

NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Financial Services</u> STATEMENT NUMBER <u>3.01</u>
SUBJECT: <b>OFFENDER/RTU/SPU RESIDENT          PAY SYSTEM</b>  PROPONENT: <u>Robert Mullen, Director</u> <i>Name/Title</i> <u>Administration Div. 271-5610</u> <i>Office Phone #</i>	EFFECTIVE DATE <u>10/15/13</u> REVIEW DATE <u>10/15/14</u> SUPERSEDES PPD# <u>3.01</u> DATED <u>12/15/11</u>
ISSUING OFFICER:  <hr/> <i>William Wrenn, Commissioner</i>	DIRECTOR'S INITIALS _____ DATE _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO:     See reference section on last page of PPD.	

I. **PURPOSE:**

To provide guidance and direction to departmental employees so as to ensure uniformity in the administration of the offender/RTU/SPU resident pay system.

II. **APPLICABILITY:**

To all employees, offenders and RTU/SPU residents in DOC custody at a facility within NH

III. **POLICY:**

It is the policy of Department of Corrections to provide pay for all offenders/RTU/SPU residents who work at an assigned job, recognize essential jobs with enhanced pay and reduce pay to offenders/RTU/SPU residents authorized not to work.

IV. **PROCEDURE:**

- A. The Department of Corrections Director of Administration is the administrator of the offender/RTU/SPU resident pay system.
- B. Offenders/RTU/SPU residents may be transferred from a job or program based on the needs of the facility.
- C. The following offender RTU/SPU resident situations **WILL RESULT IN A NO PAY STATUS** until the situation is resolved:
  - 1. Punitive segregation
  - 2. Refusal to work
  - 3. Any offender/RTU/SPU resident not reporting to work without authorization
  - 4. Any offender/RTU/SPU resident who "quits" a job without authorization
  - 5. Any offender/RTU/SPU resident who is "fired" from a job
- D. The following absences from work are authorized and **WILL BE COMPENSATED** for at the current rate of pay:
  - 1. Sick call or cell confinement for medical reasons up to a maximum of 10 work days
  - 2. Mental health counseling
  - 3. Visits – two per month
  - 4. Classification board appearances

5. Treatment team meetings
  6. Parole or other non-disciplinary hearings where the offender/RTU/SPU resident's presence is required.
- E. Offenders/RTU/SPU residents out for court appointments for periods not exceeding five consecutive work days will receive \$.85 per day unless they are already on no pay status (See IV C). After five days the offender/RTU/SPU resident will not receive state funded pay from DOC.
- F. Offenders/RTU/SPU residents will not be paid for more than one job or more than one shift per day.
- G. Offenders/RTU/SPU residents on work release will not receive state funded pay from DOC
- H. A reduced pay of \$.85 per day will be paid to offenders/RTU/SPU residents who are excused from working by the authorized authority. This reduced pay will be paid for a five-day week only. The following offenders/RTU/SPU residents or statuses will be paid \$.85 per day:
1. Maximum custody
  2. In-house infirmary confinement
  3. Pending Administrative Review (PAR)
  4. Quarantine
  5. Out for court appointments not to exceed five working days
  6. Cell confinement for medical reasons not to exceed 10 working days.
- I. All jobs will pay offenders/RTU/SPU residents \$1.00 per day. Any offender/RTU/SPU resident, with the exception of unit service workers, who successfully remain in their job for six months will get an automatic increase to \$2.00 per day beginning with the seventh month. This wage will be for actual days worked. Unit services workers will be paid \$1.00 per day regardless of the length of time working in that capacity.
- J. Full-time adult career and technical education programs and any other authorized program will be paid at \$1.00 per day for the first six months and \$2.00 per day thereafter.
- K. When an offender/RTU/SPU resident vacates a job and moves to a new position, they will revert to the beginning wage of \$1.00 per day for the new position. Upon successful completion of six months in that position, they are again eligible for the increase to \$2.00 per day.
1. This provision does not include changes in job assignments within a particular workplace or changes in shift within the same workplace.
  2. The Warden, Administrator of Services, Administrator of Industries, Administrator of Programs or Unit Manager/Captain may approve an exception to the return to the \$1.00 per day if the higher pay is deemed critical to facilitate skill development, rehabilitation or facility need.
  3. Such exceptions should be limited to changes in shift within a workplace, changes in job title within a workplace that reflect critical workplace needs or offender growth, or changes in job title for students taking classes in either Education or Career & Technical Education.
  4. Until changes can be made to CORIS to accommodate this, the above approved exceptions will be accomplished manually in the CORIS pay system by the work supervisor upon receipt of a Job Change Request with the necessary approval noted in K.2. above.
- L. Offenders classified as C-2 and physically in a C-2 housing facility or area will be paid \$2.00 per day except as noted in Section O below. They will not be subject to the six month waiting period. This wage will be paid for actual days worked.
- M. The following procedures for reporting offender/RTU/SPU resident payroll will apply:
1. A database will be maintained that reflects all offenders/RTU/SPU residents' names, ID numbers, unit/cell and work assignment. This database will be kept current with the Prison Roster and the Movement Sheet which can be printed from the CORIS database. This database will automatically calculate the standard pay for each offender/RTU/SPU resident consistent with the offender's/RTU/SPU resident's work assignment for the month.

- N. Upon effective date of this amended policy, any offender/RTU/SPU resident previously assigned a pay rate greater than \$2.00 per day will be paid in accordance with this amended policy and no longer be paid what has been known as the grandfathered in pay rate. Thereafter those offenders/RTU/SPU residents, including any job change for any reason or any new job, will be governed by the provisions of this amended policy.
- O. The Department recognizes the need to pay inmates involved in essential functions and inmates involved in self-supporting businesses appropriate wages in order to attract and retain a motivated and job appropriate workforce.
- P. Essential Functions: Inmate work assignments that are considered essential functions now fall into two categories:
1. Essential Operations: The Department of Corrections minimizes operational costs and keeps inmates productively busy by using inmates to prepare meals, process laundry, and maintain the prisons. These inmates perform essential functions required to operate prisons.
  2. Correctional Industries: The Department of Corrections offsets costs associated with providing training and work experiences to inmates in revenue-generating businesses that are required to be self-sustaining. A workforce of inmates capable of producing quality products in sufficient volume is essential to create this self-sustaining revenue and maintain the viability of Correctional Industries.
  3. Pay for inmates assigned to essential work in Maintenance, Laundry, Kitchen, Warehouse, and Correctional Industries is as follows:
    - a. A starting wage of \$2.00 per shift (\$1 for SHU Inmates); and
    - b. With the approval of the Administrator of the Bureau of Services, a work area Supervisor in Maintenance, Laundry, Warehouse, or Kitchen may increase the pay of an essential worker without regard to time in job to \$2.50 or \$3.00 per shift depending on quantity and quality of work produced or specific skills required; or
    - c. With the approval of the Industries Administrator, a Shop Supervisor may increase the pay of an essential worker without regard to time in job to \$2.50 or \$3.00 per shift depending on quantity and quality of products produced or specific skills required. Inmates may be reassigned to any Industries cost center and with the approval of the Industries Administrator keep the same rate of pay from the previous assignment.
    - d. The CORIS Administrator will create appropriate job codes with pay at three tiers; \$2.00, \$2.50 and \$3.00 for applicable essential and industries jobs.
- Q. The Department recognizes the need to maximize the number of inmates having jobs. Most inmates therefore generally work half-day shifts ranging from two hours to four hours. The Department also recognizes that there are circumstances where work and/or production performed by such essential workers spans both shifts. In such circumstances, without the ability to utilize specifically identified essential workers across both shifts, the work-in-progress suffers in both quality and quantity due to lost continuity of effort and lack of coordination of:
1. Essential Operations
    - a. Identified essential workers in Maintenance who are required to have specific, high value skills, may be required to work across shifts and may be called upon nights and weekends to respond to a facility need.
    - b. With the approval of the Administrator of the Bureau of Services, a work area Supervisor in Maintenance may allow up to 10 of the total inmates across all facilities who are assigned to Maintenance to work and be paid as “all-day workers” with a higher rate of pay set at \$4.00 per day.

2. Correctional Industries
  - a. Identified essential/mentoring workers in Correctional Industries are required to have specific, high value skills and are required to work across shifts.
  - b. With the approval of the Industries Administrator, a Shop Supervisor may allow up to 40 of the total inmates assigned to Correctional Industries shops across all facilities to work and be paid as “all-day workers” with a higher rate of pay set at \$4.00 per day. This provision is for the purpose of mentoring other inmates, providing examples of productivity and quality needed for success, bridging the change of shifts, providing continuity for ownership of work-in-process, or completing special projects.
3. The CORIS Administrator and or Classification Office will create appropriate job codes with pay at \$4.00 for authorized all-day workers in essential and Industries jobs.
4. If Industries should become certified by the US Department of Justice to sell products to and through the private sector in Inter-State commerce, Industries upon completion and approval of all the certification steps plus approval by the Commissioner may pay inmates the prevailing wage for the jobs performed.

V. IMPLEMENTATION:

The new pay rates are effective August 1, 2010.

REFERENCES:

Standards for the Administration of Correctional Agencies  
Second Edition Standards

Standards for Adult Correctional Institutions  
Fourth Edition Standards  
**4-4461**

Standards for Adult Community Residential Services  
Fourth Edition Standards

Standards for Adult Probation and Parole Field Services  
Third Edition Standards

Other

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