

Illinois Department of Corrections	ADMINISTRATIVE DIRECTIVE		Number	05.03.103A
			Page	1 of 5
			Effective	5/1/1992 Amended 7/1/2010
Section	05	Operations		
Subsection	03	Inmate Management and Movement		
Subject	103A	Monetary Compensation for Inmate Assignments		

I. **POLICY**

A. **Authority**

Ill. Rev. Stat., ch. 38, par. 1003-2-2 and 1003-12-5.

20 Ill. Adm. Code 420.

B. **Policy Statement**

The monetary compensation plan for inmate work assignments in adult correctional facilities shall be standardized.

II. **PROCEDURE**

A. **Purpose**

The purpose of this directive is to establish written guidelines in regard to monetary compensation of inmate work assignments except assignments to Correctional Industries and School District #428.

B. **Applicability**

This directive is applicable to all the correctional facilities within the Adult Division.

C. **Internal Audits**

An internal audit of this directive shall be conducted at least annually.

D. **General Provisions**

The Chief Administrative Officer or his designee at each facility shall ensure that:

1. All current inmate assignments are developed in writing and properly categorized according to Paragraph II.E.
2. All initial assignments and subsequent changes are made within the guidelines established in departmental rules for inmate work assignments.
3. An inmate's initial placement on a work assignment is compensated at the minimum wage prescribed for that category of work. After serving sixty days on the assignment, the inmate may be considered for a raise depending upon the effort, skill, and economic

Illinois Department of Corrections

ADMINISTRATIVE DIRECTIVE	Effective 5/1/1992 Amended 7/1/2010	Page 2 of 5	Number 05.03.103A
-------------------------------------	---	-----------------------	-----------------------------

value of his work.

4. Prior to assignment to or a pay increase for a work assignment which would result in compensation at the rate of \$50 or more a month, the inmate shall be requested to certify or obtain verification of his correct Social Security Number.
 - a. The Internal Revenue Service (IRS) Form W-9, Request for Taxpayer Identification Number and Certification shall be used for certification. The inmate should be advised to complete, sign, and return the W-9 if such form is not on file in the master file. The inmate should be advised the form is only to be submitted to the facility; it should not be submitted to the IRS.
 - b. If the inmate has a Social Security Number but cannot remember it, he shall be advised he must request written verification of his correct Social Security Number from the Social Security Administration. Form SS5, available through the nearest Social Security Office, may be used to request verification. Verification should normally be received within 60 days.
5. Inmate compensation shall be restricted to less than \$50 per month and/or \$600 per year until written certification or verification of the inmate's correct Social Security Number is received and filed in the inmate's master file. The inmate's name on the certification or verification must be identical to the name under which the inmate is incarcerated or the monetary compensation will continue to be restricted.

NOTE: Facilities shall ensure the above certification or verification is obtained for those inmates currently being compensated at the rate of \$50 or more a month or who may be expected to earn \$600 or more a year from a single appropriation. The inmate may continue in his present assignment/rate of pay while obtaining the certification or verification; however, the inmate's work assignment shall be changed and compensation shall be restricted prior to receipt of annual compensation of \$600 or more.

E. <u>Categories of Work Assignments</u>	<u>Wage Range</u>
1. Skilled Workers (Carpenters, electricians, plumbers, painters, brick-layers, cement finishers, welders, cooks, bakers, butchers, auto mechanics, locksmiths, refrigeration-air conditioning repairmen, or other craftsmen or specialists with like skills and experience.)	\$1.43 to \$2.15 daily (\$30 to \$45 monthly)
2. Semi-skilled Workers (Printers, barbers, tailors, landscapers, boiler room workers, inmates involved in food preparation, inmates who function on assignments requiring similar skills and experience, and trainees and apprentices for skilled worker positions.)	\$.95 to \$1.43 daily (\$20 to \$30 Monthly)
3. Library Research Clerks (Inmates who	

Illinois Department of Corrections

ADMINISTRATIVE DIRECTIVE	Effective	5/1/1992	Page	Number
		Amended 7/1/2010		
			3 of 5	05.03.103A

- | | | |
|----|---|--|
| | work in the general library or the law library and who perform functions related to collection maintenance, legal research or other technical functions within the library.) | \$.95 to \$2.15 daily
(\$20 to \$45 monthly) |
| 4. | Clerical Workers (Inmates who work in the commissary, law library, general library, cellhouse, or other areas, and who perform clerical functions, including typing, and maintaining records.) | \$.95 to \$1.43 daily
(\$20 to \$30 monthly) |
| 5. | General Laborers (Runners, cellhouse help, lawn workers, laundry handlers, janitors, commissary workers, general store workers, clothing room workers, Bureau of Identification workers, and similar positions involving general labor work.) | \$.71 to \$.95 daily
(\$15 to \$20 monthly) |
| 6. | Highway Road Programs (Inmates who participate in the Department of Transportation Highway Work Program.) | \$.95 to \$2.15 daily
(\$20 to \$45 monthly) |
| 7. | Students (Inmates assigned full-time to academic, or vocational programming as students.) | (\$15 monthly) |
| 8. | Work Crews (Offenders assigned to off grounds work crews at work camps.) | (\$45 to \$75 monthly) |

NOTE: Offenders assigned to work camps prior to July 1, 2010 shall continue to receive compensation at the work crew rate. Offenders assigned to work camps on or after July 1, 2010 shall only be compensated at the work crew rate if assigned to an off ground work crew otherwise shall be compensated for the assignment he or she actually performs.

- | | | |
|-----|--|--|
| 9. | New Admissions and Unassigned inmates | (\$10 monthly) |
| 10. | Condemned Unit Worker (General population inmates assigned to work in the Condemned Unit.) | \$1.43 to \$2.15 daily
(\$30 to \$45 monthly) |

F. Implementation of Pay Plan

It shall be the responsibility of each Chief Administrative Officer, or his designee to implement this pay plan at his facility and to ensure that daily/monthly wages are computed in accordance with Paragraph II.H. of this directive.

1. Assignment supervisors shall be responsible for keeping accurate records of inmates working each day on an assignment and for turning in timely reports at the end of each

ADMINISTRATIVE DIRECTIVE	Effective 5/1/1992 Amended 7/1/2010	Page 4 of 5	Number 05.03.103A
-------------------------------------	---	-----------------------	-----------------------------

month to the business office for computation of wages.

2. Unassigned pay may be terminated after a documented attempt to place an inmate on a work or a school assignment has resulted in the inmate's refusal to accept either opportunity.
3. The business office shall be responsible for the computation of each inmate's wages and crediting same to his trust fund account.

G. Work Requirements

In order for an inmate to receive monetary compensation for a work day, he must work at least four (4) hours during that day on his assignment.

1. An inmate that works his assignment less than four (4) hours a day will not be paid unless he is a full-time student.
2. An inmate absent from his assignment due to non-documented illness, family visits, furlough, release on writ (including temporary transfers to writ facilities), or segregation placement will receive no monetary compensation for the time of his absence.

H. Computation of Wages

The daily wage rate listed in Paragraph II.E. for categories 1, 2, 3, 4, 5, and 6 is based on 21 work days per month.

1. The amount of pay for the inmate shall be computed by multiplying the total number of days worked by the inmate's daily wage, or his pay shall be based on a monthly basis.
2. An inmate working on two or more assignments within a calendar month shall have his wages computed according to the number of days worked on each assignment.
3. An inmate working on two different assignments within one day shall be compensated at the wage rate for his regular assignment and will only be credited for one day of work.
4. In some cases, such as dietary areas, where inmates work under special conditions, i.e., alternate days, longer hours, etc., the Chief Administrative Officer, or his designee may award additional privileges or pay with approval from the Director.
5. In the event the correctional facility experiences a deficit of funds in its Student Member Inmate Compensation line item, the Chief Administrative Officer may temporarily reduce or suspend the amount of money to be paid an inmate.

I. Exceptions

Inmates assigned to Correctional Industries or School District #428 shall be compensated in accordance with the monetary compensation plan established for that area.

Authorized by:

Illinois Department of Corrections

ADMINISTRATIVE DIRECTIVE	Effective 5/1/1992 Amended 7/1/2010	Page 5 of 5	Number 05.03.103A
-------------------------------------	---	-----------------------	-----------------------------

Director

Supersedes:

05.03.103A AD 9/1/1986

As Amended 4/1/1987