

Memorandum of Agreement
Between
The New York State Department of Corrections and Community Supervision
And
Public Employees Federation, AFL-CIO
Regarding One-time Lump Sum Referral Bonuses Payments
for Current Eligible DOCCS Employees Who Refer non-DOCCS Employee to
Become a Correction Officer and Correction Officer Trainee

The parties hereby agree as follows:

1. The terms of this Memorandum of Agreement (MOA) will be effective from March 8, 2025, through and including March 31, 2026.
2. The parties agree to implement a Referral Bonus Program whereby current DOCCS employees that refer a non-DOCCS employee to become a Correction Officer or Correction Officer Trainee will receive a one-time lump sum Referral Bonus payment of \$1,500 upon the Correction Officer or Correction Officer Trainee's graduation of the Academy and completion of on-the-job training. However, if the non-DOCCS employee is being hired via reinstatement, the referring employee shall not be eligible for any payments provided by this MOA. This payment will be made as soon as practicable following the referred employee's completion of on-the-job training.
3. The referring employee will receive a second one-time lump sum Referral Bonus payment of \$1,500 upon the Correction Officer or Correction Officer Trainee's completion of the 52-week probationary period or, in the event the probationary period is extended, upon satisfactory completion of the extended probationary period. This payment will be made as soon as practicable following the referred employee's completion of the 52-week probationary period or, in the event the probationary period is extended, upon satisfactory completion of the extended probationary period. If the referring employee is on a leave of absence, such payment shall be made to the referring employee when they return to the payroll.
4. To be eligible for the one-time lump sum Referral Bonus payments set forth below, a current DOCCS employee referring a new Correction Officer or Correction Officer Trainee must meet all of the following criteria:
 - a. Must be identified by the referred employee on employment documents supplied by the Department.
 - b. They must be a full-time annual salaried employee in an Employee Status of Active, Leave with Pay, or Leave of Absence when the referred non-DOCCS employee begins employment.
 - c. They must be a full-time annual salaried employee in an Employee Status of Active, Leave with Pay, or Leave of Absence at the time the referred employee satisfies the requirements in paragraph #2 above to be eligible for the payment provided by paragraph #2.
 - d. They must be a full-time annual salaried employee in an Employee Status of Active, Leave with Pay, or Leave of Absence at the time the referred employee

satisfies the requirements in paragraph #3 above to be eligible for the payment provided by paragraph #3.

- e. The following DOCCS employees are strictly prohibited from being named as a referring DOCCS current employee and from receiving any Referral Bonus Program payments:

- All DOCCS Recruiters (including helpers and volunteers);
- All DOCCS Employee Investigation Unit personnel; and
- All DOCCS Employees whose salary is set by statute; Correction Law, Article 2, Section 19; and Executive Law Article 7, Section 169.

5. This one-time lump sum Referral Bonus payment will not count as compensation for the purpose of calculating overtime. Such payment is not added to base salary, not subject to any salary increases, and not pensionable. Each payment is subject to the usual and mandatory deductions.
6. The terms of this MOA shall not be subject to the grievance procedure contained in Article 34 of the Agreement between New York State and PEF.
7. Any extension of this MOA must be by mutual agreement and in writing.

By: Wayne Spence
Wayne Spence, President
PEF

7/9/25
Date

M. Volforte
Michael Volforte, Director
OER

7/9/2025
Date

Daniel F. Martuscello III
Daniel F. Martuscello III, Commissioner
DOCCS

7/9/25
Date