



WYOMING DEPARTMENT OF CORRECTIONS
Policy and Procedure #5.001
Correctional Industries Inmate Work and Compensation

Page 1 of 17

<p>Authority: Wyoming Statute(s): 07-09-102; 07-16-205; 25-1-104; 25-1-105;25-13-101; 25-13-107</p> <p>ACA Standard(s): 2-CI-1A-4; 4-4451; 4-4455; 4-4457; 4-4458; 4-4461 2-CI-4A-1; 2-CI-4A-2; 2-CI-4A-3; 2-CI-4A-5; 2-CI-4A-7; 2-CI-4A-8 2-CI-5A-7</p>	<p>Effective Date: September 30, 2016 Revision/Review 07/15/15 History: 06/02/14 06/01/13 06/01/12</p>
<p>Cross Reference of Policy: P&P #3.100, <i>Inmate Communication and Grievance Procedure</i>; P&P # 3.101, <i>Code of Inmate Discipline</i>; P&P #3.102, <i>Inmate Disciplinary Procedures</i>; P&P #4.101, <i>Inmate Classification</i>; P&P #5.000, <i>Prison Industries Enhancement Certification Program (PIECP)</i>; P&P #1.103, <i>Disbursement of Inmate Earnings</i></p>	<p>Summary of Revision/Review: Updates existing policy pursuant to annual review.</p> <p>Supersedes Existing Policy :</p>
<p>Approved:</p> <p align="center"> R.O. Lampert 9-21-16 <hr/> Robert O. Lampert, Director Date </p>	

APPROVED FOR INMATE DISTRIBUTION

This policy in no way guarantees an inmate, or group of inmates, the right to employment, to retain a particular job or pay level. All work assignments, or categories of work assignments are considered privileges and not rights and may be terminated at any time.

REFERENCE

1. ATTACHMENTS



WYOMING DEPARTMENT OF CORRECTIONS	Policy and Procedure #5.001	Page 2 of 17
		Correctional Industries Inmate Work and Compensation

- A. WDOC Form #512, *Inmate Pay Scale – WY Brand Industries*
 - B. WDOC Form #513, *Inmate Application for Employment with CI*
 - C. WDOC Form #514, *Request for Termination of Inmate from CI*
 - D. WDOC Form #515, *Request for Inmate Performance Award*
 - E. WDOC Form # 516, *Wyoming Correctional Industries Voluntary Work Agreement*
 - F. WDOC Form #516PB, *Voluntary Participation – Disposition of Inmate Income*
 - G. WDOC Form# 527, *Inmate Pay Scale- Institutional Programming Assignments*
 - H. WDOC Form #528, *Inmate Pay Scale - Institutional Work Assignments*
2. **OTHER – None Noted**



WYOMING DEPARTMENT OF CORRECTIONS	Policy and Procedure #5.001	Page 3 of 17
		Correctional Industries Inmate Work and Compensation

I. PURPOSE

- A. Establishment of Inmate Pay Plan for Correctional Industries.** The purpose of this policy and procedure is to have guidelines for the placement of inmates in correctional industries inmate work assignments and the administration of fair and consistent pay for all inmates working for The Wyoming Department of Corrections (WDOC) Prison Industries operation as correctional industries (CI).

II. POLICY

- A. General Policy.** It is the policy of the WDOC to provide meaningful and productive work skill development and enhancement opportunities for inmates and to compensate inmates for gainful activities, commensurate with their level of classification, performance, and responsibility while with WDOC.
- 1.** It is the policy of the WDOC that correctional industries inmate work assignments be designed to be incentive-based and hierarchical in nature, with advanced positions building upon the work ethic and skills first obtained in lower level assignments, whenever possible, and with advanced assignments being dependent upon: completion of a GED or high school diploma or enrollment in GED or ESL programming; safe and satisfactory work performance; continued assignment to general population at the custody level dictated by the assignment; and adherence to case plan requirements and the rules.
 - 2.** Written policy, procedure, and practice provide that all institutional work, industry, and vocational education program and all correctional industry operations meet applicable federal, state, or local work, health, and safety standards. There is documentation that the programs are inspected by federal, state, or local health and safety officials at least annually. The programs are also inspected weekly by qualified departmental staff and monthly by a safety officer. (ACA 4-4455) (2-CI-1A-4) The annual inspection can be conducted by a central office or regional safety inspector or by local qualified safety officials. Weekly inspections must be conducted by the institution's safety officer or by the industries/shop administrative staff.
 - 3.** It is the policy of the WDOC that inter-facility transfers of inmates who are fully engaged in advanced correctional industries work assignments at their current facility of assignment, may be delayed at the request of the correctional industries manager for a period of up to ninety (90) days to reduce production impacts and facilitate training of a replacement worker.



WYOMING DEPARTMENT OF CORRECTIONS	Policy and Procedure #5.001	Page 4 of 17
		Correctional Industries Inmate Work and Compensation

Requests for transfer delays may be denied if safety and security considerations require a more immediate transfer, or the inmate's access to individualized inmate case plan programming requirements would be delayed.

4. It is the policy of the WDOC to encourage inmates to pursue work skills training and work opportunities that will prepare them for self-sustainable employment upon release.
- B. Inmate Work Activities.** It is the policy of WDOC to recognize the value of fully engaging inmates in productive activities, such as employment. CI affords inmates the opportunity to learn job skills and develop good work habits and attitudes that they can apply to jobs after they are released. (ACA 4-4451)
- C. Compensation for Work Performed.** It is the policy of the WDOC to provide sufficient work and training programs to actively engage offenders in positive environments that afford them opportunities to learn job skills and develop good work habits and attitudes, consistent with potential employer expectations upon release to the community. CI will maximize employment opportunities for inmates to the extent possible balancing available workload and meaningful employment supervision.
1. CI inmate positions shall be performance based and written policy, procedure, and practice require that inmates are compensated for work performed. (ACA 4-4461) (2-CI-4A-8)
 2. Hold-Ins/Lay-Ins. Whenever possible, non-required activities should be scheduled around the inmate's work schedule. Absences from scheduled work will not be compensated as time worked, whether the absence is excused or unexcused. Lay-ins or hold-ins, other than those required for participation in mandated programming, shall not be authorized for pay as an authorized activity.
 3. Written policy, procedure, and in accordance with W.S. §7-9-102 and W.S. §7-16-205, restitution is collected and ultimately made available to the victims of crime and/or survivors. Where supported by statute, and feasible, victim awareness classes are offered to help offenders understand the impact of their crimes on the victims, their communities, and their own families. (4-4461-1)
- D. Agreements with Private Business.** It is the policy of WDOC, in consultation with the Correctional Industries Advisory Board, to seek



WYOMING DEPARTMENT OF CORRECTIONS	Policy and Procedure #5.001	Page 5 of 17
		Correctional Industries Inmate Work and Compensation

opportunities to enter into agreements with private business concerns to accomplish the production or marketing of goods and providing services produced by inmates.

1. Inmates who participate in the WDOC Correctional Industries and private business operation shall review and sign WDOC form #516PB, *Voluntary Participation-Disposition of Inmate Income*.
2. Products produced for interstate commerce must adhere to Federal Prison Industries Enhancement Certification Program (PIECP). Inmates employed in PIECP programs will be compensated as noted in WDOC Policy and Procedure #5.000, *Prison Industries Enhancement Certification Program (PIECP)*.
3. Consistent with state law, no offenders working in the community will hold a position that otherwise is within the resources of the appropriate governmental entity to fill with a civilian worker.
4. Private business service work (non PIECP) will result in the offender compensated at a rate which is not less than that paid for work of a similar nature in the locality in which the work is performed and will be distributed as noted in WDOC Policy and Procedure #5.000, *Prison Industries Enhancement Certification Program (PIECP)*.

III. DEFINITIONS

- A. **Absence:** Any time away from the scheduled program or job. Unless otherwise authorized under this policy, absences, whether excused or unexcused, will not be compensated.
1. **Excused absence:** An absence from previously scheduled work and/or programming, which is excused in writing by an authorized employee or contract employee and releases an inmate from scheduled work or programming for a specified period of time.
 2. **Unexcused absence:** Any period(s) of time for which an inmate is scheduled to participate in work and/or programming, which the inmate fails to attend in full or complete as assigned, when the absence is not excused in writing by an employee or contract employee authorized to excuse the absence as the result of lay-in, hold-in, or other written authorization process.



WYOMING DEPARTMENT OF CORRECTIONS	Policy and Procedure #5.001	Page 6 of 17
		Correctional Industries Inmate Work and Compensation

- B. Compensation:** *(For this Policy only.)* Payment to an inmate for labor or other services rendered while working for CI.
- C. Correctional Industries (CI):** The operational program in WDOC facilities that offers employment to the inmate population while producing a product or service.
- D. Correctional Facility:** Any adult correctional facility operated by the Wyoming Department of Corrections or correctional facilities and county jails under contract with the Wyoming Department of Corrections.
- E. Deductions:** *(For this Policy only.)* Amounts deducted from gross wages, as authorized by W.S. §25-13-107, which do not go into inmate funds or mandatory savings.
- F. Disposition:** *(For this Policy only.)* Amounts deducted from gross and net wages, as authorized by W.S. §25-13-107, for private business service contracts.
- G. Correctional Industries Manager:** The person assigned by the Wyoming Department of Corrections to have oversight of CI.
- H. Gross Wages:** *(For this Policy only.)* All money earned for the total number of hours worked by an inmate who has been employed at any time during the pay period.
- I. Hold-ins/ Lay-ins:** Written documentation initiated by an authorized employee or contract employee, which excuses an inmate from scheduled participation in work or programming and qualifies the inmate to receive leave without pay in accordance with this policy.
- J. Inmate:** An inmate is a person who is incarcerated in any Wyoming Department of Corrections' correctional facility, county jail, municipal jail or in-state/out-of-state contract facilities, to include adult community corrections centers, who is committed to the custody and supervision of the Wyoming Department of Corrections.
- K. Job Description:** *(For this Policy only.)* Inmate positions in Industries are defined by a published job description. (ACA-2-CI-4-A1) A written position description developed for each potential inmate work assignment to be utilized by CI and based on the Dictionary of Occupational Titles (DOT) and/or O*Net Occupational Titles which outlines the major duties of the



WYOMING DEPARTMENT OF CORRECTIONS	Policy and Procedure #5.001	Page 7 of 17
		Correctional Industries Inmate Work and Compensation

position and identifies it with the most appropriate standard occupational classification listing.

- L. **National Center for Construction Education and Research (NCCER):** A not-for-profit education foundation created to develop industry-driven standardized craft training programs with portable credentials and help address the critical workforce shortage facing the construction industry.
- M. **National Center for Construction Education and Research (NCCER) Core Training:** A class offered by Education that covers basic safety and tool use for inmates.
- N. **Service Contract:** Private Business contract to utilize inmate labor for service operations per W.S. §25-13-107.
- O. **Work Week:** (*For this Policy only.*) An inmate's work week shall consist of seven (7) consecutive days, beginning on Saturday and ending on Friday, except as otherwise designated by Wyoming Department of Corrections.

IV. PROCEDURE

- A. CI inmate pay plan is designed to identify industries specific regulations. WDOC Policy and Procedure #5.003, *Institutional Inmate Work and Programming*, shall still apply. The inmate pay plan includes standardization of inmate worker job descriptions based on the Dictionary of Occupational Titles (DOL) with pay scales comparable to the work of being performed. (ACA 2 CI 4A 1)
- B. **Hiring Process for CI.** The CI Site Manager or designee shall determine openings in various job classifications and communicate vacancies to the facility job coordinator.
 - 1. The CI Site Manager will notify the facility job coordinator with complete job announcement prior to the projected vacancy whenever possible and provide the following information:
 - i. Rate of pay;
 - ii. Minimum qualifications; and
 - iii. Specific job duties and descriptions and noting other duties as assigned by supervisors and staff.



WYOMING DEPARTMENT OF CORRECTIONS	Policy and Procedure #5.001	Page 8 of 17
		Correctional Industries Inmate Work and Compensation

2. The facility job coordinator or CI staff will post these job openings for review by the inmate population for a period of five (5) work days or until filled.
3. Interested inmates shall submit a completed application (WDOC Form #513, *Inmate Application for Employment with WY Brand Industries*) to the facility job coordinator prior to the interview process and/or the position closing date.
4. The Facility job coordinator shall review the applications, based on the job criteria supplied by the industries staff as well as any facility procedures for hiring inmates with regard to the following minimum criteria:
 - i. **Eligible for Employment.** Written Policy, procedure and practice provide that security and program determinations are necessary for any individual to be eligible for Industries work are made available to the classification committee. (ACA 4-4457) Inmates are eligible for employment in correctional industries based on custody score and facility makeup.
 - ii. **Education Level.** General Equivalency Diploma (GED) or high school diploma (HSD) or currently enrolled in a GED program. Inmates who have not completed their GED, and are not exempted by the facility Multi-Disciplinary Team (MDT) from participation in the GED program, should not be employed by correctional industries in any position above Level I.
 - a. Exceptions must be completed in writing by the Warden and CI Manager.
 - iii. **National Center for Construction Education and Research (NCCER) Core Training.** Inmates must have completed or be wait listed for the next NCCER Core program provided by the Education Department prior to employment. Inmates have to pass the NCCER Core Program to maintain employment in the Industries Program.
 - iv. **Work Evaluation Ratings.** At least satisfactory overall up to the last twelve (12) months.
 - v. **Disciplinary Record.** The inmate shall have no more than two (2) minor and no general disciplinary offenses/convictions in the last three (3) months, and no major conviction in the last six (6)



WYOMING DEPARTMENT OF CORRECTIONS	Policy and Procedure #5.001	Page 9 of 17
		Correctional Industries Inmate Work and Compensation

months. Facility Wardens input is the determining factor for consideration, for inmates with special security considerations, including classification, conflicts and hot list status.

- a. Any inmate who receives a conduct violation report (CVR) may be evaluated to determine continued employment.
- b. Any inmate who is found guilty of a major disciplinary offense/conviction while employed in an Industries Program will be released from continued employment.
- c. Any inmate who is found guilty of a general disciplinary offense/conviction may be released from continued employment
- d. Inmate positions may be held for 10 days during a TRO Investigation. If the inmate is not charged within the 10 day period he may be able to go back into his previous position if it has not been previously filled due to work load demands.
- vi. **Career Ready Certification.** Inmates who successfully complete the Key Train program (with a level 5) and obtain a bronze, silver, or gold level Career Ready Certificate from ACT while incarcerated shall be given preference for assignment to a correctional industries work assignment commensurate with that certification when there is such a position available for assignment and such assignment otherwise comports with this policy
- vii. Current program/education/institutional status shall not conflict with work schedules.
- viii. Inmates may not refuse or be removed from a mandatory facility work or self-improvement program included in the inmate's individualized case plan during current incarceration within the last six (6) months or they become ineligible for employment.
- ix. Any other criteria as may be included in the WDOC work policies and the facility operational procedures for assigning inmates.
- x. **Time Remaining on Current Sentence.** As CI work programs are intended to impart marketable job skills to assist inmates in their reentry process and to obtain meaningful employment once



WYOMING DEPARTMENT OF CORRECTIONS	Policy and Procedure #5.001	Page 10 of 17
		Correctional Industries Inmate Work and Compensation

released most CI positions should be filled by inmates with five (5) years or less remaining on their current sentence.

5. A list of qualified inmates will be submitted to the CI Site Manager and related Shop Supervisor.
6. The CI Site Manager and/or Shop Supervisor will arrange to conduct interviews with qualified inmates. If the inmate is considered for placement then the reasons for not assigning the inmate shall be forwarded to the facility job coordinator.
7. The CI Manager, working with the Site Manager ~~to~~ will establish authorized pay levels for each CI shop. This shall include the number of inmates that may be employed at each level.
 - i. Any change in the established number of workers in a shop must be approved in writing by the CI manager.
 - ii. Any change to the established levels require the CI business office to verify funds are available to cover the cost of the increase.

C. Inmate Job Classification

1. Inmate job classification for CI will be based on the following six (6) level system:
 - i. **Level I.** Inmates who have not completed their GED, and are not exempted by the facility Multi-Disciplinary Team (MDT), or the Warden, shall be terminated as it is mandatory to work in industries.
 - a. Any inmate who does not have a GED or high school diploma must receive an exception in writing by the Warden and CI Manager to be employed.
 - b. An inmate may be hired by Correctional Industries while being enrolled in the GED program however, they must successfully complete the program within nine (9) months from the time of hire to remain employed.
 - c. Inmates who have not completed their GED, and are not exempted by the facility MDT may not progress beyond Level I.



WYOMING DEPARTMENT OF CORRECTIONS	Policy and Procedure #5.001	Page 11 of 17
		Correctional Industries Inmate Work and Compensation

- ii. **Level II.** Unskilled inmate workers requiring considerable supervision and instruction in the safe use of tools, processes and equipment; limited or no experience in an industrial setting; may have limited knowledge of certain shop applications. Works as directed and/or assigned. Assignment to Level II shall normally be for a period of sixty (60) days.

- iii. **Level III.** Semi-skilled inmate worker that can perform tasks with some instruction and supervision. The majority of correctional industries positions fall into this category. Positions at this level require proven ability to do work of a semi-technical nature under limited supervision and/or a variety of tasks above entry level. Inmate worker should have a working knowledge of tools, processes and equipment in their shop. Inmate workers in this category should be able to perform assigned tasks in several areas of the shop or factory. Works as directed and/or assigned. Advancement beyond Level III shall be based on merit and dependent upon demonstrated work performance. Advancement beyond Level III shall normally require at least ninety (90) days of satisfactory work attendance and performance in a Level III position.

- iv. **Level IV.** Skilled inmate worker, capable of operating the various tools, processes and equipment in their shop or factory. Inmate worker must be able to complete assigned tasks without instruction. Positions at this level shall be limited in number and require skills, abilities and knowledge necessary to perform duties of a special or advanced technical level. Assignment to this level shall be on a position available basis. Inmate worker should be able to show less skilled workers the correct procedure to do a particular job. Inmate worker must know the difference between an acceptable product and a non-acceptable product. Works as directed or assigned.

- v. **Level V.** An inmate worker that has considerable experience and can perform most needed tasks in a shop or factory. This inmate is not a supervisor but may help train or give advice to other inmate workers in the safe use of tools and equipment and the technical aspects of completing a specific task. This inmate worker must be able to work closely with the shop supervisor, show strong initiative and perform all tasks as required by the shop supervisor. Works as directed and/or assigned. Positions at this level shall be



WYOMING DEPARTMENT OF CORRECTIONS	Policy and Procedure #5.001	Page 12 of 17
		Correctional Industries Inmate Work and Compensation

limited in number. Advancement to this level will normally require at least one (1) year of experience within the shop or factory assigned.

vi. Level VI. An inmate worker that meets all the qualifications for working in an industry operation on a private business service operation. Capable of operating one or more service equipment /machines as required by the contract between the private company and WDOC.

2. Inmates whose work attendance and performance exceeds production and quality standards may advance through job levels more quickly than normal, however, movement between levels is generally limited to one level increase at a time. Advancement opportunities shall be based on objective criteria, as identified in established job descriptions, and position availability. Seniority will be a factor for advancement where inmate workers are otherwise equal in job skill and performance.
3. Inmates previously employed with CI may be considered for advanced level placement at the discretion of CI staff.
4. Upon initial placement to a new level or position within the industries program, CI workers shall be given instruction and assistance (on-the-job training) to learn the job. If the inmate is incapable of performing the work, they will be removed from the job and returned to their previous level or position. Job descriptions shall include a statement that establishes that an inmate may be released due to inability to satisfactorily meet production requirements.

D. Inmate Pay and Work Hours

1. The work supervisor shall maintain time-records for each inmate and assignment as required by correctional industries or institutional operational procedure. Time-records shall serve as the basis for inmate compensation.
 - i. All WDOC inmate workers' time will be recorded on the appropriate inmate pay form and will be verified by signature of the worker's immediate supervisor and/or will be recorded directly into the WCIS tracking system. Hours worked will be rounded to the nearest quarter ($\frac{1}{4}$) hour increment generally rounding upward. A record of hours worked will be documented and signed off on by the work supervisor, using an inmate time sheet, Wyoming



WYOMING DEPARTMENT OF CORRECTIONS	Policy and Procedure #5.001	Page 13 of 17
		Correctional Industries Inmate Work and Compensation

Corrections Information System (WCIS) entry, electronic time clock, or other time tracking computer based program. The inmate payroll form used for tracking time worked will be the same for all operations based on institutional requirements. Inappropriate adjusting or falsifying inmate payroll or time sheets shall be considered theft and is a disciplinary offense. Time entry may be completed electronically into the designated information system. Hours worked, job assignment, level and rate of pay will be entered into the WCIS system.

- ii.** It is the supervisor's responsibility to ensure that payroll information is correct, properly supported, signed/verified, and submitted for the proper time period. The appropriate supervisor must initial any changes to an inmate's time sheet. Failure to do so will result in payroll change not being processed. When an inmate leaves a position or is reassigned during a pay period, the supervisor shall complete the time sheet and submit it to the appropriate business office or accounting department within the established time frames required.
 - iii.** Absences from scheduled work and programming, including excused absences and absences which result in a medical lay-in (sick lay-in), will be considered leave without pay and will not be compensated.
- 2.** The inmate pay scale for CI is WDOC Form #512, *Inmate Pay Scale – WY Brand Industries*.
- 3.** Inmate pay will be disbursed in accordance with W.S. §7-16-205, W.S. §25-13-107, and WDOC Policy and Procedure #5.000, *Prison Industries Enhancement Certification Program (PIECP)* and #1.103, *Disbursement of Inmate Earnings*.
- 4.** Inmates will be paid for all authorized hours worked for the month. Shop supervisors may approve hours worked above forty (40) hours per week with approval of the Site Manager, and notification to the CI Manager, Facility Warden and CI Business Manager or designees.
 - i.** The inmate pay period is a calendar month. The length of the workday and the number of days worked in any period closely approximates that found in related private-sector industries. (ACA 2-CI-4A-7)



WYOMING DEPARTMENT OF CORRECTIONS	Policy and Procedure #5.001	Page 14 of 17
		Correctional Industries Inmate Work and Compensation

- a. Inmate payroll for all Level I to Level V operations will be processed on a monthly basis. Monthly inmate payroll will run from the first day of the month to the last day of the month.
- b. Inmate payroll for Level VI, private business service operations, will be processed on a monthly basis. Monthly inmate payroll will run from the first day of the month to the last day of the month.
- c. Payroll will be due at the accounting or business office by 12:00 p.m. on the fifth working day of the new month, unless otherwise specified in the facility standard operating procedure, business office or accounting program.
 - (1) Receipt to the inmate account by the accounting or business office will be within ten (10) working days of the end of the pay period, with pay day normally occurring on the tenth (10th) day of the month following the end of the pay period.
 - (2) The inmate shall normally receive a pay advice from the facility accounting or business office within five (5) business days following receipt to the inmate account.
- ii. In order to maximize the opportunities available to inmates, Level I and Level II positions may be limited to less than full time status of scheduled work to make more positions available.
- iii. In participation with education/vocational, various opportunities for interdepartmental projects enhance occupational training programs. (ACA 2-CI-4A-5) Inmates working on projects considered as a partnership with education/vocation shall only receive industry wages when actually working on items for sale through the industries program. All other hours should be paid at the facility approved rate by the facility, in accordance with WDOC Form #527, *Inmate Pay Scale Institutional Programming Assignments*.
- iv. Inmates will not be hired if there is not sufficient work load. To meet realistic workload needs of each industries operation unit the industry site manager will determine the number of workers



WYOMING DEPARTMENT OF CORRECTIONS	Policy and Procedure #5.001	Page 15 of 17
		Correctional Industries Inmate Work and Compensation

necessary to handle the workload. (ACA 4-4458; 2-CI-4A-3)

- v. Inmate time begins upon arrival to job site and start of work duties, within the authorized work scheduled. Any change to established work hours need to be preapproved by the Site Manager. Inmates will only receive pay for actual hours worked. Time spent on any other activity (*i.e.*, medical appointment, meals, programming, not performing work duties, *etc.*) will not be compensated.

E. Requirements of Inmate Workers. The following requirements shall apply to all inmate workers:

1. Inmates are expected to report for work when scheduled and perform satisfactorily at their given assignment. No inmate who is assigned to a work program will be changed because the inmate is dissatisfied with pay, the job itself, the supervisor(s), the hours of work, or other inmates. Supervisor may transfer or promote inmate as needed at any time.
2. Shop supervisor(s) shall enforce appropriate work habits and attitudes. If the inmate's work habits, work attendance and/or attitude is exceedingly poor and appears to be significantly affecting other workers or work production and the work supervisor(s) has documented these conditions sufficiently, an inmate may be terminated for poor performance or for violation of WDOC Policy #3.101, *Code of Inmate Discipline*, as circumstances dictate.
 - i. Terminations shall be done using WDOC Form #514, *Request for Termination of an Inmate from WY Brand Industries* and any other facility required forms.
3. An inmate is expected to interact in a civil manner with all staff and other inmates. If an inmate's behavior is so disruptive as to compromise the supervisor's ability to manage the work environment effectively/safely, and if the work supervisor(s) has documented these conditions sufficiently, an inmate may be terminated for poor performance or for violation of the WDOC Policy #3.101, *Code of Inmate Discipline*, and be subject to disciplinary action in accordance with WDOC Policy #3.102, *Inmate Disciplinary Procedures*, as circumstances dictate.
4. If an inmate is determined to be a threat to the security or order of the facility if left in their current assignment, the supervisor(s) shall notify security staff and have the inmate removed from the work area. Inmates found to be in violation of the WDOC Policy #3.101, *Code of Inmate*



WYOMING DEPARTMENT OF CORRECTIONS	Policy and Procedure #5.001	Page 16 of 17
		Correctional Industries Inmate Work and Compensation

Discipline, and be subject to disciplinary action in accordance with WDOC Policy #3.102, *Inmate Disciplinary Procedures*, as circumstances dictate.

5. Absences from work, not adequately substantiated, will be considered un-excused. In recognition of the need for good work habits and a positive work attitude, un-excused absences will not be compensated. Un-excused absences may also result in disciplinary action or dismissal from assignment per prison policy.
6. Inmate participation in CI is voluntary. Inmate consent is documented on the WDOC Form #513 *Inmate Application for Employment with WY Brand Industries* and WDOC Form #516 *Wyoming Correctional Industries Voluntary Work Agreement*. (ACA 2-CI-5A-4)
7. Inmates must also comply with any other criteria that may be included in WDOC Policies and Procedures, Facility Operational Procedures and/or any rules and regulations that are outlined the industries' handbooks.

F. Performance Evaluations

1. Work evaluations will be completed by the shop supervisor based on the following schedule: thirty (30) days from hire date and then every quarter thereafter. This evaluation information will be entered into WCIS and a copy will be given to the inmate. (ACA 2-CI-4A-2)
2. Shop Supervisors will inform inmate workers of their evaluation and share with them their strengths and weaknesses.
3. Staff will complete quarterly performance reviews using the job/work history in WCIS inmate evaluation section.
4. Increases in level or pay are not guaranteed, prior to any increase in level or pay, inmates must have a satisfactory work evaluation from the Shop Supervisor.

G. Performance Based Awards. The Shop Supervisor may want to acknowledge an inmate in their work area for exemplary work.

1. A Shop Supervisor may nominate one or more inmates for a performance based award. The Shop Supervisor must make a written request to the Facility Warden and CI Business Manager for approval or denial.



WYOMING DEPARTMENT OF CORRECTIONS	Policy and Procedure #5.001	Page 17 of 17
		Correctional Industries Inmate Work and Compensation

- i. Requests should be made using WDOC Form #515, *Request for Inmate Performance Award – WY Brand Industries*.
2. Performance awards must be reviewed by CI Manager and will be approved or denied based on overall performance, quality and quantity of work completed, on time delivery of orders, overall production, profitability of project and current CI financial standing.
3. Performance Awards should remain marginal and in no case should it exceed fifteen percent (15%) of the inmate's monthly income.
4. No inmate may receive more than two (2) performance awards in any twelve (12) month period.

H. Inmate Worker Grievance Process. Inmates with a grievance in regard to CI activity and/or employment must follow the established WDOC Policy #3.100, *Inmate Communication and Grievance Procedure*. Inmate grievances will be reviewed and answered in accordance with this policy. (ACA-2-CI-5A-7)

V. TRAINING POINTS

- A. Which inmates are covered by this policy?
- B. How are inmates selected for positions with CI?
- C. How does a supervisor request a performance award for an inmate?
- D. Will the inmate be paid for transit time to the job site?
- E. Is inmate participation in this program voluntary?