

Idaho Department of Correction 	Standard Operating Procedure	Control Number: 611.02.01.004	Version: 2.2	Page Number: 1 of 5
	Division of Prisons Institutional Programs and Activities	Title: Offender Incentive Pay		Adopted: 1-7-1997 Reviewed: 7-11-2008 Next Review: 7-11-2010

This document was approved by Pam Sonnen, chief of the Division of Prisons, on 7/11/08 (signature on file).

BOARD OF CORRECTION IDAPA RULE NUMBER 611

[Business with Inmates and Labor of Inmates](#)

POLICY STATEMENT NUMBER 611

[Work Projects](#)

POLICY DOCUMENT NUMBER 611

[Work Projects](#)

DEFINITIONS

[Standardized Definitions List](#)

Incentive Pay: Payment to offenders for performing work at a correctional facility, which is at the sole discretion of the Department.

PURPOSE

The purpose of this standard operating procedure (SOP) is to establish a consistent offender incentive pay system at Idaho Department of Correction (IDOC) correctional facilities and community work centers (CWCs).

SCOPE

This SOP applies to all IDOC correctional facilities, CWCs, and offenders under the jurisdiction of the IDOC.

RESPONSIBILITY

Facility heads are responsible for:

- Implementing this SOP and ensuring staff members follow the procedures provided herein;
- Establishing, in field memorandums, the number of offender jobs at their facilities; and
- Establishing a budget for offender pay at the beginning of each fiscal year.

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Note: Whenever possible, the budget for offender incentive pay will be developed using revenues from the inmate management fund or work projects.

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GENERAL REQUIREMENTS

Retained Jurisdiction Workers

Offenders sentenced to retained jurisdiction will not receive incentive pay for work.

1. Introduction

This SOP establishes standards for job categories and pay scales for offender workers in institutional jobs. Only the job categories and pay scales authorized in this SOP are permitted.

Idaho law states that all persons committed to the custody of the IDOC perform labor under the rules established by the Board of Correction. However, a position as an offender worker is not a right but a privilege that can be terminated at any time.

Offenders may receive incentive pay for hours worked based on the pay scale established in this SOP. Incentive pay allows offenders to earn money for child support, restitution, commissary, family needs, release, or cost of supervision (COS).

2. Prison and Work Camp Institutional Jobs

Job Categories

The job categories for prisons and work camps are as follows:

Job Categories	
Administration	Maintenance
Education	Medical
Food Service	Programs
Housing	Recreation
Institutional Labor Detail (ILD)	Religious Activities
Laundry	

Note: New job categories must be added to this SOP before being used in the institutions.

Skill Levels and Pay Scales

Incentive pay scales for institutional jobs in prisons and work camps are based on skill level with a corresponding pay differential.

Pay is based on the following skill levels:

- **Low**--(Examples: basic labor and entry-level in higher skilled positions.)
- **Basic**--(Examples: general worker such as janitor, kitchen help, etc.)
- **High**--(Examples: lead worker, lead cook, etc.)

Pay Scale by Skill Level		
Skill Level	Prisons	Work Camps
Low	10 ¢ per hour	50 ¢ per hour
Basic	20 ¢ per hour	70 ¢ per hour
High	30 ¢ per hour	90 ¢ per hour

Note: The full list of job categories available in the Corrections Integrated System (CIS) “work assignments module”, are identified in appendix D, *CIS Work Assignment Job Titles*.

Work Hours

See section 5 of this SOP.

3. CWC Institutional Jobs

Job Titles and Pay Scales

Incentive pay scales for institutional jobs in CWCs are shown in the following table by job title:

CWCs	
Cook	\$100 per month
Cook, lead (only one [1] position)	\$120 per month
Driver	\$100 per month
Driver, lead (only one [1] position)	\$120 per month
General worker (e.g., janitor)	\$100 per month
Maintenance	\$120 per month

(Nampa CWC only) Idaho State School and Hospital Positions	
Grounds	\$3 per day
Housekeeping	\$3 per day
Laundry	\$3 per day
Maintenance	\$3 per day
PWCC CCU	
Cook	\$70 per month
Driver	\$70 per month
General worker (e.g., janitor)	\$70 per month
Maintenance	\$70 per month

Note: The full list of job titles available in the Corrections Integrated System (CIS) "work assignments module", are identified in appendix D, *CIS Work Assignment Job Titles*.

Work Hours

See section 5 of this SOP.

4. Correctional Industries and Vocational Work Project Jobs

For offenders working at Correctional Industries, pay scales are set by Correctional Industries.

For offenders working vocational work projects, job titles and pay scales are found in SOP [611.02.01.003](#), *Vocational Work Projects, Offender Selection and Crew Management*.

5. Work Hours

Offenders are paid for hours worked. Offenders cannot work more than 60 hours a week or 252 hours a month. Unless there are job performance issues during a pay cycle, offenders should be paid in accordance with this SOP. Monthly rate positions can be prorated if it is not considered a full-time position. Under exceptional circumstances, facility heads can extend the number of hours an offender can work.

6. Application and Hiring Process

Each facility must publish a field memorandum explaining the facility's application and hiring process, which must include reviews by case manager, medical, and security staff.

The facility head (or designee) may require offenders to work or offenders can request to work by submitting Appendix A, *Offender Worker Application*. Work coordinators will keep applications for 90 days. If an offender is not hired in a position within 90 days, he should submit another application.

Newly hired offenders should normally be paid at a lower pay rate until they have completed a probationary period, normally not to exceed 60 days. Exceptions must be authorized by a deputy warden or equivalent.

Offenders will be paid monthly.

The hiring supervisor must complete the process to ensure that offender workers are paid on the payday established at the facility. Offender worker supervisors must enter the hours

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worked for a calendar month no later than the 5th day of the following month. **The offender's hours worked will be entered into CIS in the "labor hours" screen.** The deputy warden (or designee) may then review the "Payroll Hour Report" in CIS and approve it to be paid by the account technician (or designee).

7. Special Awards

Offenders who perform exceptional service, which is not part of their regular assignment, may be eligible for a special incentive pay award. Special incentive pay cannot exceed \$20 per award and cannot be awarded more than twice each year, for a total of \$40 annually for any offender. A deputy warden (or equivalent) must approve each special award. Work supervisors must provide written justification for each request. Services that could be considered for this award are:

- Specific suggestions that result in substantial improvement or cost savings to the facility; and/or
- Specific exceptionally meritorious or outstanding job performance.

REFERENCES

Appendix A, *Offender Worker Application*

Appendix B, *Monthly Work-area Pay Calculation*

Appendix C, *Offender Time Sheet*

Appendix D, *CIS Work Assignment Job Titles*

Department Policy [610](#), *Correctional Industries/Inmate Job Assignments*

Department Policy [611](#), *Work Projects*

Idaho Code, 20-242A, *Inmate Incentive Pay*

IDAPA 06.01.01, *Rules of the Board of Correction, Section [611](#), Business With Inmates and Labor of Inmates*

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IDAHO DEPARTMENT OF CORRECTION

Offender Worker Application

Offender name: _____ IDOC #: _____

Housing assignment: _____ Custody level: _____

Physical restrictions: _____

Date: _____ (Good for 90 days)

Check only one (1) box in the following table (submit additional applications if applying for more than one (1) category):

Job Categories	
<input type="checkbox"/> Administration	<input type="checkbox"/> Maintenance
<input type="checkbox"/> Education	<input type="checkbox"/> Medical
<input type="checkbox"/> Food Service* (See Staff Section)	<input type="checkbox"/> Programs
<input type="checkbox"/> Housing	<input type="checkbox"/> Recreation
<input type="checkbox"/> Institutional Labor Detail (ILD)	<input type="checkbox"/> Religious Activities
<input type="checkbox"/> Laundry	<input type="checkbox"/> Other

Describe your experience and qualifications: _____

Education (highest grade completed): _____

Offender's signature _____ IDOC # _____ Date _____

- Staff Section -

Parole eligibility date: _____ Full-term release date: _____

Case manager: Approved Denied

Case manager signature: _____ Associate number: _____

Hiring authority: Approved Denied

Hiring authority signature: _____ Associate number: _____

*Medical Review: (food service jobs): Cleared Not Cleared

Security Review

Approved Denied

Security issues: _____

Security staff signature: _____ Associate #: _____

IDAHO DEPARTMENT OF CORRECTION

Monthly Work-area Pay Calculation

Facility: _____ Month: _____, 20_____

	IDOC #	Offender's name	Amount
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
		Total Payroll	\$

Reimburse payroll from program (PCA): _____

Work location: _____

Date: _____

Approved by: _____

Associate #: _____

IDAHO DEPARTMENT OF CORRECTION

CIS Work Assignment Job Titles

Prisons			
1	Prison Administration 1	\$0.10	hour
2	Prison Administration 2	\$0.20	hour
3	Prison Administration 3	\$0.30	hour
4	Prison Education 1	\$0.10	hour
5	Prison Education 2	\$0.20	hour
6	Prison Education 3	\$0.30	hour
7	Prison Food Service 1	\$0.10	hour
8	Prison Food Service 2	\$0.20	hour
9	Prison Food Service 3	\$0.30	hour
10	Prison Housing 1	\$0.10	hour
11	Prison Housing 2	\$0.20	hour
12	Prison Housing 3	\$0.30	hour
13	Prison Institutional Labor Detail (ILD) 1	\$0.10	hour
14	Prison Institutional Labor Detail (ILD) 2	\$0.20	hour
15	Prison Institutional Labor Detail (ILD) 3	\$0.30	hour
16	Prison Laundry 1	\$0.10	hour
17	Prison Laundry 2	\$0.20	hour
18	Prison Laundry 3	\$0.30	hour
19	Prison Maintenance 1	\$0.10	hour
20	Prison Maintenance 2	\$0.20	hour
21	Prison Maintenance 3	\$0.30	hour
22	Prison Medical 1	\$0.10	hour
23	Prison Medical 2	\$0.20	hour
24	Prison Medical 3	\$0.30	hour
25	Prison Programs 1	\$0.10	hour
26	Prison Programs 2	\$0.20	hour
27	Prison Programs 3	\$0.30	hour
28	Prison Recreation 1	\$0.10	hour
29	Prison Recreation 2	\$0.20	hour
30	Prison Recreation 3	\$0.30	hour
31	Prison Religious Activities 1	\$0.10	hour
32	Prison Religious Activities 2	\$0.20	hour
33	Prison Religious Activities 3	\$0.30	hour
Work Camps			
34	Work Camp Administration 1	\$0.50	hour
35	Work Camp Administration 2	\$0.70	hour
36	Work Camp Administration 3	\$0.90	hour
37	Work Camp Education 1	\$0.50	hour
38	Work Camp Education 2	\$0.70	hour
39	Work Camp Education 3	\$0.90	hour
40	Work Camp Food Service 1	\$0.50	hour
41	Work Camp Food Service 2	\$0.70	hour
42	Work Camp Food Service 3	\$0.90	hour
43	Work Camp Housing 1	\$0.50	hour
44	Work Camp Housing 2	\$0.70	hour
45	Work Camp Housing 3	\$0.90	hour

Work Camps (Continued)			
46	Work Camp Institutional Labor Detail (ILD) 1	\$0.50	hour
47	Work Camp Institutional Labor Detail (ILD) 2	\$0.70	hour
48	Work Camp Institutional Labor Detail (ILD) 3	\$0.90	hour
49	Work Camp Laundry 1	\$0.50	hour
50	Work Camp Laundry 2	\$0.70	hour
51	Work Camp Laundry 3	\$0.90	hour
52	Work Camp Maintenance 1	\$0.50	hour
53	Work Camp Maintenance 2	\$0.70	hour
54	Work Camp Maintenance 3	\$0.90	hour
55	Work Camp Medical 1	\$0.50	hour
56	Work Camp Medical 2	\$0.70	hour
57	Work Camp Medical 3	\$0.90	hour
58	Work Camp Programs 1	\$0.50	hour
59	Work Camp Programs 2	\$0.70	hour
60	Work Camp Programs 3	\$0.90	hour
61	Work Camp Recreation 1	\$0.50	hour
62	Work Camp Recreation 2	\$0.70	hour
63	Work Camp Recreation 3	\$0.90	hour
64	Work Camp Religious Activities 1	\$0.50	hour
65	Work Camp Religious Activities 2	\$0.70	hour
66	Work Camp Religious Activities 3	\$0.90	hour
CWC's			
67	CWC Cook	\$100.00	month
68	CWC Cook, Lead	\$120.00	month
69	CWC Driver	\$100.00	month
70	CWC Driver, Lead	\$120.00	month
71	CWC General Worker	\$100.00	month
72	CWC Maintenance	\$120.00	month
Nampa CWC ISSH			
73	Nampa CWC ISSH Grounds	\$3.00	day
74	Nampa CWC ISSH Housekeeping	\$3.00	day
75	Nampa CWC ISSH Laundry	\$3.00	day
76	Nampa CWC ISSH Maintenance	\$3.00	day
PWCC CCU			
77	PWCC CCU Cook	\$70.00	month
78	PWCC CCU Driver	\$70.00	month
79	PWCC CCU General Worker	\$70.00	month
80	PWCC CCU Maintenance	\$70.00	month