STATE OF VERMONT
CORRECTIONAL FACILITY SUPERINTENDENT

It is the intent of the State of Vermont to compensate exempt Correctional Facility Superintendents equitably, subject to budgetary constraints, on the basis of experience, expertise, responsibilities, and meritorious performance. Accordingly, the following pay plan provisions will govern the hiring level and compensation of Correctional Facility Superintendents. Job definitions and position responsibilities are subject to change at any time at the discretion of the Commissioner of Corrections.

DEPARTMENT OF HUMAN RESOURCES

Effective Dates: July 1, 2015 to June, 30, 2016

GENERAL JOB DESCRIPTION

CORRECTIONAL FACILITY SUPERINTENDENT

The purpose of this position is to act as the head of a correctional facility. The role involves the provision of proper security for inmates, staff and the public as well as the delivery of a variety of educational, rehabilitative, and training programs for inmates. The Superintendent is responsible for the operation of the institution through subordinate staff, twenty- four hours a day, seven days a week.

- Directs the operations of a correctional facility housing pre-trial detainees and inmates ranging from those under indefinite sentence to life imprisonment cases.

- Establishes and maintains systems for admission, evaluation, classification, care, housing, and feeding of inmates.

- Directs a system of security posts, checkpoints, monitoring devices, and staffing plans to provide proper inmate, staff and public security.

- Manages a variety of activities directed toward the assessment of inmate educational, vocational, emotional, and physical condition and needs, plus the operation of a classification system and other programs designed to prepare an inmate for constructive activity within the facility and positive re-entry into the community.

- Assists in and administers policies for work release, furlough, and similar off-premises activities.

- Takes initial and/or continuing charge of operations in an emergency situation.

- Prepares estimates of institution needs for budgeting purposes and approves expenditures from authorized funds.

- Hires institution staff and evaluates their performance, either directly or through subordinate supervisors.

CORRECTIONAL FACILITY SUPERINTENDENT I

At Level I, incumbent acts as the head of a small/medium sized correctional facility with populations less than 200. Primary function of the facility is housing and management of a detention population or minimum custody work camp. These facilities may include small industry operations, serve the community via work camp work programs, process large volumes of admissions and releases, and / or operate transition program units. The staff compliment in these facilities average 89 employees or less with an annual budget allocation of under $9 million.

Experience and Qualifications

Normally an incumbent would possess five or more years of progressively responsible experience in the field of corrections, including at least two years administering, managing, or supervising rehabilitative, security, or correctional programs/services.

	Annual	**Hourly**
Correctional Facility Superintendent I		
Minimum Hiring Range	$60,570	$29.12
Maximum Hiring Range	$73,861	$35.51
Maximum Salary	$88,317	$42.46

CORRECTIONAL FACILITY SUPERINTENDENT II

At Level II, incumbent acts as the head of a medium to large sized correctional facility with populations greater than 200. The primary function of the facility is a central housing and maintaining facility for the state prison system or a combined complexity of operations. These facilities encounter the larger challenges for the entire state population, such as the acute mental health or infirm population, larger or multiple industry operations, significant programming, or a combination of multiple populations and the services to meet those needs. The staff compliment in these facilities average 90 employees or more with an annual budget allocation of over $9 million.

Experience and Qualifications

Normally an incumbent would possess five or more years of progressively responsible experience in the field of corrections, including at least two years administering, managing, or supervising rehabilitative, security, or correctional programs/services.

	Annual	**Hourly**
Correctional Facility Superintendent II		
Minimum Hiring Range	$69,222	$33.28
Maximum Hiring Range	$86,112	$41.40
Maximum Salary*	$102,773	$49.41

CONDITIONS AND OPERATIONS

1) New Appointees: Salaries for new appointees shall not exceed the minimums of the Staff Level Hiring Range without prior and specific approval, for good cause shown, from the Department of Human Resources as the Governor's designee. All requests must include a completed Exempt Salary Approval Form along with copies of the applicant's resume, interviewer's comments, and any other information (e.g., reference checks of past employers) which substantiate the salary and staff level being requested. No specific salary offer may be extended until the Department of Human Resources as the Governor's designee has approved the request.

2) End Of Probation Increase: At the completion of the probationary period (normally, six months), new appointees may receive an increase in base salary of up to 3% for satisfactory performance, and up to an additional 3% merit for performance which exceeds what is normally expected of the position. The individual's supervisor should submit a completed Exempt Salary Approval Form and an evaluation of the individual's performance which supports the request.

3) Merit Pay: Staff may be eligible for a non-recurring bonus of up to 8%, or base salary increase of up to 7% for documented short or long-term commendable performance. Both an Exempt Salary Approval Form and an evaluation of the individual's performance must be prepared by the appropriate supervisor and submitted to the Department Head or Appointing Authority for review and approval. If approved, the request must then be submitted to the Department of Human Resources as the Governor's designee for final review and approval. Effective dates of any merit pay adjustment will be the first pay period following the Department of Human Resources' approval. Absent extraordinary circumstances, no more than one merit pay increase will be approved within any 12 month period.

4) Annual Increase (COLA): Staff may, for satisfactory performance, receive an increase of up to the cost of living percentage increase approved by the legislature for salary adjustment to exempt employees. When approved by the Appointing Authority/Department Head, either an Exempt Salary Approval Form or a memorandum authorizing cost of living increases for affected staff shall be forwarded to the Department of Human Resources for final review and approval.

5) Promotion: Upon recommendation by the appropriate level of supervision and approval by the Department Head/Appointing Authority, those promoted to a higher level or position shall be eligible for a base salary increase of between 5% and 8% (based on performance), but not less than the minimum hiring rate for the new level. Promotions and related salary adjustments shall be based on time in service, job responsibilities, merit, and the needs of the department. A completed Exempt Salary Approval Form along with written recommendations by the appropriate supervisor are required.

6) Approval Process: No specific salary offers or changes in salary or level may be extended to the applicant/employee nor become effective unless or until approved by

both the Department Head/Appointing Authority and the Department of Human Resources as the Governor's designee. All requests should include a completed Exempt Salary Approval Form, and appropriate supporting documentation as specified in sections 1-5 above. All requests for salary and level changes should be submitted in a timely manner.

7) Legislative Reporting: The Department of Human Resources is responsible for reporting any pay actions for which there may be a statutory or administrative requirement to report to any Legislative or Administrative body, and will also forward a copy of the notification to the appropriate Department Head if the action is approved.

8) Maximum Salary: In no event shall a salary exceed the maximum salary for the applicable staff level unless otherwise approved by law.

9) Budgetary Constraints: Any and all salary adjustments as set forth in this Plan are subject to the discretion of the Department Head/Appointing Authority and to the budgetary constraints as deemed appropriate by that individual.

10) No Vested Interest: The terms and conditions of this Pay Plan notwithstanding, all participants in this Plan serve exclusively at the pleasure of the applicable Department Head/Appointing Authority and without vested interest in, nor expectation of, any right to continuation of either position or salary. Promotion, meritorious increases or bonuses, demotion, reduction in salary, suspension with or without pay, and dismissal shall remain at the pleasure of that Department Head/Appointing Authority.