



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON
OFFENDER MANUAL

REVISION DATE
1/1/16

PAGE NUMBER
1 of 6

NUMBER
DOC 700.100

POLICY

TITLE
**CLASS III OFFENDER EMPLOYMENT AND
COMPENSATION**

REVIEW/REVISION HISTORY:

Effective: 5/17/00
 Revised: 7/3/06
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 Revised: 10/17/11
 Revised: 1/1/16

SUMMARY OF REVISION/REVIEW:

Added WAC reference
 II.D. and V.A. - Removed form usage
 V.C. - Removed language for clarification
 V.G. - Added clarifying language

APPROVED:

Signature on file

DAN PACHOLKE, Secretary
 Department of Corrections

12/23/15

 Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 72.09](#); [ACA 4-4393](#); [ACA 4-4483](#); [WAC 137-80](#); [DOC 300.380 Classification and Custody Facility Plan Review](#); [DOC 670.000 Communicable Disease, Infection Prevention, and Immunization Program](#)

POLICY:

- I. The Department will operate Class III work programs to provide basic work training and experience to offenders so they will be able to better qualify for work within Correctional Industries and the community. Offenders will be provided work opportunities to support the daily operation and maintenance of the facility.

DIRECTIVE:

- I. General Requirements
 - A. Each facility will designate an employee to monitor and coordinate Class III offender employment.
 - B. Each facility will develop and maintain a written plan for full-time work and/or program assignments for all eligible offenders in general population. The plan should provide for employment for all eligible offenders, although every offender may not be actively involved in the plan all of the time.
 1. This written plan requirement will only apply to Reception Diagnostic Centers if:
 - a. Offenders awaiting transfer to another facility whose stay exceeds 90 days.
- II. [4-4483] Hiring/Firing Practices
 - A. All eligible offenders will be given equal consideration for hiring into a position for which they are qualified. Offenders will be referred to work programs using the program referral process in the Offender Management Network Information (OMNI) system.
 1. Offenders will be screened for all work programs per RCW 72.09 and DOC 300.380 Classification and Custody Facility Plan Review. The Incoming Transport/Job Screening Checklist will be used, as applicable.
 - B. All work assignments, suspensions, and terminations will be subject to a review and approval process.

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1. Supervisors may recommend that an offender be suspended or terminated from a particular work assignment or program based on documented evidence of problems, such as:
 - a. Poor performance,
 - b. Unexcused absenteeism,
 - c. Inappropriate behavior, and/or
 - d. Excessive tardiness.
 2. An offender who poses a threat to security or is disruptive to the work environment may be temporarily suspended pending investigation.
 3. A guilty finding for a Category A serious infraction will be grounds for immediate termination from a work assignment or program.
 4. A guilty finding for a Category B or C serious infraction will be reviewed by classification, security, and the assigned work supervisor to determine appropriate actions, including:
 - a. Continued work in the assigned work area,
 - b. Transfer to a different work assignment, or
 - c. Termination from the assignment and program.
- C. Priority will be given to filling vacant facility support positions that are vital to facility operations.
1. If an offender assigned to a work program is laid off due to a reduction in work, s/he will be offered an equivalent position when work becomes available.
- D. An offender-with restrictions/limitations must have a current Health Status Report in his/her electronic file indicating the restriction/limitations.
1. Restrictions/limitations must be re-evaluated at least every 6 months.

III. Job Classification

- A. Facilities will use site specific job descriptions for Class III work assignments. Job descriptions will be maintained in OMNI.
- B. OMNI reports provides Class III job descriptions that include:
 1. Title,
 2. Duties, including physical requirements,
 3. Education, training, and experience requirements, and

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4. Correctional Program Manager approval of the job description.
- C. Levels within each job class (e.g., Clerk 1, Clerk 2, Clerk 3) may be developed, but are not required.
- IV. [4-4393] Health Care Employment
- A. Offenders working in Health Services will receive training and immunizations per DOC 670.000 Communicable Disease, Infection Prevention, and Immunization Program.
- B. Offenders, under employee supervision, may perform familial duties related to health services commensurate with their level of training, such as:
1. Peer support and education.
 2. Hospice activities.
 3. Assisting impaired offenders on a one-on-one basis with activities of daily living.
 4. Serving as a companion or buddy, if qualified and trained through a formal program that is part of a suicide prevention plan.
- C. Offenders will not be used to provide the following duties:
1. Performing direct patient care services.
 2. Scheduling health care appointments.
 3. Determining access of patients to health care services.
 4. Handling or having access to surgical instruments, syringes, needles, medications, or health records.
 5. Operating diagnostic or therapeutic equipment except under direct supervision by specially trained employees in a vocational training program.
- V. Evaluations/Compensation
- A. Class III supervisors will complete the Offender Performance Evaluation in OMNI at least annually for each offender.
1. The following will be considered in evaluating performance:
 - a. Technical performance,
 - b. Acquisition of technical skills,

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- c. Quality and quantity of work,
- d. Attitude,
- e. Industriousness, and
- f. Demonstration of positive work ethic, including:

- 1) Punctuality and attendance
- 2) Cooperation, and
- 3) Initiative

- 2. The work supervisor will discuss the evaluation with the offender and both offender and work supervisor will sign the evaluation signed by the offender and the work supervisor.

- B. Offenders will be provided monetary compensation for work performed.
- C. Class III wages must be supported within facility budgeted funds, and will not exceed \$55 per month per offender without advance written permission of the Assistant Secretary for Prisons/designee.
- D. Class III workers will not qualify for overtime pay. Any offender worker volunteering and/or required to work in excess of routine work hours per month will still have a cap of \$55 per month.
- E. Class III workers will be compensated only for hours worked.
- F. Class III workers will not be assigned to more than the equivalent of one full-time job. Exceptions may occur only when there are more jobs to be done than offenders to do them.
- G. Unless indicated in policy or approved by the Assistant Secretary for Prisons/designee, offenders will only be paid for the hours during which they perform work.
- H. The mandatory deduction required by statute for crime victims' compensation will be deducted from the gross income per RCW 72.09.110.
- I. Class III workers will not qualify for vacation or sick leave pay.
- J. Class III workers will not qualify for L&I industrial insurance coverage.
- K. Offenders assigned to major facility construction projects (e.g., construction of living units) will qualify for Class II pay rates, including mandatory Class II pay deductions.

DEFINITIONS:



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Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

None