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Agri-Services Pay Plan	ACA Standards: 4-4277, 4-4452, 4-4457, 4-4461		
Robert Patton, Director Oklahoma Department of Corrections		Signature on File	

Agri-Services Pay Plan

Offenders participating in work programs are compensated for their skills and responsibilities in a fair and equitable manner that promotes productivity. (4-4461) The following procedure governs the Agri-Services pay program. (4-4452)

For the purpose of this procedure, the term “offender” will apply to anyone under the authority, custody or care of a prison or a community-based facility operated by or contracted with the Oklahoma Department of Corrections.

I. Assignment to Agri-Services Pay/Skill Levels

Pay/skill level for Agri-Services production is based on monthly individual work evaluations and the offender’s level assignment, consistent with [OP-060107](#) entitled “Systems of Incarceration.”

A. Agri-Services Pay/Skill Levels

Agri-Services jobs have four pay levels defined as follows:

1. Level One

- a. Jobs at this level involve routine repetitive tasks assigned daily with little variance in activities and requiring few or no job skills.

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b. Jobs are performed under close supervision.

2. Level Two

This is normally an entry level position.

a. Duties require the ability to exercise some judgment while performing a job based on knowledge gained through experience.

b. General supervision is required.

3. Level Three

Based on security level, less supervision may be required.

a. The job requires the ability to coordinate and execute designated assignments to accomplish tasks.

b. This level requires the exercise of judgment based on experience and knowledge of the established job requirements.

c. A high degree of skills in the job category or good work experience is required.

4. Level Four

Based on security level, generally limited supervision may be required.

a. A greater degree of responsibility is required to perform job duties.

b. As with level three, the job requires the ability to coordinate and execute designated assignments to accomplish tasks.

c. This level requires the exercise of judgement based on experience and knowledge of the established job requirements.

B. Distribution of Pay/Skill Levels

Pay/skill level distribution will be made in accordance with production needs and budgetary constraints. Farm management staff may assign a larger percentage of offender workers to a particular pay/skill level with approval from the administrator of Agri-Services.

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1. The basic overall distribution of Agri-Services pay/skill levels will approximate the following:
 - a. Skill Level 1 - 10%
 - b. Skill Level 2 - 40%
 - c. Skill Level 3 - 40%
 - d. Skill Level 4 - 10%
2. Supervisors will assess the pay/skill level distributions applicable to their operation as defined by the criteria for pay/skill levels.
 - a. The number of offenders by job responsibility and pay/skill level will be established by the supervisor and approved by the farm manager at the institution.
 - b. Any changes in approved level and numbers of positions must follow the same procedures.

C. Job Assignments

Offender job assignments will be made based on rational objective criteria, taking into consideration each offender's safety, security, health restrictions, or disabilities. All offenders will be provided equal opportunity for job assignments without regard to race, religion, national origin or political views. (4-4277)

1. Offenders are assigned to jobs based on the "first available slot" for which-the offender is eligible/qualified or for which a need has been identified.
2. Farm management staff will maintain a prioritized listing of job vacancies requiring immediate placement critical to the Agri-Services operation. The list will be submitted to the job placement staff member/committee who is responsible for making job assignments at the institution. (4-4457)
3. Before requesting a job change, offenders must be assigned to a job 90 days or until the 120 day adjustment review, whichever is greater, unless the offender's initial assignment is changed due to farm needs. Agri-Services units may reject an offender assigned based on the following criteria:
 - a. Current medical status;
 - b. Current mental health status;

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- c. Intellectual impairment status;
- d. Physical disability;
- e. Criminal history; or
- f. Direct supervision status.

D. Assignments of Offenders to Pay/Skill Level

1. The farm manager will assign offenders to jobs, with consideration of their aptitude, attitude, and job skills when making the assignments.
 - a. If the result of an offender's evaluation is poor or fair, the offender will be informed of the poor performance and counseled concerning improving job performance. If improvement is not evident by the end of the next evaluation period, the offender will be terminated from Agri-Services.
 - b. After initial assignment to a new level or position, the offender will be given instruction and assistance to learn job task aspects. If it becomes obvious that the offender is incapable of performing the work, the offender will be removed from Agri-Services or reassigned to a new job requiring different skills.
2. The requirements listed above in Section I. D. 1. items a. and b. are general guidelines and should not be interpreted as placing any limitations on a farm manager to take action considered prudent, such as immediate removal from a job for cause or imposing disciplinary measures.
3. All promotions in pay level will be effective at the beginning of the next pay period.

II. Pay Based on Monthly Evaluations/Level

All Agri-Service positions will be paid under the performance evaluation/level pay system.

A. Pay Evaluation System

Hourly pay rates for positions, in which pay is based on monthly evaluations/level, will be approved by the administrator of Agri-Services. The hourly pay rate is determined by the evaluation/level received on the "Agri-Services Evaluation/Pay Report" ([DOC 080502A](#), attached). To determine the total pay for the month, the pay rate is multiplied by the total number of hours actually worked during the pay period.

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1. The “Agri-Services Evaluation/Pay Report” ([DOC 080502A](#)) will be completed on a monthly basis to determine pay level. Each supervisor will complete the report for each offender under their supervision by the end of the pay period. Each supervisor is expected to give an accurate appraisal of each work factor. The offender must not be rated higher or lower than deserved.
 - a. Institutional farm staff is required to use the comment section of the “Pay Report” for evaluations.
 - b. All promotions or demotions will correspond with the level system.
2. Three copies of the evaluation will be prepared and distributed as indicated on the form.
 - a. The institutional farm manager will review the evaluation for consistency between different work supervisors and ensure the evaluations are consistent with the observed performance of the work units.
 - b. Staff will forward the evaluation to the institution’s records department to be made a permanent part of the offender’s file.

B. Pay Rates in Case of Absences

1. Offenders will not be paid for any hours missed from work when it is within their control (e.g., visitation, attorney visits, law library services, etc.).
2. Offenders will not be paid for time away from the job when their presence is required by other institutional departments such as classification reviews, counseling, education, programs, security, etc.
3. Offenders will not be paid for sick leave unless it is due to a job-related injury.
 - a. The offender must immediately report the job-related injury to the work supervisor.
 - b. The injury must not be due to factors within the offender’s control such as gross negligence or horseplay.
 - c. Pay for a job-related injury may be awarded for one complete pay period if a medical lay-in authorization is given.

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Compensation will be at the same rate as the last month worked.

C. Pay Approval Procedures

Offender pay will be earned. It will not be automatic because of assignment to the job.

1. Offenders will not be paid for:
 - a. Security shutdown;
 - b. Any offender controllable situations (i.e., visitations, etc.);
 - c. Placement in SHU for any reason; or
 - d. Termination from work due to disciplinary reasons.
2. Pay may be approved:
 - a. If an offender is transferred or discharged before the end of the pay period; or
 - b. If the offender changes jobs during the pay period.

D. Bonus Payments

1. An immediate supervisor can recommend a onetime bonus payment of \$10.00 to any individual offender that contributes in excess of that which is expected. This would be paid for such activities as:
 - a. Voluntarily performing a particularly unpleasant, strenuous, or otherwise disagreeable type of work that is typically not required; or
 - b. Giving suggestions that result in substantial savings, a significant improvement to the operations, reduced material usage, or increased productivity.
2. Bonus recommendations must be submitted in writing utilizing the "Oklahoma Correctional Industries Bonus Payment Recommendation" form ([DOC 080501D](#)) to the administrator of Agri-Services, with final approval by the division manager.
3. If the bonus is approved, the institutional farm manager will make a separate special line entry on the "Agri-Service Evaluation/Pay Report" ([DOC 080502A](#)) in the space where hours are usually

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recorded that states, "BONUS PAYMENTS," and will put \$10.00 in the pay column.

III. Records

A. Time Records

1. In operations where a time clock is not available, it is the immediate supervisor's responsibility to maintain accurate records of offender hours worked.
2. Institutional farm managers will ensure work time is properly recorded on the "Oklahoma Correctional Industries Employment Monitoring Form" ([DOC 080501E](#)). Offenders will not be involved in the computation of time or pay.

B. Distribution of Wages

The business office will post the offender's monthly wages to the offender's account in the agency trust fund accounting system. The system automatically calculates the statutory mandatory savings of 20%.

C. Procedures for Distribution of Reports

1. "Agri-Services Evaluation/Pay Report" will be distributed as follows:
 - a. Original to institutional records' office;
 - b. First copy to the supervisor's file; and
 - c. Second copy to the evaluated offender.
2. The "Oklahoma Correctional Industries Employment Monitoring Form" consists of two pages.

The first page will be distributed as follows:

- a. Original-Agri-Services accounting office
 - b. Page two will be retained in the institutional farm manager's files.
3. Upon completion, the approved/disapproved "Oklahoma Correctional Industries Bonus Payment Recommendation" form ([DOC 080501D](#)) will be distributed as follows:
 - a. If approved:

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- (1) Original form will be submitted to the business office for payment. The institution's business manager will submit a copy of the form to Agri-Services accounting office in order for the institution's trust fund to be reimbursed;
- (2) A copy to the offenders field file;
- (3) A copy to the institutional farm manager for supervisor file; and
- (4) A copy to the offender for notification of approval of bonus payment.

b. If disapproved:

- (1) Original form will be placed in the offenders field file;
- (2) A copy to the institutional farm manager for the supervisor file; and
- (3) A copy to the offender for notification of bonus payment status.

IV. References

Policy Statement No. P-080100 entitled "Mission and Management of Correctional Industries"

OP-060107 entitled "Systems of Incarceration"

OP-080501 entitled "Oklahoma Correctional Industries Pay Plan"

V. Action

The administrator of Agri-Services is responsible for compliance with this procedure.

The associate director of Field Operations is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-080502 entitled "Agri-Services Pay Plan" dated March 27, 2014

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Distribution: Policy and Operations Manual
Department Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 080502A	"Agri-Services Evaluation/Pay Report"	Attached
DOC 080501D	"Oklahoma Correctional Industries Bonus Payment Recommendation"	OP-080501
DOC 080501E	"Oklahoma Correctional Industries Employment Monitoring Form"	OP-080501

