

<p align="center">State of Vermont, Agency of Human Services Department of Corrections</p>	<p>Title: Vermont Correctional Industries Wage Scale</p>		<p align="right">Page 1 of 5</p>
<p>Chapter: Offender Work Programs</p>	<p>#394.01</p>	<p>Supersedes number 394.01, dated 11/13/2000</p>	
<p>Attachments, Forms & Companion Documents: <i>1. Vermont Correctional Industries Comprehensive Offender Pay Scale; 2. Offender Work & Training Performance Evaluation</i></p>			
<p>Approved: This version has been modified for on-line posting, it was signed by Commissioner Hofmann on July 12, 2005 and effective July 12, 2005</p>			

PURPOSE & APPLICABILITY

The purpose of this administrative directive is to establish a wage plan for offenders working for Vermont Correctional Industries while incarcerated, that reflects and enhances the training aspects of VCI program operations, creates incentives for inmates to learn and gain experience while in VCI employment, and provides VCI shop staff effective personnel management tools.

This administrative directive applies to all individuals and groups associated with Vermont Correctional Industries, and all inmates employed by Vermont Correctional Industries (VCI.) This directive specifically does not apply to the federal Prison Industries Enhancement Certification (PIECP,) DOC Work Camps, or to offenders residing in the community who are involved in DOC-related work programs (e.g., Community Restitution work crews, the Community High School of Vermont, etc.) Anyone may have a copy of this document.

This is a statewide procedure; no further local procedure is required.

POLICY

It is the policy of the Department of Corrections to promote successful offender transition to the community through a fair and motivational compensation system for offenders employed by Vermont Correctional Industries.

AUTHORITY & REFERENCE

28 VSA. Sections 751. American Correctional Association, Standards for Adult Correctional Institutions, Fourth Edition, January 2003, Standard 4-4461. DOC Policies 393, *Inmate Workers' Compensation*; 394, *Inmate Wage Plan*.

DEFINITIONS

Vermont Correctional Industries (VCI): those industries operated entirely within Vermont correctional facilities that sell goods and services to federal and state agencies, municipalities, and non-profit organizations, and that pay wages to offenders using receipts from those sales.

Offender/Mentor Team Leader : higher-skilled and more experienced offender workers who take a leading role in training and supervising the work of other offender participants in the Workforce Development Program, and who provide stability to the workforce. Mentors often act as production coordinators within a VCI shop and have higher levels of responsibility.

Matched Savings Account: money held by VCI in escrow for an inmate until the time of his or her release from prison, consisting of earned offender wages which they have saved for their reentry, and an equal or matching amount of money from VCI.

PROCEDURAL GUIDELINES

1. Pay Grades and Steps

- a. Every inmate job within VCI will be associated with a written job description, which will be assigned a VCI pay grade from one (1) through three (3,) based on skill level needed or amount of responsibility. (See *Attachment 1, Comprehensive Offender Pay Scale.*)
- b. Each VCI pay grade has five (5) steps, each based on time and/or merit.
- c. All new hires, regardless of ability and experience, will start at step one, pay grade one.
- d. Inmates working at more than one job (e.g., the janitor who also runs a printing press,) will be assigned to a “blended” pay scale position weighted between the two rates, based on comparative duties. The determination of a “blended” pay scale will be the responsibility of Shop Program Coordinators.
- e. The balance of steps is reached at completion of each 500 hours of work for each step in that grade. Step changes will occur at the next pay period after that level is reached.
- f. Inmate employees being rehired after a lapse of employment not related to disciplinary or work performance issues (such as out of state or in state relocation by the Department) will be rehired at the step at which they left employment. The pay grade assignment of such employees will be subject to shop staff judgment, based on the position the offender is being rehired to fill.
- g. Promotions may be accelerated at the Program Coordinator's discretion, with approval of the VCI Program Chief.

2. Probationary Period

- a. Step one, grade one is probationary until the worker has completed 160 hours of work, and will include the full pay period in which those hours are completed.
- b. Both step assignment and pay grade determination are subject to review at the end of the probation period.
- c. All new employees will be evaluated on the attached form (*Attachment 2, Offender Work and Training Evaluation,*) at the end of this probationary period. The evaluation will be the basis for their step and grade assignment thereafter.

3. Bonus and Incentive Pay

In times of high work load, limited labor force, or other unusual production situations, VCI offender employees may be called upon to perform work outside their usual job descriptions, or to produce at a higher-than-usual level. VCI management recognizes these situations and may reward employees with either *Bonus or Incentive Pay*.

- a. This pay is always for recognition of special conditions and for strictly limited periods.
- b. No other cash bonuses will be paid.
- c. Incentives and/or bonuses will not be paid for simple reassignments to another department or shop, without the expectation of a higher level of responsibility or more than standard productivity.
- d. Bonus/incentive pay is awarded at the discretion of the Program Coordinators and is based on a written evaluation, taking into account all aspects of the employee's performance. The Program Coordinator must give the basis for the recommendation.
- e. Approval by the VCI Business Administrator or VCI Program Chief is required.
- f. *Bonus Pay* is given for work already completed, recognizing extra and/or special performance after the fact.

- It may be paid as a lump sum or as an increase in regular hourly wage for a specified period of time.
 - Payment will be applied for a set period of time, it will not change the scheduled rate for the employee's pay grade, and will not exceed four (4) weeks or two (2) pay periods, for any single recommendation and approval.
 - Such payments are for work above and beyond normal production and skill expectations for the employee's job description, and will not be used to encourage under-performing employees to meet basic performance expectations.
- g. *Incentive Pay* is given for anticipated performance detailed in an evaluation signed by the employee, as a temporary increase in hourly wage.
- It must be linked to specific, measurable expectations, which must be met to earn the increase, based on staff review each pay period.
 - It is limited in amount, as with bonuses above.
 - Incentives may be extended on the basis of a renewed recommendation and approval.

4. Offender Mentor/Team Leaders

- a. An Offender Mentor/Team Leader will be assigned to a pay grade based on job description, and a step based on length of service. He or she will be "grandfathered" if their current pay rate exceeds the maximum for their grade, (4).
- b. Offender Mentor/Team Leaders will also be eligible for incentive or bonus pay for exceptional duties performed; they will need an evaluation before any incentive/bonus pay will take place.

5. Evaluations

- a. All offender employees will be evaluated at least quarterly, using the attached form (*Attachment 2, Offender Work & Training Performance Evaluation.*)
- b. All evaluations will become a part of the employee file.
- c. Any promotion, change of pay grade, or award of bonus or incentive will be documented on the evaluation form as well.

6. Matched Savings Plan

The Matched Savings Plan is an incentive program designed to encourage offender savings.

- a. For every dollar of wages saved by an offender until the time of their release, VCI will match that amount of savings and make it available to the offender when they leave the correctional facility. The wages saved will be placed in a special offender "matched savings account."
 - *Example:* An offender makes .50 an hour. He or she decides to save .25 and put it into the VCI special savings account. Assume the offender works 40 hours a week and saves ten dollars (\$10.) At the time of release, VCI will match the ten dollars (\$10) saved and pay that offender a total of twenty dollars (\$20.) Saving at the same rate over a one year period, the offender would have saved \$520 and would receive a matching \$520 upon release, for a total of \$1,040.
- b. If an offender withdraws any money from their "matched savings account" before their release from a facility, that withdrawal will not be eligible for matching amounts when they are released.
- c. At the discretion of the Department of Corrections, based on the financial performance of Vermont Correctional Industries and pending prior notice to offender workers, caps may be set on the Matched Savings Plan.

ATTACHMENT 1

**VERMONT CORRECTIONAL INDUSTRIES
COMPREHENSIVE OFFENDER PAY SCALE**

	HOURLY PAY RATE AFTER WORKING NUMBER OF HOURS					BONUS/ INCENTIVE	MAX. RATE
	0	160	660	1160	1660		
STEPS:	1	2	3	4	5		
GRADES:							
One	0.25	0.35	0.45	0.55	0.65	0.10	0.75
Two		0.45	0.55	0.65	0.75	0.10	0.85
Three		0.55	0.65	0.75	0.85	0.10	0.95
Mentor/ Team Leader		0.80	0.95	1.10	1.25	0.10	1.35

- Step 3 is the maximum standard pay rate for any program participant. Mentor/Team Leaders have a special pay grade class. Anyone appointed into a Mentor/Team Leader role would assume the same step held from the previous pay grade class.

OFFENDER WORK AND TRAINING PERFORMANCE EVALUATION

DATE:	FACILITY/FIELD SITE:
OFFENDER EMPLOYEE:	
POSITION TITLE:	
STAFF SUPERVISOR:	
Type of Evaluation: <input type="checkbox"/> Bonus/Incentive <input type="checkbox"/> Quarterly <input type="checkbox"/> Warning	
<small>(Double click box to check)</small>	
<input type="checkbox"/> Promotion <input type="checkbox"/> Special <input type="checkbox"/> Termination	
Evaluation Period From:	To:

Description of Work Ratings

OUTSTANDING The employee's overall performance significantly and consistently surpasses the supervisor's expectations. This evaluation recognizes an employee's sustained excellence and accomplishments, which are substantially above usual expectations.

SATISFACTORY The employee's overall performance consistently meets the supervisor's expectations and regularly achieves expected results. An employee at this achievement level meets usual expectations and performs tasks in a timely and acceptable manner.

UNSATISFACTORY The employee's overall performance inconsistently meets the supervisor's expectations and indicates that significant tasks are not completed in the time or manner expected. Performance is below the minimum acceptable level for the position. Correction of performance deficiencies is necessary for continued employment.

WORK FACTOR	WORK RATING		
QUALITY OF WORK	<input type="checkbox"/> OUTSTANDING	<input type="checkbox"/> SATISFACTORY	<input type="checkbox"/> UNSATISFACTORY
PRODUCTIVITY	<input type="checkbox"/> OUTSTANDING	<input type="checkbox"/> SATISFACTORY	<input type="checkbox"/> UNSATISFACTORY
FOLLOWING INSTRUCTIONS	<input type="checkbox"/> OUTSTANDING	<input type="checkbox"/> SATISFACTORY	<input type="checkbox"/> UNSATISFACTORY
RESPONSE TO TRAINING	<input type="checkbox"/> OUTSTANDING	<input type="checkbox"/> SATISFACTORY	<input type="checkbox"/> UNSATISFACTORY
USE OF VCI RESOURCES	<input type="checkbox"/> OUTSTANDING	<input type="checkbox"/> SATISFACTORY	<input type="checkbox"/> UNSATISFACTORY
RELIABILITY/DEPENDABILITY	<input type="checkbox"/> OUTSTANDING	<input type="checkbox"/> SATISFACTORY	<input type="checkbox"/> UNSATISFACTORY
INTERPERSONAL SKILLS	<input type="checkbox"/> OUTSTANDING	<input type="checkbox"/> SATISFACTORY	<input type="checkbox"/> UNSATISFACTORY

NOTE: Comments must be included on this evaluation regarding overall performance and participation in training activities.

COMMENTS:

Additional comments will be continued on a separate sheet of paper.

Offender Employee
 Signature: _____

Date: _____
Note: Signature acknowledges receipt of this evaluation only. Signature does not acknowledge agreement.

Supervisor
 Signature: _____

Date: _____