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Agri-Services Pay Plan	ACA Standards: 5-ACI-3D-04, 5-ACI-7A-04, 5-ACI-7A-09, 5-ACI-7A-13		
Steven Harpe, Director Oklahoma Department of Corrections		Signature on File	

Agri-Services Pay Plan

Agri-Services provides work opportunities and job skills training for inmates that can assist them in employment after release, while meeting the realistic workload of the operating unit. (2-CO-5A-01) Inmates participating are paid for work performed in a fair and equitable manner that promotes productivity and compensates for responsibilities and skills. (5-ACI-7A-13)

The following procedure governs the Agri-Services Pay Plan.

- I. Agri-Services Jobs
 - A. Job Assignments

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In accordance with [OP-030103](#) entitled "Inmate Job and Program Assignments," each facility will identify all inmate job assignments, including Agri-Services assignments, available at the facility and ensure the racial makeup of each job assignment is consistent with the makeup of the facility.

B. Assignment Process (5-ACI-7A-04)

Inmate job assignments will be made based on rational objective criteria, taking into consideration each inmate's safety, security, health restrictions, or disabilities. All inmates will be provided equal opportunity for job assignments without regard to race, religion, national origin or political views. (5-ACI-3D-04)

1. Inmates are assigned to jobs based on the "first available slot" for which the inmate is eligible/qualified or for which a need has been identified.
2. Agri-Services coordinators 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 responsible for making job assignments at the institution. (5-ACI-7A-09)
3. Before requesting a job change, inmates will be assigned to a job 90 days or until the 120-day adjustment review, whichever is greater, unless the inmate's initial assignment is changed due to farm needs.
4. Agri-Services units may reject an inmate assigned based on the following criteria:
 - a. Current medical status.
 - b. Current mental health status.
 - c. Intellectual impairment status.
 - d. Physical disability.
 - e. Criminal history; or
 - f. Direct supervision status.

II. Agri-Services Pay Grade Levels

Pay grade levels for Agri-Services production are based on monthly individual work evaluations and the inmate's facility level classification, consistent with [OP-060107](#) entitled "Systems of Incarceration." (5-ACI-7A-13)

A. Agri-Services Pay Grade Levels

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Agri-Services has four pay grade levels defined as follows:

1. Grade Level One
 - a. Normally an entry level position.
 - b. Jobs at this grade level involve routine repetitive tasks assigned daily with little variance in activities and requiring few or no job skills.
 - c. Jobs are performed under close supervision.
 - d. Inmates new to Agri-Services remain in trial status a minimum of one month or until they have demonstrated the ability to work in a higher pay grade level.
 - e. Facility classification will be level one or above.
2. Grade Level Two
 - a. Duties require the ability to exercise some judgment while performing a job based on knowledge gained through experience.
 - b. General supervision is required.
 - c. Positions are for unskilled inmates performing general labor-type activities or as a trainee for jobs that require advanced skills.
 - d. Facility classification will be a level two or above.
3. Grade Level Three
 - a. The job requires the ability to coordinate and execute designated assignments to accomplish tasks.
 - b. This grade 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.
 - d. Based on security level; less supervision may be required.
 - e. Semi-skilled positions requiring an acceptable level of proficiency and skill.
 - f. Facility classification will be a level three or above.

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4. Grade Level Four

- a. A greater degree of responsibility is required to perform job duties.
- b. As with grade level three, the job requires the ability to coordinate and execute designated assignments to accomplish tasks.
- c. This grade level requires the exercise of judgement based on experience and knowledge of the established job requirements.
- d. Based on security level, generally limited supervision may be required.
- e. Positions requiring a high level of training, skills and applied techniques in accomplishing required tasks.
- f. Facility classification will be a level four or above.

B. Distribution of Pay Grade Levels

Pay grade level distribution will be made in accordance with production needs and budgetary constraints. Agri-Services coordinators may assign a larger percentage of inmate workers to a particular pay grade level with approval from the administrator of Agri-Services.

1. The basic overall distribution of Agri-Services pay grade levels will approximate the following:
 - a. Grade Level 1 - 20%
 - b. Grade Level 2 - 20%
 - c. Grade Level 3 - 40%
 - d. Grade Level 4 - 20%
2. Supervisors will assess the pay grade level distributions applicable to their operation as defined by the criteria for pay grade levels.
 - a. The number of inmates by job responsibility and pay grade level will be established by the supervisor and approved by the Agri-Services coordinator.
 - b. Any changes in approved pay grade levels and numbers of positions will follow the same procedures.

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III. Placement of Inmates in Pay Grade Level

Pay grade level placement is based on demonstrated ability to perform and availability of positions. Inmate pay grade level placement will be implemented by the institutional farm manager using the following criteria:

Pay grade levels may be reduced to improve the future financial position of the organization. The administrator of Agri-Services has the option of grandfathering existing Agri-Services inmate workers allowing them to maintain their current pay grade level and hiring new workers at the new lower pay grade level.

A. Initial Grade Level

Normally, inmates are placed in grade level one for a minimum trial period of one full month. For advancement to a higher pay grade level, the inmate, except as indicated in item 1. below, will receive at least 30 points on the first and any subsequent "Agri-Services Inmate Evaluation" ([DOC 080502A](#), attached) and a higher grade skill level position will be available.

1. With the approval of the Agri-Services coordinator, an inmate may be advanced to a higher pay grade level due to special skills or past performance prior to the expiration of the trial period.
2. If an inmate is in trial status, has an inmate evaluation that results in 14 or less points, the inmate will be informed of the poor performance and counseled on a plan for improvement. If improvement is not evident by the end of the next evaluation period, the inmate may be terminated or placed in a different job.
3. After receiving initial instruction and training, if it becomes evident that an inmate is unable to perform the work or the inmate receives two consecutive evaluations of 29 or less points, the inmate may be returned to the previous pay grade level or position, or released due to inability to meet production, quality, or other requirements satisfactorily.

B. Grade Level Advancement

There is no minimum time requirement for advancement in pay grade levels. Advancement will be based on an inmate's attitude, performance, and job skills. Seniority will be a determining factor for advancement in pay grade levels in circumstances where inmates are relatively equal in attitude, performance, and job skill.

C. Grade Level Promotion Timing

1. The requirements listed Section III. items A. and B. of this procedure are general guidelines and should not be interpreted as placing any limitations on a supervisor to take any action, such as immediate removal from a job for cause, or imposing disciplinary measures in

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accordance with [OP-060125](#) entitled “Inmate/Offender Disciplinary Procedures.”

2. All promotions in pay grade levels will be scheduled to commence at the beginning of the next pay period and will be approved by the Agri-Services coordinator.

IV. Pay Based on Inmate Evaluation

All Agri-Services inmate workers will be paid on an inmate evaluation pay system.

A. Evaluation System

Hourly pay rates for positions, in which pay is based on a combination of grade level and inmate evaluations, will be approved by the administrator of Agri-Services.

The hourly pay rate is determined by a combination of the Agri-Services pay grade level and the number of points received on the “Agri-Services Inmate Evaluation” ([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.

1. The “Agri-Services Inmate Evaluation” ([DOC 080502A](#), attached) will be completed at the following time points of an inmate’s employment with Agri-Services by the inmate’s supervisor.
 - a. At the completion of an inmate’s first month of employment, to determine the inmate’s pay grade level moving forward, as outlined in Section III. item A. of this procedure.
 - b. At the discretion of the Agri-Services coordinator if they feel the inmate is incorrectly compensated for their abilities.
 - c. Upon request of inmate for a pay increase, but not more than once every 90 days. An evaluation started upon request can result in a pay decrease if the evaluation dictates such reduction is necessary.
2. Each supervisor is expected to give an accurate appraisal of each work factor. The inmate will not be rated higher or lower than deserved.
3. The Agri-Services coordinator will review the evaluations for consistency between different work supervisors and ensure the evaluations are consistent with the observed performance of the work units.

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4. Three copies of the “Agri-Services Inmate Evaluation” ([DOC 080502A](#), attached) will be prepared and distributed to Agri-Services payroll file, the inmate, and the Agri-Services coordinator. The Agri-Services coordinator will forward the evaluation to the institution’s records department to be made a permanent part of the inmate’s file.

B. Evaluation Raise Timing

All pay raises from evaluations will be scheduled to commence at the beginning of the next pay period and will be approved by the Agri-Services coordinator.

V. Pay in Case of Absences

Inmates 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.).

A. Payment for Work

Inmates are paid only for hours worked and will not be paid for time away from the job when their presence is required by other institutional departments such as classification, reviews, counseling, school, security, canteen, etc.

B. Payment for Holidays

Inmates will not be paid for legal holidays when they are not required to work without the approval of the administrator of Agri-Services. If required to work, they will be paid for the number of hours worked. Pay will be based on the inmate’s hourly earning times the hours worked.

C. Payment for Sick Leave

Inmates will not be paid for sick leave unless it is due to a job-related injury.

- a. The inmate will immediately report the job-related injury to the work supervisor.
- b. The injury will not be due to factors within the inmate’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. Compensation will be at the same rate as the last month worked.

D. Payment when Transferred

If an inmate is transferred or discharged before the end of the work month, the pay will be forwarded to the inmate at the end of that month’s pay period

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for actual hours worked plus any approved holiday hours while they were assigned to the operation.

E. Payment when Dismissed

If terminated from work due to disciplinary reasons resulting from an infraction of rules at the workplace, an inmate will receive compensation for the work performed during that pay period.

F. Bonus Payments

1. An immediate supervisor can recommend a onetime bonus payment of \$10.00 for an individual inmate that contributes in excess of that which is expected. This would include activities as:
 - a. Voluntarily performing a particularly unpleasant, strenuous, or otherwise disagreeable type of work that is typically not required; or
 - b. Proving suggestions that result in substantial savings, a significant improvement to the operations, reduced material usage, or increased productivity.
2. Bonus recommendations will be submitted in writing utilizing the "Oklahoma Correctional Industries Bonus Payment Recommendation" ([DOC 080501D](#)) to the Agri-Services coordinator, and then if approved, submitted to the administrator of Agri-Services for final approval.
3. If the bonus is approved, the Agri-Services coordinator will make a separate special line entry on the "Agri-Services Pay Report" ([DOC 080502B](#), attached) in the space where hours are usually recorded that states, "BONUS AWARD" and enter \$10.00 in the pay column.

VI. 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 inmate hours worked.
2. Institutional farm managers will ensure work time is properly recorded on the "Oklahoma Correctional Industries Employment Monitoring Form" ([DOC 080501E](#)). Inmates will not be involved in the computation of time or pay.

B. Distribution of Wages

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Payroll is posted by Agri-Services accounting staff in the Offender Banking System (OBS). OBS automatically allocates 20 percent of the inmate's total monthly wages to a savings account and collects obligations in accordance with [OP-120230](#) entitled "Offender Banking System" and "Inmate Obligation Deduction Matrix" ([P-120100](#), [Attachment A](#)).

C. Procedures for Distribution of Reports

1. "Agri-Services Pay Report" ([DOC 080502B](#), attached) 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 paid inmate.
2. The "Oklahoma Correctional Industries Employment Monitoring Form" ([DOC 080501E](#)) consists of two pages.
 - a. The first page will be sent to the Agri-Services accounting office; and
 - b. Page two will be retained in the institutional farm manager's files.
3. Upon completion, the "Oklahoma Correctional Industries Bonus Payment Recommendation" ([DOC 080501D](#)) will be distributed as follows:
 - a. If approved:
 - (1) Original form will be submitted to the Agri-Services accounting 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 inmate's field file;
 - (3) A copy to the institutional farm manager for supervisor file; and
 - (4) A copy to the inmate for notification of approval of bonus payment.
 - b. If denied:
 - (1) Original form will be placed in the inmate's field file;

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- (2) A copy to the institutional farm manager for the supervisor file; and
- (3) A copy to the inmate for notification of bonus payment denial.

VII. References

Policy Statement P-080100 entitled "Mission and Management of Correctional Industries"

OP-060107 entitled "Systems of Incarceration"

OP-060125 entitled "Inmate/Offender Disciplinary Procedures"

OP-120230 entitled "Offender Banking System"

VIII. Action

The chief administrator of Agri-Services is responsible for compliance with this procedure and for the annual review and revisions.

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

This procedure is effective as indicated.

Replaced: OP-080502 entitled "Agri-Services Pay Plan" dated March 30, 2022

Distribution: Policy and Operations Manual
Agency Website

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<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 080502A	"Agri-Services Inmate Evaluation"	Attached
DOC 080502B	"Agri-Services Pay Report"	Attached
DOC 080501D	"Oklahoma Correctional Industries Bonus Payment Recommendation"	OP-080501
DOC 080501E	"Oklahoma Correctional Industries Employment Monitoring Form"	OP-080501
<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	"Inmate Obligation Deduction Matrix"	OP-120100