



*State of North Carolina
Department of Public Safety
Prisons*

Chapter: B
Section: .0500
Title: **Incentive Wage Program**
Issue Date: 01/01/14
Supersedes: 10/12/07

POLICY AND PROCEDURE

.0501 GENERAL

The Incentive Wage Program is designed to provide monetary compensation within specific pay grades to inmates who perform full time work assignments. Incentive wage jobs include prison facility assignments, inmate labor contracts with other agencies and Correction Enterprise assignments. A separate pay scale and compensation schedule is provided for Correction Enterprise and other job assignments requiring special skills and training.

.0502 APPLICATION

- (a) **Pay Grade.** There are three daily rates of pay for all incentive wage assignments unless the Secretary determines that the work assignment requires special skills or training. Upon approval of the Secretary, inmates working in job assignments requiring special skills or training may be paid up to \$3.00 per day. The three rates are: \$.40, \$.70, and \$1.00. All jobs within Prisons are classified by the Chief of Program Services at a pay grade consistent with skills required to perform job assignments. All inmates assigned to the Department of Transportation inmate labor contract and to the Community Work Program are compensated at a fixed rate of \$.70 per day.
- (b) **Compensation.** To receive compensation, an inmate must perform satisfactorily for one work day. A normal work day is defined as eight (8) hours. Incentive wage compensation is paid as a daily rate except for Correction Enterprise which is paid as an hourly rate. Inmates who report to work as required are compensated for the full day at the daily rate. Factors outside of the inmate's control which limit the work day to less than eight (8) hours shall not reduce the compensation received. Inmates who work ten hour work days shall receive a prorated daily rate. Inmates shall not be compensated for more than seven, eight hour work days or fifty-six hours within a weekly period. A weekly period begins on Sunday and ends on Saturday. Inmates who transfer are compensated at the sending unit for all work performed prior to the transfer.
- (c) **Time Recording.** Work supervisors will enter actual hours worked each day for inmates under their supervision. Entry is made on the appropriate screen in the computerized Inmate Jobs & Programs module within the Offender Population Unified System (OPUS). Entry of hours worked should be made daily and no later than the Saturday of the weekly work period. Accurate entry of actual hours worked is necessary for reasons in addition to incentive wage pay, such as, to determine sentence reduction credit related to overtime, to decide staffing pattern needs at the facility and to report hours worked on specific projects. Inmates who report to work as required but are not deployed are recorded as having worked one hour and are compensated at the full daily rate.

- (d) Payment of Incentive Wage. Actual hours worked are entered in the IJP module interface with the Inmate Banking System (IBS) module which calculates and deposits the pay to the inmate's trust fund account. (Reference DOC Fiscal Policy Sections .0200 and .1000.)
- (e) Staffing Patterns. Each prison facility has an established program structure consisting of the approved inmate staffing pattern and the approved program activities. The staffing pattern includes the specific number of inmate work assignments in the various job categories. The variety and number of inmate work assignments may vary depending on the size and mission of the facility. Security classifications, treatment objectives, the availability of contractual labor and the proximity of Correction Enterprise operations all influence the staffing pattern and the overall program structure of the facility. The staffing pattern at the facility will remain fixed. Changes to the staffing pattern are approved at the Prisons Administration level as part of overall changes to the facility program structure. Recommendations to expand or reduce the staffing pattern are made through the chain of command by the Facility Head and are approved by the Chief of Program Services. Approval of staffing pattern changes will appear on OPUS as additions and deletions to the approved allocation number for that job or program assignment. The goal of each facility's program structure is to provide the opportunity for a full time assignment to as many inmates as possible taking into consideration each inmate's health grade and disciplinary history.
- (f) Implementation. Facility Heads will be responsible for the assignment of qualified, available inmates according to the fixed staffing pattern. It will be necessary for Facility Heads to work closely with Enterprise supervisors, Department of Transportation supervisory personnel and other work supervisors as to the assignment and work performance of inmates. Management of the facility staffing pattern may be delegated appropriately to subordinate staff.
- (g) Inmate Assignment, Transfer, Suspension and Removal.
- (1) Information from the screening for risk of victimization and abusiveness shall be used to inform housing, bed, work, education, and program assignments with the goal of keeping separate those inmates at high risk of being sexually victimized from those at high risk of being sexually abusive.
 - (2) The initial assignment to various job categories within the staffing pattern will be consistent with the existing classification procedures. The classification authority should advise inmates that those who demonstrate positive behavior through work performed will become eligible for participation in programs and outside activities. Job requirements for the assignment will be explained or listed for the inmate. Inmates promoted from medium to minimum custody may be required to demonstrate positive behavior for a specified period through assignment to the Department of Transportation staffing pattern in exchange for these and other privileges. Initial assignment will be accomplished by recording the job placement on OPUS.

- (3) Inmates may be suspended or removed from the incentive wage program when they are incapable of performing assigned tasks or for poor work performance, disrespect toward supervisory personnel, or other disciplinary infractions. Administrative removal or suspension will be documented on the appropriate OPUS screen with a simple statement of the reason for removal. Other removals or suspensions must be documented through disciplinary procedures.
- (h) Gained Time/Earned Time. Each job assignment has established gained time/earned time rates. Facility Heads may use sentence reduction credits as an additional incentive for any job category requiring unusually long hours or particularly arduous work consistent with the existing policy on sentence reduction credits.
- (i) Short-Term Work Assignments. Inmates who are not assigned to the incentive wage staffing pattern may be required to perform short-term, unscheduled tasks necessary for the common good of the correctional community. No inmate will be assigned to a short-term task that requires more than 3 hours work for 3 consecutive days. Short-term assignments may include window washing, yard clean-up, cleanliness of dormitories and latrines, loading and unloading of trucks and other tasks required for routine operations, but not allowed within the framework of the incentive wage guidelines.
- (j) Vocational Training Programs. Normally, inmates assigned to educational, vocational or other training programs will not receive compensation under the incentive wage program. However, Facility Heads and Region Directors are authorized to recommend through the chain of command additional incentive wage positions for inmates in educational or vocational training programs where these vocational or training positions are involved in full time delivery of services. Inmates assigned to cooking schools sponsored by the Community Colleges may be paid on a short-term basis where a major portion of their program is direct delivery of food services. All recommendations will contain job descriptions that make it clear that full time services are being delivered.

 1/1/14
Prisons Director Date

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