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Steven Harpe, Director Oklahoma Department of Corrections		Signature on File	

Oklahoma Correctional Industries Pay Plan

Oklahoma Correctional Industries (OCI) provides work opportunities and job skills training for inmates that can assist them in employment after release, while meeting the realistic workload of the operating unit. (2-CO-5A-01) Inmates participating are paid for work performed in a fair and equitable manner that promotes productivity and compensates for responsibilities and skills. (5-ACI-7A-13)

The following procedure will govern the chief administrator of Oklahoma Correctional Industries Jobs Pay Plan.

I. OCI Jobs

A. Job Assignments

In accordance with [OP-030103](#) entitled "Inmate Job and Program Assignments," each facility will identify all inmate job assignments, including 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 inmate assignment to OCI jobs as applicable.

II. Pay Grades

A. Defined

1. Grade One

Inmates 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 inmates 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 inmates with at least two years of continuous OCI experience who are fully trained and skilled in a variety of key functions and procedures. Inmates may be required to work with others and be responsible for assisting with training of, but with no supervision or authority over, other inmates.

6. Grade Six

Positions held by inmates with at least five years of continuous OCI experience who are fully trained and skilled in a variety of key functions and procedures. Inmates will be required to work with

others and be responsible for assisting with training of, but with no supervision or authority over, other inmates.

B. Distribution of Pay Grades

1. Pay grade distribution is made in accordance with production needs and budgetary constraints with the approval of the industries coordinator or chief administrator of OCI. The industrial supervisor may place a larger percentage of inmate workers in a particular pay grade by lowering the percentage of inmate workers in higher pay grades.
2. The OCI pay grade distribution will approximate the following:
 - a. Grade One -- 10%;
 - b. Grade Two -- 15%;
 - c. Grade Three -- 30%;
 - d. Grade Four -- 30%;
 - e. Grade Five -- 13%; and
 - f. Grade Six -- 2%.

III. Placement of Inmates in Pay Grade

Pay grade placement is based on demonstrated ability to perform and availability of positions. Inmate pay grade 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 chief administrator of OCI has the option of grandfathering existing OCI inmate workers allowing them to maintain their current pay grade and hiring new workers at the new lower pay grades.

A. Initial Grades

Normally, inmates are placed in Grade One for a minimum trial period of one full pay period. For advancement to a higher grade, the inmate, 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 industries coordinator, an inmate 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 inmate in trial status results in 14 or less points, the inmate 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 inmate may be terminated or placed in a different job.
3. Following initial instruction and training, if it becomes obvious that an inmate is incapable of performing the work or the inmate receives two consecutive evaluations of 29 or less points, the inmate 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 inmate's attitude, performance, and job skills. Seniority will be a determining factor for advancement in grade in circumstances where inmates 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 action, such as immediate removal from a job for cause, or imposing disciplinary measures through the proper agency 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 industries coordinator.

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 inmate 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 agency director through the chain of command.
- b. An “Oklahoma Correctional Industries Pay Report” ([DOC 080501F](#), attached) will be completed on a monthly basis to determine pay level.
- c. Each supervisor will complete the report for each inmate 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 will review the evaluations with each inmate 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 operations coordinator to review the evaluation for consistency between different work supervisors and to ensure 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 member to be made a permanent part of the inmate’s file.
- f. The number of points received on the “Oklahoma Correctional Industries Pay Report” ([DOC 080501F](#), attached) and the inmate’s current OCI job grade will determine the rate of pay. This will place the inmate 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 \$15.00 will be paid to those inmates who have been assigned to industry and have not worked long enough to earn more than \$15.00.

B. Individual Incentive Pay

Individual incentive pay is applicable only when the inmate worker 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

operations coordinator will develop the pay system and submit it to the chief administrator of OCI for approval.

V. Pay in Case of Absence

A. Payment for Work

Inmates 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

Inmates will not be paid for legal holidays when they are not required to work without the approval of the chief administrator of OCI. If required to work, seven hours credit for each holiday worked will be awarded. Pay will be based on the inmate'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. It may be necessary for some inmates to work when the factory is closed, however, and those selected to work will be paid for the time they work.
2. When it is necessary to close a factory due to a workload reduction, the inmate work force will not be compensated. The factory supervisor may work inmate maintenance or sanitation workers during this time. These inmates will be compensated at their normal rate of pay.

D. Payment when Transferred

If an inmate is transferred or discharged before the end of the work month, the pay will be forwarded to the inmate at the end of that month's 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 inmate will receive compensation for the work performed during that pay period.

VI. Bonus Payments

A. Reason for Payment

An immediate supervisor can recommend a bonus payment of ten dollars for an individual inmate who contributes in excess of that which is expected. This includes activities such 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 inmates 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 "Oklahoma Correctional Industries Bonus Payment Recommendation" ([DOC 080501D](#), attached) form and be approved by the correctional industry operations coordinator.
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 chief 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 and/or a time clock. In operations where a time clock is not available, the immediate supervisors are responsible for maintaining accurate records of inmate hours worked.

B. Distribution of Wages

Payroll is posted by OCI accounting staff in the Offender Banking System (OBS). OBS automatically allocates 20 percent of the inmate's total monthly wages to a savings account and collects obligations in accordance with [OP-120230](#) entitled "Offender Banking System" and [Attachment A](#) of [P-120100](#) entitled "Inmate Obligation Deduction Matrix."

C. Procedures for Distribution of Reports

1. The "Oklahoma Correctional Industries Pay Report" ([DOC 080501F](#), attached) will be distributed as follows:
 - a. Original — institutional records;
 - b. First copy — the OCI supervisor's file; and
 - c. Second copy — the evaluated inmate.
2. Employment Monitoring
 - a. The "Oklahoma Correctional Industries Employment Monitoring Form" ([DOC 080501E](#), attached) is a two-page double-sided or four page report. The first page will be distributed as follows:
 - (1) Original and one copy — OCI business office;
 - (2) One copy — chief administrator of OCI;
 - (3) One copy — industrial coordinator; and
 - (4) One copy — factory file.
 - b. Page two of the "Oklahoma Correctional Industries Employment Monitoring Form" ([DOC 080501E](#), attached) will be retained within OCI for internal documentation and reporting purposes.

VIII. References

Policy Statement P-080100 entitled "Mission and Management of Correctional Industries"

OP-030103 entitled "Inmate Job and Program Assignments"

OP-120230 entitled "Offender Banking System"

IX. Action

The chief administrator of Oklahoma Correctional Industries is responsible for compliance with this procedure and for the annual review and revisions.

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

This procedure is effective as indicated.

Replaced: OP-080501 entitled "Oklahoma Correctional Industries Pay Plan" dated November 17, 2021

Distribution: Policy and Operations Manual
Agency Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 080501A	“Oklahoma Correctional Industries Daily Production Report”	Attached
DOC 080501D	“Oklahoma Correctional Industries Bonus Payment Recommendation”	Attached
DOC 080501E	“Oklahoma Correctional Industries Employment Monitoring Form”	Attached
DOC 080501F	“Oklahoma Correctional Industries Pay Report”	Attached
<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	“Inmate Obligation Deduction Matrix”	P-120100