

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 309.55.01	Page 1 of 8
	Original Effective Date: 10/01/82	New Effective Date: 10/21/16
	Supersedes: 309.55.01	Dated: 06/27/16
	Administrator's Approval: James Schwochert, Administrator	
	Required Posting or Restricted:	
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 309 Resources for Inmates		
Subject: Inmate Compensation Plan		

POLICY

The Division of Adult Institutions shall compensate inmates in approved work or program assignments.

REFERENCES

Wisconsin Statutes Ch. 302 – Prisons; State, County and Municipal
Wisconsin Administrative Code s. DOC 303.11(6) – Temporary Lockup: use
Wisconsin Administrative Code s. DOC 308.04(12)(g) – Administrative Confinement
Wisconsin Administrative Code s. DOC 309.55 – Compensation
Wisconsin Administrative Code Ch. DOC 313 – Prison Industries
DAI Policy 309.00.01 – Inmate Work Placement
DAI Policy 309.55.04 – Mandatory Education
DAI Policy 325.00.09 – Project Crews
2001CV3481 – Wisconsin Circuit Court Case

DEFINITIONS, ACRONYMS, AND FORMS

A&E – Assessment and Evaluation

AODA – Alcohol and Other Drug Abuse

ATR – Alternative to Revocation

BCE – Bureau of Correctional Enterprises

Community Service Work Crews – Inmate workers performing voluntary clean-up and other community service duties. In many cases this is done in order to reduce the number of hours of community service inmates were given at sentencing. Inmates in these work crews are not usually compensated for their work.

DAI – Division of Adult Institutions

DOC – Department of Corrections

Full Time – Full-time is seven hours per day for education and eight hours per day for program assignments per Wisconsin Administrative Code s. DOC 309.55.

Half-time – Half-time programs are equivalent to four hours per day.

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Primary Programs – Alcohol and drug programs, cognitive based programs, domestic violence, sex offender treatment, education, anger management.

Program enrollment – Enrollment in a school, vocational training or other program to which the inmate has been assigned by Classification.

Project Work Crews – Inmate workers performing off-site services for local government and non-profit agencies.

Quarter-time – Quarter-time programs and programs which are less than quarter-time are equivalent to two hours per day.

TLU – Temporary lock up

PROCEDURE

I. Facility Work and Program Pay

- A. Facilities shall assign an inmate compensation committee or individual to review and approve all new inmate compensation assignments. This committee or individual shall:
1. Document and periodically review the inmate job assignments needed in order to adequately complete facility work.
 2. Review job assignments for appropriateness of assigned pay range in conjunction with job duties or skills needed.
- B. Inmate compensation is based on a biweekly period with amounts computed on an hourly basis.
1. Schedules shall be created in a computerized accounting system to reflect the amount of time an inmate is scheduled to participate in work or program assignment(s).
 2. Inmates shall be paid a wage based on expected hours and hourly rate assigned to job.
 3. Hours may vary based on facility needs. The only changes made to this schedule shall be the exceptions identified under Sections VIII and X.

Range	Hourly Rate
Unassigned	\$0.05
Range 1	\$0.12
Range 2	\$0.19
Range 3	\$0.26
Range 3A (Educ/Prog)	\$0.15
Range 4	\$0.35
Range 5	\$0.42

- C. TLU and protective status inmates shall continue to be paid at the same rate they were paid immediately prior to being placed in that status. Inmates in administrative confinement shall be paid at the involuntary unassigned rate.

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- D. Inmates enrolled in programs that do not allow the inmate to maintain a paid job shall be paid at a full-time Range 3A rate (e.g., residential AODA).
 - E. For all other treatment programs assigned by Classification:
 - 1. The facility shall make arrangements in the inmate's work schedule which allow the inmate to attend the program. The work schedule shall not be changed for this, or
 - 2. The facility shall pay the inmate at least quarter-time Range 3A rate for participation as defined in Wisconsin Administrative Code s. DOC 309.55.
 - F. ATR inmates in a program assignment shall be paid at a full-time Range 3A rate.
 - G. Inmates assigned to an offsite project work crew are to be paid in accordance with DAI Policy 325.00.09.
 - H. Inmates who work offsite on another facility's grounds are to be paid at a standard rate of \$1.00 per hour for actual hours worked. The facility is not charged an administrative fee.
- II. Weekend and Holiday Compensation**
Compensation shall be increased by \$.02 per hour for weekend and legal holiday work. This applies only to work assignments.
- III. Involuntary Unassigned**
- A. The involuntary unassigned compensation rate shall be applied to inmates who are eligible, available, and waiting for placement in approved work or program assignments where such work or program assignments exist, but are not currently available.
 - B. The involuntary unassigned compensation rate shall be used to supplement those in quarter or half-time programs or part-time work assignments.
 - C. Inmates in involuntary unassigned status may be used for temporary facility needs work.
 - D. A&E inmates shall be compensated at the involuntary unassigned rate.
- IV. Voluntary Unassigned**
- A. Inmates who refuse or are negatively removed from a work or primary program shall be placed in voluntary unassigned status and shall not be compensated for a minimum of 90 days unless already enrolled in a different primary program than the one in which the inmate refused or was negatively removed.
 - B. The Warden/Superintendent can waive the 90 days voluntary unassigned status for an inmate negatively removed from a work assignment if a primary

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program assignment becomes available or if required by facility operational needs.

- C. After 90 days in voluntary unassigned status, an inmate may request to be assigned to involuntary unassigned status if appropriate work or program assignments are unavailable based on facility procedure.

V. Higher Compensation Rates

- A. In exceptional circumstances, facilities may, with prior written approval of the Division Administrator, compensate inmates at a higher rate. This may include, but is not limited to:
 1. Project crews.
 2. Inmate off-site drivers.
 3. Earned Release Program.
 4. Challenge Incarceration Program.
 5. Inmates working at other facilities.
- B. BCE inmate compensation shall be guided by Wisconsin Administrative Code Ch. DOC 313.

VI. Hours in Compensation Status

- A. An inmate may work more than one assignment, but shall not be compensated for more than 40 hours per week.
- B. Every attempt shall be made to consistently use involuntary unassigned inmates for situations requiring additional hours to be worked, including emergency situations.
- C. If a work area is regularly unable to complete its work assignments with the current inmate worker staffing, additional positions shall be created.
- D. In an urgent or emergency situation or for inmate drivers in minimum security facilities, the Warden/Superintendent may approve additional hours. These exceptions are paid at the hourly rate.

VII. Inmates Housed in Contract County Jails

- A. Inmates transferred from a facility to a contract county jail shall be compensated at the involuntary unassigned rate.
- B. Inmates placed in a county jail work assignment shall be compensated by the jail and no longer receive involuntary unassigned compensation.
- C. No compensation shall be paid under this section to an inmate who is placed in restrictive housing status by the contract county jail.

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VIII. Exceptions to Compensation

No inmate shall be compensated while in transit for more than one day, out to court or in disciplinary separation.

IX. Probationary Pay

A. Probationary periods shall not exceed six months. An inmate shall achieve full performance and pay within this time period or be removed.

B. Probationary pay rates may start at two ranges lower than the rate assigned to the position.

X. Lay in and Sick Cell Status

A. Inmates in lay-in status shall not be compensated.

B. Inmates placed in sick cell status shall be paid at the involuntary unassigned rate for their regularly scheduled hours.

C. Inmates in sick cell status as a result of an injury sustained in a facility job related accident shall be compensated at the rate earned in their previous work status.

Administrator's Approval: _____ **Date Signed:** _____
James Schwochert, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Dodge Correctional Institution		
Original Effective Date: 11/26/07	DAI Policy Number: 309.55.01	Page 6 of 8
New Effective Date: 04/15/21	Supersedes Number: 309.55.01	Dated: 06/27/16
Chapter: 309 Resources for Inmates		
Subject: Inmate Compensation Plan		
Will Implement <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval: Jason Benzel, Warden		

DEFINITIONS, ACRONYMS AND FORMS

DCI – Dodge Correctional Institution

DOC-741 – Offender Time Report

DOC-1014 – Offender Overtime Justification

DOC-2310 - Inmate Position Description

GP – General Population

IWAC – Inmate Work Assignment Committee

OCO – Out Court Order

Work Coordinator – Security Supervisor, assigned by the Warden, who reviews inmate work placement requests.

FACILITY PROCEDURE**I. General Guidelines**

- A. Inmates received into DCI GP shall be placed in Involuntary Unassigned status and shall be paid at involuntary unassigned rate until they begin an official work assignment.
- B. GP inmates are required to maintain a work assignment with the exception of those deemed medically unable to work or in Restrictive Housing status.
- C. If an inmate has not reached a full performance level necessary for his position after 60 days of probation, then he shall be placed back in Involuntary Unassigned status until he can secure a different position or is referred by the Work Coordinator for possible transfer to a different facility.
- D. The DCI Work Coordinator has been designated by the Warden to determine if the 90 days voluntary unassigned status can be waived or not.

II. IWAC

- A. Each inmate position in the institution is overseen by the IWAC.

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- B. The IWAC shall be chaired by the Financial Program Supervisor and members shall be assigned by the Warden.
- C. The official roster of inmate positions and maximum pay ranges shall be maintained by the Business Office.
- D. Work Supervisors' requests for creation, modification or deletion of inmate work positions shall be submitted to the IWAC in writing.
 - 1. The requests for creation shall be accompanied by a completed DOC-2310.
 - 2. The requests for modification (including pay range changes) shall include an appropriate justification for the requested change and need to be accompanied by a revised DOC-2310.
 - 3. Incomplete or vague requests submitted by Work Supervisors shall be returned by the IWAC for clarification and resubmission.
- E. Final decisions of the IWAC shall be sent to the Work Supervisor and the Business Office in writing.
- F. Questions shall be directed to the IWAC Chairperson.
- G. Positions cannot be created modified or deleted without IWAC approval.

III. Unique Compensation Situations

Inmates in the following statuses shall receive pay at their regular hourly rate earned in their previous status for each regularly scheduled work day.

- A. Observation.
- B. TLU.
- C. Work Placement Temporary Restriction (WPTR).
- D. An inmate who is absent from his work site when on a mandatory pass for a scheduled appointment.

IV. Overtime

- A. All inmate work assignment overtime shall require prior written approval from the Warden/designee.
- B. Inmate overtime shall be documented on a DOC-1014.

V. Timesheets

- A. A DOC-741 report shall be completed and forwarded by the work supervisor to the Business Office by 8:00 a.m. each Monday for the previous week.

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- B. New inmate workers shall have their hire date listed on the first timesheet.
- C. If an inmate is OCO, sick cell, TLU, etc. this shall be marked on the timesheet.
- D. Any inmate job changes within the department shall be noted on the timesheet along with the start date of the new position.
- E. Original timesheets shall be processed and filed in the Business Office.

VI. Inmate Payroll Posting Dates

- A. Inmate payroll is posted on a bi-weekly schedule.
- B. The Business Office shall develop a schedule of payroll pay periods and posting dates and distribute to all work areas on an annual basis.
- C. Payroll shall be posted to inmates' accounts two weeks after the end of the pay period.