



DEPARTMENT OF CORRECTIONS
Human Resources



Title:	Information Technology Retention Bonus	DOC Policy: 20.2.5
Supersedes:		
Applicability:	Management service and executive service employees	
Directives Cross-Reference:	State Policy 20.005.30	

I. PURPOSE

To give supervisors and managers the standards for bonus payments for the purpose of retaining information technology staff.

II. POLICY

To retain information technology staff who are working on mission-critical information technology projects as a means of mitigating disruptions to critical information technology projects through the loss of valuable employee skills, organization know-how, project momentum, team learning and investment in training. To that end, the Director may authorize a pay bonus not to exceed 20 percent (20%) of the employee's salary for the length of the project.

A. Supervisors or managers shall submit for approval by the Director, a list of mission-critical information technology projects. When making recommendations, the supervisor or manager shall use the following factors in determining the project's criticality:

1. The project's impact on the department mission and services for which the department exists;
2. Legislative requirements imposed on the agency regarding the project;
3. A clear showing the project's critical relationship to the state's public safety and health, revenue projection and revenue generating capabilities;
4. Whether a project failure will have statewide impact rather than impact on an individual section, division or department;
5. The project as a predetermined ending date.

A. The Director shall review the recommendations and designate which

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projects are mission-critical to the agency's ability to provide services mandated by the legislature.

- B. When an information technology project receives mission-critical designation, the supervisor or manager may make pay bonuses available to department employees assigned to key responsibilities of the project. In making that determination, the supervisor or manager shall apply and document the following conditions:

1. The department has already invested considerable state resources to train the individual;
2. The scarcity of and demand for skilled personnel available to work on the project;
3. There will be a high level of difficulty in finding replacement personnel who have the proper mix of technical, administrative and management skills to work on the project;
4. The loss of the employee will have profound negative impact on the ability to successfully complete the project;
5. The employee possesses a high level of experience with the project or similar projects;
6. The position requires the individual to exercise independent technical judgement in project design and execution;
7. The employee is in a position of authority, responsibility and accountability for the project's overall success.

- A. The recommendation for employee retention pay bonus shall be approved by the director prior to the offer being made to the employee.

- B. The following condition shall be applied when offering the retention bonus:

1. Information service team leaders who are eligible for a ten percent (10%) differential are eligible to receive a retention pay bonus;
2. The retention pay bonus shall be payable upon completion of the project;
3. The pay bonus shall not be available to an employee who transfers in from another state agency;
4. The pay bonus shall be forfeited if the employee leaves the

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position designated for the pay bonus prior to the ending date of the project;

5. Persons who are eligible for PERS retirement (for example, have reached the years of service and/or age requirements for retirement) may be considered for the pay bonus. If such employee elects to retire during the project, the employee shall be eligible for the retention bonus provided the employee returns to work on the project as a temporary employee, subject to the statutory criteria for temporary employment (see DOC Policy 20.4.9, Temporary Appointment).
 6. The employee shall be in the Information Systems or Principal Executive/Manager classification series whose primary responsibility is directed toward the mission-critical project;
 7. The retention pay bonus shall be spelled out in a written agreement between the employee, the supervisor and the appropriate assistant director;
 8. The start date of the salary period for the pay bonus calculation purposes begins when the agreement is signed by all parties to the agreement.
- A. Copies of the retention pay bonus agreement shall be filed with the department personnel office.

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Policy reformatted, language unchanged

Certified: _____

Approved: _____