

STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF CORRECTIONS

Policy: 394

Subject: Inmate Wage Plan

Effective Date: May 30, 1988

Review and Re-Issue Date:

Supersedes: 4/8/74

APA Rule Number:

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|------------------------------|---------------|--------------------|---------------|
| Recommended for approval by: | | Authorized By: | |
| _____ Signature | _____ Date | _____ Signature | _____ Date |

1. Authority:

1.1. Introduction: It is the policy of the Department of Corrections to compensate inmates employed in work programs (as defined in Inmate Work Policy #661). Compensation may be in the form of cash via a bi-weekly payroll method or the cash equivalent credited to an inmate's cash reserve account (subject to Administrative and Facility Policy); or any combination of cash, credit, earned good time or other compensation in the form of privileges as may be deemed fair and appropriate and within the limits of other Department policies in force.

2. Purpose:

2.1. It is the purpose of this policy to define and set forth the manner and amount of compensation with the instructions and assignment of responsibility for each requirement.

3. Applicability/Accessibility

3.1.

4. Policy:

4.1. RESPONSIBILITY

ACTION

4.1.1 Superintendent

Superintendent may compensate inmates engaged in IWP employment (as defined in Policy 661). Cash compensation or cash credit shall not exceed \$.25/hour or its equivalent per day (any 24 hour period), regardless of the number of hours worked, number of days worked per week or month or type of job or task performed.

EXCEPTION

Inmates employed in full time IWP food service occupations on a regular seven day per week schedule may be compensated at the same rate as inmates employed by the Correctional Industries' Division who also are engaged in regular seven day per week schedules. (See Dairy Farm Wage schedule). The exception does not imply nor permit wages in excess of the amount established for dairy farm employees.

No other exceptions to the schedule of \$.25/hour or its equivalent will be permitted without specific written approval of the Director of Program Services.

Inmates employed in IWP activities shall be paid (if compensation is in cash or cash credit) by the employing facility and the payroll accounting and demand functions shall be the responsibility of the employing facility of record.

4.1.2 Director of Industries

The Correctional Industries Division shall compensate inmates engaged in Community Service Crew activities at the flat rate of \$.40 per hour, for each hour, or fraction thereof, actually worked (1/4, 1/2, 3/4 hour fractions apply).

The compensation from the Industries Division will apply only to those contracts and fee agreements processed through and approved by the Director of Industries and to those contracts generating sufficient daily revenues to meet administrative and payroll obligations.

Facilities may compensate directly those inmates assigned to crews performing elective, non-contractual and non-revenue producing services provided the rate does not exceed \$.40 per hour actually worked. The sending facility will be responsible for the funding and administration of this elective compensation.

The rate of \$.40 per hour, maximum, will apply consistently to the four Regional Correctional Centers. This rate has no functional application to the two central facilities.

The rate of \$.40 per hour is a flat rate with no provisions for increases or overtime rates. (See Employment Policy #662.)

5. Training Method

5.1.

6. Quality Assurance Processes

6.1.

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7. Financial Impact:

8. References

8.1.

9. Responsible Director and Draft Participants