

**SECRETARY OF BUDGET AND MANAGEMENT
SALARY GUIDELINE AND PROCEDURE**

**DEPARTMENT OF JUVENILE SERVICES
DIRECT CARE HIRING BONUS**

Effective August 1, 2006

I. Purpose:

The Direct Care Hiring Bonus is an employee incentive program to recognize new staff who regularly provide quality care to youth in facilities and community programs within the Department of Juvenile Services (DJS) and who complete Entry Level Training (ELT) in the scheduled time. If ELT is not scheduled during the first twelve months, an employee is eligible upon successful completion of ELT as scheduled.

II. Records:

DJS shall maintain records for direct care hiring bonuses paid. Records shall include the names of employees who have received the bonus and the dates the bonuses were paid. DJS shall maintain applications for direct care recruitment bonuses and related documents.

III. Bonus Eligibility:

The Direct Care Hiring Bonus shall apply to qualified employees. A qualified employee:

1. is in an eligible classification series (See Appendix A) up to and including supervisors;
2. is assigned to work in a residential facility, community detention or in a community program;
3. has satisfactorily performed the duties and responsibilities assigned;
4. has reported to the scheduled shift on time with less than three unscheduled absences during the first six months and less than five unscheduled absences during the twelve month bonus period;
5. has interacted with youth in a positive and professional manner;

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6. has no disciplinary actions between the entry on duty date and the date the bonus is paid;
7. has successfully completed ELT, as scheduled, if applicable;
8. is recommended for a bonus by the Supervisor and Facility Superintendent, Director of Community Detention, or the Area or Regional Director;
9. is approved for a bonus by the Appointing Authority;
10. is employed by DJS at the time the bonus is paid; and
11. is a non-temporary employee; or a contractual employee where a non-temporary, budgeted position is not available.

The Direct Care Hiring Bonus does not apply to:

1. a DJS employee who is reclassified or promoted to an eligible classification;
2. an employee who was reinstated to a position in an eligible classification within six months of separation;
3. an employee of another State agency who becomes employed by DJS; or
4. an emergency employee.

IV. Payment of Bonus:

The direct care bonus shall not exceed \$1,000 per employee. An employee is eligible for a bonus not to exceed \$500 after six (6) months of satisfactory employment and for a bonus not to exceed an additional \$500 after twelve (12) months of satisfactory employment and successful completion of ELT as scheduled. Bonuses will be prorated for part time employees.

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Notes:

1. The hiring bonus will affect the regular rate of pay for the purpose of calculating overtime for FLSA non-exempt employees during the period over which the bonus is paid. A new hourly rate must be calculated to include the full amount of the bonus. The difference between the calculated rate and the normal base rate must be applied to any overtime worked during the period on which the bonus is based.
2. The Secretary of Juvenile Services or designee may make exceptions for unscheduled leave use for unexpected circumstances or other compelling reasons.

V. Payroll Procedures:

1. Payment of the bonus shall be made under the miscellaneous adjustments not subject to retirement category (use Bonus Code 04 – Recruitment) on the exception Time Report (ETR).
2. The amount of the bonus shall be indicated on the ETR for the payroll period when the bonus is paid. A Direct Care Hiring Bonus form must be completed and signed by the appointing authority. (See Appendix B.)
3. The original and one copy of the completed Direct Care Hiring Bonus form shall be submitted to the Central Payroll Bureau with the ETR effecting payment of the lump sum bonus.

VI. Authority:

State Personnel and Pensions Article Title 8, Section 103

Code of Maryland Regulations 17.04.02.09

Approved:  9/27/06

Cecilia Januszkiewicz
Secretary

Department of Budget and Management

APPENDIX A

**DIRECT CARE HIRING BONUS
QUALIFYING CLASSIFICATIONS**

DJS Assistant Director Youth Center
DJS Case Management Specialist I
DJS Case Management Specialist II
DJS Case Management Specialist III
DJS Case Management Specialist Supervisor
DJS Community Detention Officer I
DJS Community Detention Officer II
DJS Community Detention Officer III
DJS Community Detention Officer Supervisor
DJS Group Life Manager I
DJS Group Life Manager II
DJS Resident Advisor Trainee
DJS Resident Advisor I
DJS Resident Advisor II
DJS Resident Advisor Lead
DJS Resident Advisor Supervisor
DJS Youth Center Cook I
DJS Youth Center Cook II
DJS Youth Center Cook Lead
DJS Youth Recreation Specialist I
DJS Youth Recreation Specialist II
DJS Youth Transportation Officer I
DJS Youth Transportation Officer II

APPENDIX B

**Department of Juvenile Services
Human Resources Division
Office of Personnel Management**

Application for Direct Care Hiring Bonus

To be Completed by the Supervisor

Employee's Name:

Entry on Duty Date:

Employee Social Security Number:

Classification:

I certify that the above named employee:

1. is in an eligible classification series up to and including supervisors;
2. is assigned to work in a residential facility, community detention or in a community program;
3. has satisfactorily performed the duties and responsibilities assigned;
4. has reported to the scheduled shift on time with less than three unscheduled absences during the first six months and less than five unscheduled absences during the twelve month bonus period;
5. has interacted with youth in a positive and professional manner;
6. has no DJS disciplinary actions between the entry on duty date and the date the bonus is paid; and
7. has successfully completed ELT, as scheduled, if applicable.

Supervisor's Signature

Date

To be completed by the Facility Superintendent, Director of Community Detention or Regional or Area Director

I certify that the above information is accurate; I support this application for the bonus.

Approved for Bonus

Disapproved for Bonus

Reason

Facility Superintendent/Manager

Date

To be Completed by Headquarters

I certify that the employee has met all requirements of the bonus program.

Signature of Appointing Authority

Date