
Vermont Department of Corrections

Minimum Qualifications,
Pay & Benefits



MINIMUM QUALIFICATIONS

Education:

High school graduation or equivalent AND two (2) years or more full-time work experience.

OR

One (1) year or more of college level course work AND one (1) year or more of full-time work experience.

OR

Two (2) years or more of college level course work.

Minimum Physical Requirements:

Adequate physical condition to perform the essential functions of the job with or without reasonable accommodation. As a Correctional Officer it is important to understand that one of the essential tasks associated with the job is the ability to don a self-contained breathing apparatus and perform evacuation procedures, potentially including search and rescue functions. The Department of Corrections must adhere to OSHA standards that relate to use of such devices, including CFR 1910.134(e), "Medical Evaluation," which states: "Employers must provide a medical evaluation to determine each employee's fitness to wear a respirator."

Special Requirements

- Overtime work is required to maintain safe staffing levels and is considered a condition of employment. The ability to work overtime as required is considered an essential function of this job class. Additionally, work on weekends and holidays may be required. Must attend and pass annual mandated training.
- The Department of Corrections does not hire anyone who has been convicted of a felony without a waiver from the Commissioner of Corrections. Any person under supervision or sanctioned for a misdemeanor conviction within the past five (5) years is likewise ineligible for employment.
- Candidates must pass a background investigation applicable to the position. In accordance with AHS Policy 4.02, Hiring Standards, Vermont and/or national criminal record checks, as well as DMV and adult and child abuse registry checks, as appropriate to the position under recruitment, will be conducted on candidates, apart from those who are current classified state employees seeking transfer, promotion or demotion into an AHS classified position or are persons exercising re-employment (RIF) rights.

Correctional Officer Salary

- ✓ Starting Salary for a CO-I: **\$18.99** per hour
- ✓ Salary increases to: **\$19.90** per hour after six-month probationary period
 - ✓ Starting annual salary: **\$40,446**

OVERTIME PAY	
\$28.49 Per Hour	
\$29.85 Post Six-Month Probationary Period	
Avg. Hours Worked Per Pay Period	Annual \$ Earned
1	\$740.74
2	\$1,481.48
4	\$2,962.96
6	\$4,444.44
8	\$5,925.92
10	\$7,407.40
12	\$8,888.88
14	\$10,370.36
16	\$11,851.84
18	\$13,333.32
20	\$14,814.80
22	\$16,296.28
24	\$17,777.76
26	\$19,259.24
28	\$20,740.72
30	\$22,222.20

Differentials

Shift Differential

2nd- \$.85 per hour
3rd- \$1.00 per hour

Weekend Differential

1st- \$.50 per hour
2nd- \$.50 per hour
3rd- \$.50 per hour

Unit Differential

1st- \$.50 per hour
2nd- \$.50 per hour

Holidays Worked

Double Time and Half

Training Stipend

\$50.00 per hour up to
40 hours a year (\$2,000)

Annual

Special Teams Bonus

Members - \$500.00

Team Leaders- \$750.00

Total Compensation

As a State employee you are offered a great career opportunity, but it's more than a paycheck. The State's total compensation package features an outstanding set of employee benefits that are worth about 30% of your total compensation, including:

- ✓ 80% State paid medical premium
- ✓ Dental Plan at no cost for employees and their families
- ✓ Flexible Spending healthcare and childcare reimbursement accounts
- ✓ Two ways to save for your retirement: A State defined benefit pension plan and a deferred compensation 457(b) plan
- ✓ Work/Life balance: 11 paid holidays each year and a generous leave plan; many jobs also allow for a flexible schedule
- ✓ Low-cost group life insurance
- ✓ Tuition Reimbursement
- ✓ Incentive-based Wellness Program
- ✓ Qualified Employer for Public Service Student Loan Forgiveness Program
- ✓ Employee Support

Medical Benefits

Select Care

- BlueCross/BlueShield covers 100% after copay
 - Doctor Visit \$25
 - Emergency Room \$75
- Non network provider covers 70%
- \$ 500 deductible
- Vision benefit per person every 24 months offered for both plans.
- Total deduction per paycheck:
 - Single: \$80.20
 - Two Person: 160.39
 - Family: 220.54

Total Choice

- Most services 80%
- Hospital Visits 90%
- \$300 deductible
- Vision benefit per person every 24 months offered for both plans.
- Total deduction per paycheck:
 - Single: 95.82
 - Two Person: 191.64
 - Family: 263. 51

Medical Benefits: Dental

- Annual deductible of \$25 per person, annual maximum benefit of \$1,000.
- Diagnostic and Preventive Services covered at 100%
- Basic Restorative Services covered at 80%
- Major Restorative Services covered at 50%
- Orthodontia covered at 50% up to the lifetime maximum of \$1,750



PENSION & DEFERRED COMPENSATION

P E N S I O N

- The State of Vermont continues to operate a Pension Plan for its Employees that was originally created in 1944.
- Under this defined benefit plan, both employees and the State contribute to a trust fund. Your actual retirement benefit is determined by a formula which contains three aspects: your service credit, your age at retirement, and your average final compensation. You will be vested in the Vermont State Employees Retirement System when you have attained five years of creditable state service.

D E F E R R E D C O M P E N S A T I O N

- Like a 401K, the Deferred Compensation 457 plan is a savings and investment plan for your retirement. The Vermont State Retirement System oversees the investment options and established the plan. All contributions can be made on a pre-tax or after-tax basis depending upon the accounts you elect.
- Participation in the Deferred Compensation plan is voluntary. You determine how much you wish to contribute to the plan, that amount is then deducted from your paycheck and transferred directly to your Deferred Compensation account.
- The Deferred Compensation plan is available to all state employees and to employees of other public agencies such as municipalities, school districts, boards, and commissions if the public agency has elected to offer it.

Retirement

- Eligibility for normal retirement benefit is age 65
 - YOUR age + Years of Service = 87, whichever comes first.
- Pension is also calculated using Average Final Compensation (AFC).
 - Average of your highest three consecutive fiscal year earnings or the average of your last 36 months, whichever is higher.
 - Another component is the number of your years of creditable service at retirement or termination.
- Calculation: **Years of Service x AFC x .0167**
 - Example: AFC= \$50,000; 20 years of service= \$16, 700 annual or \$1392 a month.
 - Cost of Living Adjustment also factored into pension.
 - Social Security Benefits start at age 67

Medical Retirement

5-9 yrs	Buy-in
10-14 yrs	State pays 40%
15-20 yrs	State pays 60%
20+ yrs	State pays 80%

LEAVE

- 11 paid holidays each year
- 48 Hours (6 Days) of sick time in the bank after 6-month probationary period.
- 48 Hours (6 Days) of vacation time in the bank after 6-month probationary period.
 - Accrual Rate of 3.69 of vacation & Annual hours per pay period, or 95.94 hours of both per year (or 2 weeks and 2 days).
- Option to put holidays worked or holidays that fall on scheduled days off for compensation (vacation) time; compensation for overtime on the weekend up until 24 hours.
- 10 Hours of Personal Time per quarter for using one or less sick days in the previous quarter.

TUITION REIMBURSEMENT

- The purpose is to provide financial assistance for post-secondary and/or graduate level courses, which are related to the employee's current job or other career related positions in State government.
- The Department of Corrections, in conjunction and cooperation with the Department of Personnel, will make available a certain amount of money to assist Department employees with their pursuit of educational interests. The intent is to support the educational endeavors of employees which ultimately benefit the Department by increasing professionalism within the organization.
- Course must reflect/compliment to Department of Corrections duties (i.e., business, psychology, cyber, criminal justice, etc.)
- All permanent, classified employees are eligible to apply.
- Tuition assistance is for 50% of tuition only up to \$125 per credit, not to exceed 6 credits per semester and 12 credits per year each year from July 1st through June 30th


Low-Cost Group Life Insurance

- The State offers a group term life insurance policy with a benefit that is two times your annual base salary, rounded down to the nearest \$100.
- Employees pay 25% of the premium. The State pays 75% of the premium.
- Currently, the employee cost is \$.027 per \$1,000 of coverage.



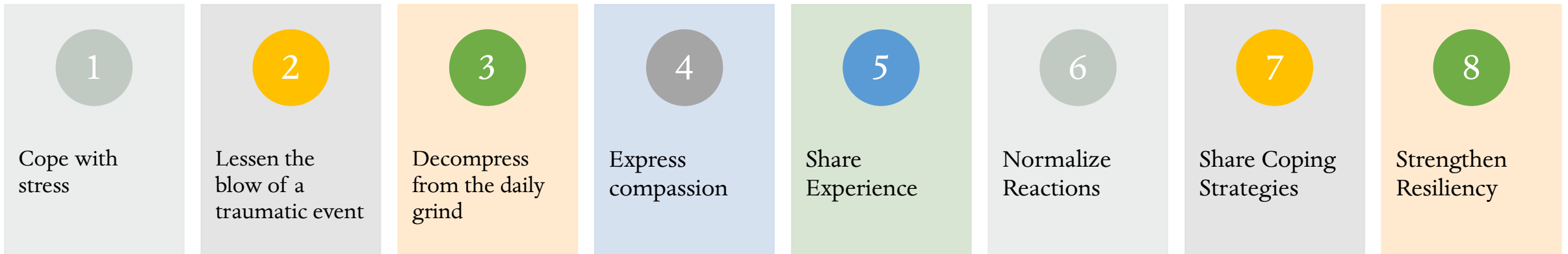
Employee Assistance Program



- All permanent State of Vermont employees are enrolled in the Employee Assistance Program (EAP) upon hire at no cost to the employee. The Employee Assistance Program offers help and support for you and the members of your household for a wide range of issues including:
 - Family and Relationship Issues
 - Anxiety/ Depression
 - Stress
 - Substance Abuse
 - Eating disorders
 - Financial Issues and Debt Management
 - Care Planning
 - Family Planning
 - Daycare and Eldercare Resources
- 

Peer Support

- ❑ A highly trained group of individuals that provides a safe and confidential forum for discussion and expression.
- ❑ Certified in Critical Incident Stress Management (CISM)
- ❑ Supervised by a licensed clinician



Family Support

The mission of the Vermont Department of Corrections Family Support Network is to engage families of correctional employees in opportunities that may minimize the potential negative impact that work-related stress may have on the well-being of correctional staff and their family members.

It is the vision of the Vermont Department of Corrections to provide increased opportunities for family members of correctional staff to enhance their knowledge of correctional workplace responsibilities that may affect the everyday lives of their loved ones.

The department is committed to providing a safe forum where family members of correctional employees can engage with each other and participate in family support programs that offer education and awareness of stress related factors which may affect wellness.

We believe that family support programs provided by the department can assist in minimizing the potential negative effects that a career in corrections may have on an officer, family member or the organization.

ADVANCEMENT OPPORTUNITIES

CHOOSE YOUR
PATH ...

- COII
- SHIFT SUPERVISOR
- CHIEF OF SECURITY (SOS)
- ASSISTANT SUPERINTENDENT
- SUPERINTENDENT
- CORRECTIONS LIVING UNIT SUPERVISOR (CLUS)
- COMMUNITY CORRECTIONS OFFICER (CCO)
- CORRECTIONAL SERVICE SPECIALIST (CSS)
- PROBATION & PAROLE OFFICER (PO)
- COMMUNITY CORRECTIONS PROGRAM SUPERVISOR (CCPS)
- DISTRICT MANAGER (DM)
- CENTRAL OFFICE (CO)
- VICTIM SERVICE SPECIALIST (VSS)

Additional Opportunities

- Special Response Team
- Peer Support Team
- Field Training Officer
- Academy Instructor
- Transportation Officer
- Disciplinary Hearing Officer
- Hostage Negotiation
- Intelligence Officers
- Union Representative
- Law Library Administrator
- Recruitment & Inclusion Committee

Northwest Facility-St. Albans



LOCATIONS

Northern State-Newport



Chittenden-South Burlington



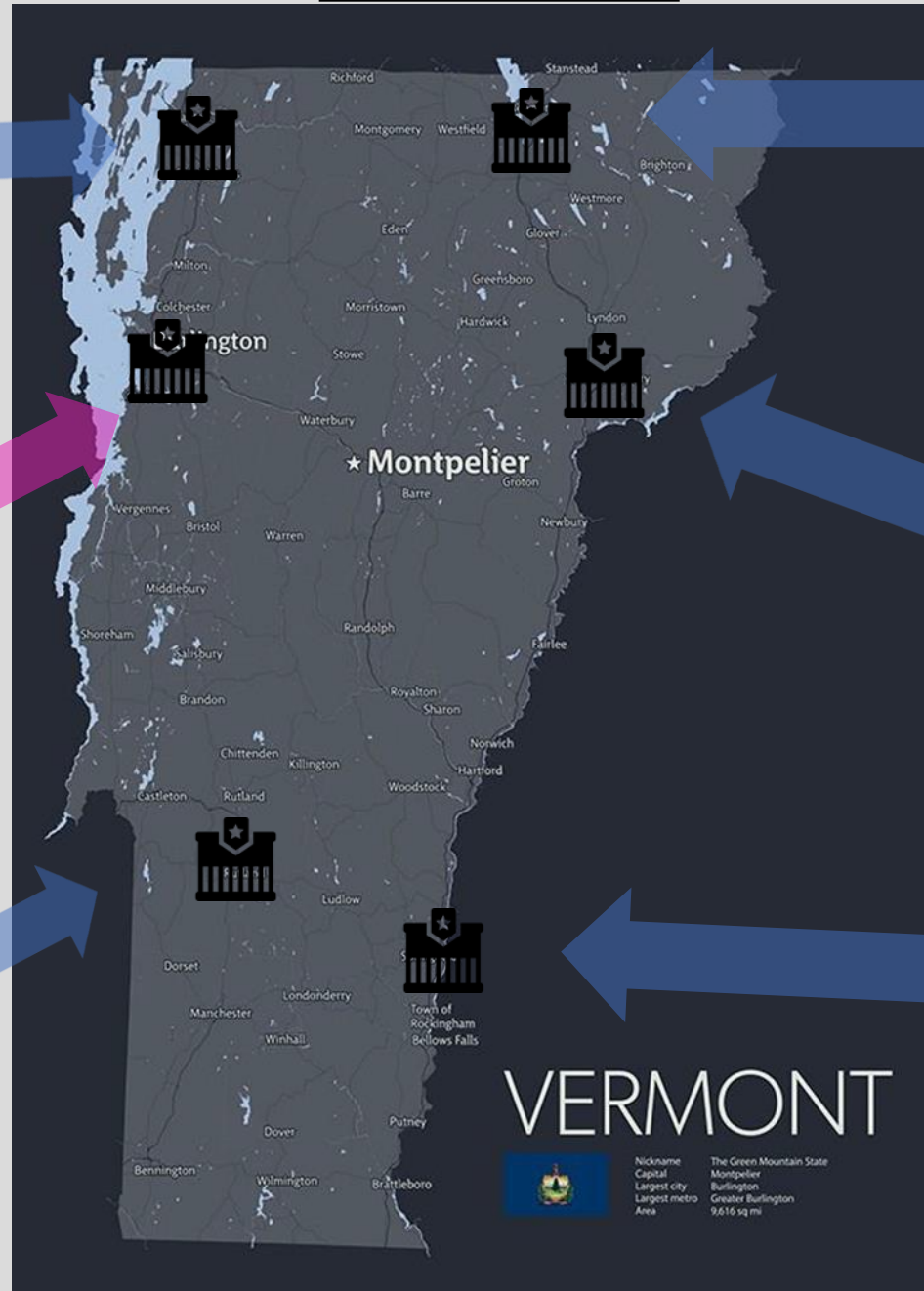
Northeast-St. Johnsbury



Marble Valley- Rutland



Southern State-Springfield



Community Outreach & Partnerships



Northern Vermont
UNIVERSITY



Plattsburgh
STATE UNIVERSITY OF NEW YORK



FORT
DRUM



NATIONAL
GUARD

