RYDC Lead Teachers

Each Regional Youth Development Center is authorized to designate one employee of the facility as a Lead Teacher. The Lead Teacher will be responsible for providing the full range of supervisory duties and responsibilities for all other teachers at the facility.

An employee designated as a Lead Teacher will receive a salary supplement of \$100 per pay period in addition to their regular compensation.

Limitations:

Lead Teacher supplemental pay is subject to appropriate supervisory/management approval.

To qualify as a Lead Teacher, an employee must be assigned to one of the following job titles:

Teacher (10202)
Teacher, Special Education (10203)
Teacher, Vocational (11401)

Lead Teacher supplemental pay will be discontinued at any time the employee is no longer performing supervisory duties or the employee's job performance is considered to be less than "Satisfactory Performer".

Supplemental pay will not be included in the calculation of pay for unused annual leave at the time of separation from employment.

Supplemental pay is based on availability of funds and the Department reserves the right to discontinue such payments when necessary due to fiscal restraints.

Procedure:

A Position/Personnel Action Request (Attachment A) authorizing Lead Teacher supplemental pay must be submitted to the Office of Human Resources no later than the payroll deadline for the pay period in which the action is to become effective. An Authorization for Temporary Salary Supplement (Attachment F) must be attached to the request.

A subsequent Position/Personnel Action Request will be submitted to the Office of Human Resources whenever a salary supplement is to be modified or discontinued.

Interpreter

Employees who directly serve clients or youths, using bi-lingual or multi-lingual oral and/or written skills in a facility or in the community, may be granted a supplement of 5% of base salary.

Limitations:

Interpreter supplemental pay is subject to appropriate supervisory/management approval.

Interpreter supplemental pay will be discontinued at any time the employee is no longer performing interpretive duties or the employee's job performance is considered to be less than "Satisfactory Performer".

Supplemental pay will not be included in the calculation of pay for unused annual leave at the time of separation from employment.

Supplemental pay is based on availability of funds and the Department reserves the right to discontinue such payments when necessary due to fiscal restraints.

Procedure:

The Appointing Authority or Director will submit a signed agreement for Interpretive Services Salary Supplement (Attachment G). The agreement will stipulate that the employee will provide interpretive services at any time during the regularly scheduled work day, upon request. The signed agreement will be forwarded to Central Office Human Resources for processing.

Nurse Shift Differential and Overtime Pay

Employees in full-time positions in specified nursing job titles will be paid a shift differential amount as allowed by the State Human Resources Administration's Addenda to the Compensation Plan. Such amounts shall be based upon the employee's assigned work hours in a pay period. Temporary employees, including those in time-limited and hourly-paid positions, shall not be eligible for shift differential pay.

DEFINITIONS:

Day Shift: A scheduled shift that begins between the hours of 7:00 AM and 10:00 AM.

Shift: The period of time an employee is assigned to work on a specific day.

Shift Differential: A conditional pay supplement paid for the time an eligible employee works on an eligible shift.

Weekend Shift: A scheduled shift between the hours of 10:00 PM on Friday and 6:59 AM on Monday.

Week Day Evening/Night Shift: A scheduled shift between the hours of 6:00 PM and 5:59 AM, Monday through Friday.

Weekend Evening/Night Shift: A scheduled shift between the hours of 6:00 PM and 5:59 AM, on Saturday through Sunday.

Work Time: All of the time that an employee is required to be on duty and all of the time during which an employee is "suffered or permitted" to work. Periods of leave and holidays are not considered hours worked for the purposes of determining shift differential payments.

ELIGIBILITY:

Employees in the following jobs are eligible to receive shift differential payments:

- Nurse Manager (71133);
- Nurse (71128);
- Staff Nurse (71127);
- Licensed Practical Nurse (71129);
- Lead Nurse (71126); and
- Nurse Specialist (71132).

Payment of shift differential will not be withheld as a disciplinary or adverse action against an employee.

WEEKDAY EVENING/NIGHT SHIFT DIFFERENTIAL:

An Evening and Night Shift differential of 13% will be paid for all hours worked starting at 6 p.m. through 5:59 a.m.

WEEKEND EVENING/NIGHT SHIFT DIFFERENTIAL:

Weekend Shift differential at an additional 5% will be paid for all hours worked starting at 10:00 p.m. through 6:59 a.m., exclusive of the evening/night shift hours.

Night Shift differential is paid for all hours that fall between 6 pm and 5:59 am at 13%. A total of 18% will be paid for working both weekend and evening hours.

LIMITATIONS:

Shift differential will not be paid for hours that are a part of a regularly assigned day shift.

Shift differential will not be paid for non-clinical related activities such as conferences, training, travel, and special projects that do not take place in the clinical setting.

Shift differential will not be paid for time worked in an eligible shift that is the result of an employee making up hours because of his/her late arrival to work on the regularly scheduled shift.

OVERTIME PAY:

Employees in job classes specified above will be paid time and one-half overtime pay for all hours actually worked in excess of forty (40) hours in a work cycle (Sunday 12:00 am to Saturday 11:59 p.m.).

Supplemental pay, such as shift differential, will be included in the hourly rate when calculating overtime pay.

PROCEDURE:

Shift differential will be paid semi-monthly on a one pay period lag.

Each facility/program will report employees eligible to receive evening/night shift and weekend shift differential supplements on the Shift Differential Worksheet (Attachment H). The Shift Differential Worksheet must be submitted to the Central Office Payroll Section within 2 workdays of the end of the pay period.

SPECIALTY UNITS
Security Emergency Response Team (S.E.R.T)
Security Management Response Team (S.M.R.T.)

JCO1/JCO 2 and Lieutenants that are selected to either the S.E.R.T. or S.M.R.T. will be eligible for a salary supplement upon assignment to the team as follows:

S.E.R.T.:

10% salary supplement upon assignment to the position
5% salary supplement for assignment to Eastman YDC

S.M.R.T.:

10% salary supplement upon assignment to the position
5% salary adjustment for completing BLET

Limitations:

This supplemental pay is subject to supervisory/management approval.

This supplemental pay will be discontinued at any time the employee is no longer assigned to the specialty unit (S.E.R.T/S.M.R.T) and performing those functions.

Supplemental pay will not be included in the calculation of pay for terminal leave.

Supplemental pay is based upon availability of funds, and the Department reserves the right to discontinue such payments when necessary due to fiscal restraints.

Procedure:

A Position/Personnel Action Request (Attachment A) authorizing S.E.R.T./S.M.R.T. supplemental pay and/or salary adjustment must be submitted to the Office of Human Resources no later than the payroll deadline for the pay period in which the action is to become effective. An Authorization for Temporary Salary Supplement (Attachment F) must be attached to the request.

A subsequent Position/Personnel Action Request will be submitted to the Office of Human Resources whenever a salary supplement is to be discontinued.

SPECIALTY UNIT
High Intensity Teams (H.I.T.s)

Employees in the job titles of Juvenile Probation Parole Specialist 1, 3, or Juvenile Program Manager assigned to High Intensity Teams (HITs) are eligible to receive a salary supplement of 5% for being assigned to the position, and a 5% salary adjustment for having completing BPPOT/POST Certification.

Limitations:

An employee must be assigned to a HITs unit in order to receive the supplemental pay.

Supplemental pay is subject to appropriate supervisory/management approval.

Supplemental pay will be discontinued at any time the employee is no longer performing the duties associated with the HITs unit, or if the employee's job performance is considered to be less than "Satisfactory Performer".

Supplemental pay will not be included in the calculation of pay for terminal leave.

Supplemental pay is based on availability of funds, and the Department reserves the right to discontinue such payments when necessary due to fiscal restraints.

Procedure:

A Position/Personnel Action Request (Attachment A) authorizing HITs supplemental pay and/or salary adjustment must be submitted to the Office of Human Resources no later than the payroll deadline for the pay period in which the action is to become effective. An Authorization for Temporary Salary Supplement (Attachment F) must be attached to the request.

A subsequent Position/Personnel Action Request will be submitted to the Office of Human Resources whenever a salary supplement is to be discontinued.

SPECIAL ASSIGNMENT

At the request of the Commissioner, Assistant Commissioner, or Deputy Commissioner, employees may be selected to perform temporary assignments of a professional nature which are designed to encourage employee acquisition of knowledge, skills, and competencies which are vital to the DJJ mission. These assignments should provide exceptional professional development opportunities to those selected which would otherwise not be available. The employee selected will be eligible for a 10% incentive for the performance of these temporary assignments.

Limitations:

Requests for Special Assignment must be written and approved by the Commissioner, Assistant Commissioner, or Deputy Commissioner.

Written requests will stipulate the assignments to be performed, the length of time for the salary supplement to apply, and the anticipated results.

Supplemental pay will be discontinued at any time the employee is no longer performing the duties associated with the Special Assignment, or if the employee's job performance is considered to be less than "Satisfactory Performer".

Supplemental pay will not be included in the calculation of pay for terminal leave.

Supplemental pay is based on availability of funds, and the Department reserves the right to discontinue such payments when necessary due to fiscal restraints.

Procedure:

A Position/Personnel Action Request (Attachment A) authorizing Special Assignment supplemental pay must be submitted to the Office of Human Resources no later than the payroll deadline for the pay period in which the action is to become effective. An Authorization for Temporary Salary Supplement (Attachment F) must be attached to the request along with a written summary of the special assignment duties and responsibilities.

A subsequent Position/Personnel Action Request will be submitted to the Office of Human Resources whenever a salary supplement is to be discontinued.