


Idaho Department of Correction 	<b>Policy</b>	<b>Control Number:</b> 202	<b>Version:</b> 4.0	<b>Page Number:</b> 1 of 2
		<b>Title:</b> Compensation Plan		<b>Adopted:</b> 4-1-1985  <b>Reviewed:</b> 3-6-2009

This document was approved by Brent Reinke, director of the Idaho Department of Correction, on 3/6/09 (signature on file).

#### BOARD OF CORRECTION IDAPA RULE NUMBER

[None](#)

#### POLICY STATEMENT

It is the policy of the Board of Correction that Department employees be compensated fairly, equitably and in accordance with applicable state regulations.

#### PURPOSE

To facilitate an equitable pay system throughout each of the IDOC divisions that not only incorporates IDAPA Rules and CEC (Change in Employee Compensation) decisions, but also incorporates pay practices and pay philosophies that are in line with agency operating objectives.

Benefits of equitably managing a compensation plan include:

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

#### 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

**HRS Director.** Codifies state, federal and merit system compensation matters into a working procedure for salary administration for the department. Assures compliance, recommends and implements authorized changes.

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**Manager and Supervisor.** Makes wage recommendations for assigned employees based on compensation procedures.

**Senior Management.** Plans and executes compensation administration procedures and approves or modifies manager's recommendations.

## REFERENCES

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

Department Policy [205](#), *Corrective/Disciplinary Action and Due Process*

Department Policy [206](#), *Holiday, Annual/Sick and Other Leaves*

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

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

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

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

Division of Human Resources, IDAPA 15.04.01, Rules 070, 071 072, 073, 074, 075, 129, 131, 140, and 260.

Idaho Code, Chapter 53 Title 67-5302, 67-5309C, and 67-5329.

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