

# OKLAHOMA CORRECTIONAL INDUSTRIES PAY REPORT

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Pay Period \_\_\_\_\_ TO: \_\_\_\_\_  
 Name \_\_\_\_\_  
 ODOC# \_\_\_\_\_

INDUSTRY \_\_\_\_\_  
 PAY GRADE \_\_\_\_\_  
 TASK \_\_\_\_\_

## 1 ATTENDANCE

\_\_\_\_\_ 0 absent 4 days or more days  
 \_\_\_\_\_ 2 Absent 3 days  
 \_\_\_\_\_ 3 Absent 2 days  
 \_\_\_\_\_ 4 Absent 1 day  
 \_\_\_\_\_ 5 No Absence

## 2 ATTITUDE

\_\_\_\_\_ 0 Unacceptable  
 \_\_\_\_\_ 2 Requires Constant Supervision  
 \_\_\_\_\_ 5 Generally Follows Directions  
 \_\_\_\_\_ 7 Follows Orders Well  
 \_\_\_\_\_ 9 Always Cooperative

## 3 INITIATIVE

\_\_\_\_\_ 0 Unacceptable  
 \_\_\_\_\_ 2 Marginal  
 \_\_\_\_\_ 4 Improving Skills  
 \_\_\_\_\_ 8 Meets Expectations  
 \_\_\_\_\_ 10 Seeks Responsibility

## 4 CARE OF AREA, EQUIPMENT & MATERIALS

\_\_\_\_\_ 0 Unacceptable  
 \_\_\_\_\_ 2 Marginal  
 \_\_\_\_\_ 4 Fair (Improvement Needed)  
 \_\_\_\_\_ 6 Demonstrates Good Work Habits  
 \_\_\_\_\_ 8 Takes Pride In Area/Task

## 5 QUALITY OF WORK

\_\_\_\_\_ 0 Unacceptable  
 \_\_\_\_\_ 4 Fair (Improvement Needed)  
 \_\_\_\_\_ 8 Fulfills Requirements  
 \_\_\_\_\_ 10 Above Average  
 \_\_\_\_\_ 12 Exceptional

## 6 QUANTITY OF WORK

\_\_\_\_\_ 0 Unacceptable  
 \_\_\_\_\_ 2 Marginal  
 \_\_\_\_\_ 4 Acceptable  
 \_\_\_\_\_ 6 Exceeds Experience

TOTAL POINTS \_\_\_\_\_

COMMENTS \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Signature of Supervisor

\_\_\_\_\_  
 Signature of Reviewer

PAY PER HOUR \$ \_\_\_\_\_ x Hours Worked \_\_\_\_\_ =

TOTAL MONTHS PAY \$ \_\_\_\_\_ Draw \$ \_\_\_\_\_

White -Records Office  
 Yellow -Superintendent File  
 Pink -Inmate

See back of page for pay schedule

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 (R 07/23)

## **OKLAHOMA CORRECTIONAL INDUSTRIES**

### **PAY PER HOUR**

GRADE	0 – 14 POINTS	15 – 29 POINTS	30 – 43 POINTS	44 – 50 POINTS
1	\$0.30	\$0.30	\$0.30	\$0.30
2	\$0.30	\$0.34	\$0.36	\$0.40
3	\$0.30	\$0.38	\$0.45	\$0.50
4	\$0.30	\$0.50	\$0.55	\$0.60
5	\$0.30	\$0.60	\$0.65	\$0.70
6	\$0.30	\$0.70	\$0.75	\$0.90

POINTS	DESCRIPTION OF WORK PERFORMANCE
44 - 50	This rating is for those workers who are exceptional in their work.
30 - 43	This rating is for those workers who display considerable initiative, who are always reliable and their work is consistently high in quality and quantity.
15 - 29	This rating is for those workers who may be satisfactory at times, but improvement is desirable in some criteria.
0 - 14	This rating is for those workers who are not performing up to expectations.