

Frequently Asked Questions: Non-Career Corrections Officer Position

General

General Questions:

- 1. Who is eligible to become a Non-Career Corrections Officer?**
 - A. Individuals interested in these positions must apply through NEOGOV. The criteria established for these positions include that the must have (1) The applicant must have had status as a Corrections Officer 9. (2) Retired prior to January 1, 2022. The individual must also pass all screening criteria similar to any employee we re-hire. This means they must first pass initial screening which includes a LEIN, background check, and review.

- 2. What is the pay for these positions?**
 - A. \$20.85-\$30.75

- 3. Are these employees eligible for overtime or holiday pay?**
 - A. These individuals are eligible for overtime if they work more than 8 hours a day or over 80 hours in a pay period, or after 12 hours a day or 84 hours in the pay period if working in a 12-hour shift. These employees are not eligible for holiday pay/hours.

- 4. Do these employees earn leave credits?**
 - A. No. Non-Career employees do not receive any benefits

- 5. How long can people work in these positions?**
 - A. There is no specific cap on the number of hours that can be worked.

- 6. Are Non-Career Corrections Officers members of a bargaining unit?**
 - A. Yes. These positions are represented by MCO.

- 7. Will the State pay towards a defined contribution plan or unemployment?**
 - A. No.

Hiring Process Questions:

1. How does someone apply or let the Department know they are interested in returning from retirement as a non-career corrections officer?

A. All applications will be submitted through the continuous postings for Corrections Officer Non-Career, there are 2 postings 1 for northern facilities and 1 for southern facilities. You can access the postings by going to www.governmentjobs.com/careers/michigan. Each applicant will be able to select what facilities they would like to work at.

2. Are the candidates interviewed?

A. There is no requirement to do so.

Scheduling Questions:

1. Can these employees work holidays?

A. Yes, these employees can work holidays. They are not eligible for holiday hours/pay.

2. How are schedules for Non-Career Corrections Officers established?

A. The work location can determine the schedule of a Non-Career Corrections Officer. They can be called in once the decision has been made that additional staff is needed at the location. This may be an incident-by-incident basis or, if the staffing need is known in advance, the Non-Career Corrections Officer can be put on a regular schedule (such as second shift, Tuesdays and Thursdays, for 6 weeks, etc.).

3. How will these employees sign up for work?

A. Upon starting at the facility the Corrections Officer Non-Career can provide the shift command what shifts/days they would normally prefer to work. Understanding they are intermittent and they are not guaranteed any hours.

4. Is a Non-Career Corrections Officer to be placed in an RDO group?

A. No. Since these employees are used intermittently. Even if placed on a “consistent” schedule, it is up to the work location to control the use of these employees most appropriate for the facility needs.

5. Am I required to call in overtime from the MCO Overtime Equalization list or can I have a Non-Career Corrections Officer come in?

- A. Non-Career Corrections Officers are allowed in order for a work location to maintain sufficient staffing to ensure the most efficient, continuous operation of a facility. Non-Career Corrections Officers can be called in or regularly scheduled (if need is known in advance) to ensure staffing requirements are met. The goal is to meet staffing needs and avoid mandated overtime, not to eliminate overtime for all staff.

Employee Management Questions:

1. Are Non-Career Corrections Officers expected to follow policies.

- A. Yes, the employees must obey all Department work rules, policies, procedures, work location post orders etc.

2. Are these employees able to file grievances?

- A. Yes, as provided under the MCO Security Unit Agreement. Resolution, however, cannot include provision benefits.

3. Will these employees have performance evaluations, factors or probationary periods?

- A. No.

Training Questions:

1. What are the training requirements for this position?

- A. Non-Career Corrections Officers must be certified as Corrections Officers. Once selected and hired, one of the first requirements will be to have required make-up training, as determined by the Training Administrator.

2. Do we pay for their make-up training or is it up to the individual?

- A. Any make-up training determined necessary, must occur prior to the employee working a shift at a facility. They are considered “on-shift” during the training, so the work location will pay them their hourly wage while it is completed.