April 27, 2020

TO: All Incarcerated Individuals

FROM: Julie Martin, Deputy Secretary
Robert Herzog, Assistant Secretary
Danielle Armbruster, Assistant Secretary

SUBJECT: Extension of Incarcerated Individual Gratuity

This memo serves as an update to the original Incarcerated Individual Gratuity message dated March 27, 2020. The decision has been made to extend the exception and to continue providing gratuity to incarcerated individuals unable to perform their duties due to no fault of their own related to COVID-19. Additionally, the gratuity cap for Class III positions has been increased from $55.00 to $70.00 per month. Both extensions are scheduled through May 31, 2020.

Class II, III, and IV workers are encouraged to review the information provided in the April 9, 2020 Incarcerated Individual Gratuity – Follow-up message, as it provides clarification for each of the classes of work.

The agency continues to manage the response to COVID-19. The exceptions outline above are extended through May 31, 2020 and will be reviewed again at that time.

cc: All Superintendents
    DOC COVID-19

“Working Together for SAFER Communities”