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<b>OCI Pay Plan</b>	<b>ACA Standards: 2-CO-5A-01, 4-4182, 4-4451, 4-4457, 4-4458, 4-4461</b>		
<b>Robert Patton, Director</b> <b>Oklahoma Department of Corrections</b>	<b>Signature on File</b>		

## Oklahoma Correctional Industries Pay Plan

Oklahoma Correctional Industries (OCI) provides work opportunities and job skills training for offenders while meeting the realistic workload of the operating unit. (2-CO-5A-01, 4-4451, 4-4458) Offenders participating are paid for work performed in a fair and equitable manner that promotes productivity and compensates for responsibilities and skills. (4-4461)

For the purpose of this procedure, the term “offender” applies to anyone in the custody or care of a prison or community-based facility operated by or contracted with the Oklahoma Department of Corrections (DOC).

The following procedure will govern the administration of Oklahoma Correctional Industries Jobs Pay Plan:

I. OCI Jobs

A. Job Assignments

In accordance with [OP-030103](#) entitled "Offender Job and Program Assignments," each facility will identify all offender job assignments, to include OCI assignments, available at the facility and ensure the racial makeup of each job assignment is consistent with the makeup of the facility.

B. Assignment Process

Assignments will be made based on eligibility requirements and the facility classification process for offender assignment to OCI jobs as applicable. (4-4457)

II. Pay Grades

A. Defined

1. Grade One

Offenders new to OCI remain in trial status a minimum of one month or until they have demonstrated the ability to work in a higher grade.

2. Grade Two

Positions are for unskilled offenders performing general labor-type activities or as a trainee for jobs that require advanced skills.

3. Grade Three

Semi-skilled positions requiring an acceptable level of proficiency and skill.

4. Grade Four

Positions requiring a high level of training, skills and applied techniques in accomplishing required tasks.

5. Grade Five

Positions held by offenders who are fully trained and skilled in a variety of key functions and procedures. Offenders may be required to work with others and be responsible for assisting with training of, but with no supervision or authority over, other offenders. (4-4182)

B. Distribution of Pay Grades

1. Pay grade distribution is made in accordance with production needs and budgetary constraints with the approval of the Correctional Industries Coordinator/Correctional Industries Manager V or the administrator of the Oklahoma Correctional Industries. The industrial supervisor may place a larger percentage of offender workers to a particular pay grade by lowering the percentage of higher pay grades.
2. The OCI pay grades distribution will approximate the following:
  - a. Grade 1 -- 10%;
  - b. Grade 2 -- 20%;
  - c. Grade 3 -- 30%;
  - d. Grade 4 -- 25%; and
  - e. Grade 5 -- 15%.

III. Placement of Offenders in Pay Grades

Pay grade placement is based on demonstrated ability to perform and availability of positions. Offender pay grades placement will be implemented by the Correctional Industries Manager using the following criteria:

Pay grades may be reduced to improve the future financial position of the organization. The administrator of OCI has the option of grandfathering existing OCI offender workers allowing them to maintain their current pay grade and hiring new workers at the new lower pay grades.

A. Initial Grades

Normally, offenders are placed in Grade 1 for a minimum trial period of one full pay period. For advancement to a higher grade, the offender, except as indicated in item 1. below, must receive at least 30 points on the first and subsequent monthly evaluations and a higher grade skill level position must be available.

1. With the approval of the Correctional Industries coordinator, an offender may be advanced to a higher grade due to special skills or past performance prior to the expiration of the trial period.
2. If an evaluation of an offender in trial status results in 14 or less points, the offender will be informed of the poor performance and counseled on a plan for improvement. If improvement is not evident by the end of the next evaluation period, the offender may be terminated or placed in a different job.

3. Following initial instruction and training, if it becomes obvious that an offender is incapable of performing the work or the offender receives two consecutive evaluations of 29 or less points, the offender may be returned to the previous grade or position or released due to inability to satisfactorily meet production, quality or other requirements.

B. Grade Advancement

There is no minimum time requirement for advancement in grade. Advancement will be based on an offender's attitude, performance, and job skills. Seniority will be a determining factor for advancement in grade in circumstances where offenders are relatively equal in the area as defined above.

C. Grade Promotion Timing

1. The requirements listed above are the general guidelines and should not be interpreted as placing any limitations on a supervisor to take any actions, such as immediate removal from a job for cause, or imposing disciplinary measures through the proper departmental procedures as appropriate.
2. All promotions in grade will be scheduled to commence at the beginning of the next pay period and will be approved by the Correctional Industries manager V.

IV. Pay Grade Rate Criteria

A. Monthly Evaluations

1. Usage

The monthly performance evaluation pay system will be utilized as a basis for pay when offender pay is not based solely upon production levels. The system will take into account daily production recorded on the "Oklahoma Correctional Industries Daily Production Report" ([DOC 080501A](#), attached) as one element to be considered in the performance evaluation process.

2. Procedures

- a. Hourly pay rates for positions for which pay is based on monthly evaluations are outlined on the "Oklahoma Correctional Industries Pay Report" ([DOC 080501F](#), attached). These rates will be reviewed on a periodic basis and adjusted as necessary. Changes in pay rates must be approved by the director of the Oklahoma Department of Corrections through the chain of command.

- b. An "Oklahoma Correctional Industries Pay Report" will be completed on a monthly basis to determine pay level.
- c. Each supervisor will complete the report for each offender under OCI supervision no later than the 20th day of each month.
- d. Supervisors are encouraged to use the comments section on all evaluations and to review the evaluations with each offender in order to promote a better understanding of duties which are being performed properly and where improvement is needed.
- e. It is the responsibility of the Correctional Industries coordinator/Correctional Industries manager V to review the evaluation for consistency between different work supervisors and to assure that the evaluations are consistent with the observed performance of the factories or work units. The evaluation will be forwarded to the appropriate institutional staff to be made a permanent part of the offender's file.
- f. The number of points received on the "Oklahoma Correctional Industries Pay Report" and the offender's current OCI job grade will determine the rate of pay. This will place the offender in a pay level for their particular grade. This pay rate is multiplied by the total number of hours actually worked during the pay period to determine the total pay for the month.
- g. A minimum of ten dollars will be paid to those offenders who have been assigned to industry and have not worked long enough to earn more than ten dollars.

**B. Individual Incentive Pay**

- 1. Individual incentive pay is applicable only when the offender employee is responsible for their individual work production and a production standard can be developed, and a need exists to establish special incentives. If the use of this type of pay system is desirable, the Correctional Industries Coordinator/Correctional Industries Manager V will develop the pay system and submit it to the administrator of OCI for approval.
- 2. Pay standards will be targeted to be similar to hourly levels, taking into consideration performance compared to production standards.

V. Pay in Case of AbsenceA. Payment for Work

Offenders are paid only for hours worked and will not be paid for time away from the job when their presence is required by other institutional departments such as classification, reviews, counseling, school, security, canteen, etc.

B. Payment for Holidays

Offenders will not be paid for legal holidays when they are not required to work without the approval of the administrator of OCI. If required to work, seven hours credit for each holiday will be awarded. Pay will be based on the offender's hourly earning times seven hours. For individuals working on an individual pay system, the pay will be based on their average hourly earnings times seven hours.

C. Payment for Inventory or Work Load Reduction

1. When it is necessary to close the factory for inventory or due to a reduction in the factory workload, the factory work force will not be compensated. Those selected to perform the inventory work will be given credit for the hours they work.
2. When it is necessary to close a factory due to a workload reduction, the offender work force will not be compensated. The factory supervisor may work offender maintenance or sanitation workers during this time. These offenders will be compensated at their normal rate of pay.

D. Payment when Transferred

If an offender is transferred or discharged before the end of the work month, the pay will be forwarded to the offender at the end of that monthly pay period for actual hours worked plus any approved holiday hours while they were assigned to the operation.

E. Payment when Dismissed

If terminated from work due to disciplinary reasons resulting from infraction of rules at the workplace, an offender will receive compensation for the work performed during the current pay period.

VI. Bonus PaymentsA. Reason for Payment

An immediate supervisor can recommend a bonus payment of ten dollars for an individual offender who contributes in excess of that which is expected. This would include such activities as:

1. Voluntarily performing a particularly unpleasant, strenuous, or otherwise disagreeable type of work that is typically not required;
2. Providing suggestions that result in substantial savings, a significant improvement to the operations, reduced material usage, or increased productivity;
3. Consistent excellent or outstanding work performance evaluations over a period of three months; or
4. A five dollar bonus may be awarded to offenders who have worked for the same industries factory for five years. This bonus payment is determined by the supervisor with the approval of the industry coordinator.

B. Procedure

1. Bonus recommendations must be submitted in writing on an "OCI Bonus Payment Recommendation" ([DOC 080501D](#), attached) and be approved by the Correctional Industry Coordinator/Correctional Industries Manager V.
2. After the bonus is approved, the supervisor will make a separate special line entry on the "Oklahoma Correctional Industries Employment Monitoring Form" ([DOC 080501E](#), attached) in the space where the hours are usually recorded that states "BONUS PAYMENT" and identify the bonus amount in the pay column.

C. Bonus Limitations

No more than five percent of an operation's work force may receive a bonus each month unless a special bonus is declared by the administrator of OCI for special merit such as achieving an "OCI Operation of the Month" award.

VII. Records

A. Time Records

Time will normally be recorded by computer clock in and/or a time clock. In operations where a time clock is not available, the immediate supervisor's are responsible for maintaining accurate records of offender hours worked.

B. Distribution of Wages

The institution's business manager will allocate 20 percent of the offender's total monthly wages to a savings account in accordance with [OP-120230](#)

entitled "Offender Banking System."

C. Procedures for Distribution of Reports

1. The "Oklahoma Correctional Industries Pay Report" will be distributed as follows:
  - a. Original-institutional records;
  - b. First copy-the OCI supervisor's file; and
  - c. Second copy-the evaluated offender.
2. Employment Monitoring
  - a. The "Oklahoma Correctional Industries Employment Monitoring Form" is a two-page report. The first page will be distributed as follows:
    1. Original and one copy-facility business office;
    2. One copy-administrator of Industries;
    3. One copy-industrial coordinator; and
    4. One copy-factory file.
  - b. Page two of the "Oklahoma Correctional Industries Employment Monitoring Form" will be retained within OCI for internal documentation and reporting purposes.

VIII. References

Policy Statement No. P-080100 entitled "Mission and Management of Correctional Industries"

OP-030103 entitled "Offender Job and Program Assignment"

OP-120230 entitled "Offender Banking System"

IX. Action

The administrator of Oklahoma Correctional Industries is responsible for compliance with this procedure.

The associate director of Field Operations is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

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This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-080501 entitled "Oklahoma Correctional Industries Pay Plan" dated April 10, 2012

Distribution: Policy and Operations Manual  
Department Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
<a href="#">DOC 080501A</a>	“Oklahoma Correctional Industries Daily Production Report”	Attached
<a href="#">DOC 080501D</a>	“Oklahoma Correctional Industries Bonus Payment Recommendation”	Attached
<a href="#">DOC 080501E</a>	“Oklahoma Correctional Industries Employment Monitoring Form”	Attached
<a href="#">DOC 080501F</a>	“Oklahoma Correctional Industries Pay Report”	Attached