



Oregon Corrections Enterprises Policy



Title: Administration of Inmate Incentives	OCE Policy: 03.03.02
Supersedes: 03.03.02 Administration of Team Goal Awards, Special Meritorious Awards, and Inmate Recognition Events 04/01/2010	
Applicability: All Employees, Volunteers, and Contract Service Providers (if applicable)	
Reference: OAR 291-077 Performance Recognition Award System	
Approval: Ken Jeske, Signature on File	Date: September 23, 2014

I. PURPOSE

The purpose of this policy is to establish Oregon Corrections Enterprises (OCE) policy and procedures governing the provision of monetary awards to inmates in accordance with the Oregon Department of Corrections (ODOC) Performance Recognition and Awards System (PRAS) for inmates.

II. DEFINITIONS

- A. Employee: Any person employed fulltime, part-time, or under temporary appointment by Oregon Corrections Enterprises for whom OCE withholds income tax, provides workers' compensation coverage, and pays the workers' compensation hour-tax. Under this definition, the following are not employees: workers provided by a temporary employment services agency, Department of Corrections inmates, and students unless the student meets the terms of this definition.
- B. Excused Absence: Approved leave from OCE manager and/or Customer for medical, visitation, legal, or religious purposes.
- C. Individual Meritorious Award Program: A meritorious award made to inmates at the discretion of OCE to recognize achievement of goals based on each individual inmates performance in accordance with the predetermined production level required by each contractor. OCE is reimbursed by the customer for the award.
- D. Inmate: Any person under the supervision of the Oregon Department of Corrections who is not on parole, probation, or post supervision status.
- E. TimeForce: A web-based time clock/personnel system which provides reporting and tracking mechanisms for OCE inmate hours worked and inmate working files and for the same.
- F. Inmate Recognition Event(s): Business unit function typically involving food with the purpose of recognizing inmate achievements in either production/service delivery or certification completion.

- G. Performance Recognition Awards System (PRAS): Monthly monetary awards made to inmates at the discretion of Oregon Corrections Enterprises to support the development of good performance and behavior.
- H. Prison Industry Enhancement Certification Program (PIECP): The federal work program authorized under 18 U.S.C. 1761(c) that requires certification of any inmate work program before goods produced by inmates can be shipped in interstate commerce for sale to the private sector.
- I. Special Meritorious Awards: Monetary awards made to inmates at the discretion of OCE to reward exceptional acts or behaviors that contribute to the safe and orderly operation of the business unit, suggestions that result in definite economies of operation, or exceptional production.
- J. Team Goal Awards: Monthly monetary awards made to inmates at the discretion of OCE to recognize achievement of team goals that exceed standards for avoiding injuries, efficient use of production time, quality of product, team communication, and customer satisfaction.

III. POLICY

Oregon Administrative Rule 291-077 is the basis for administering team goal awards and special meritorious awards within Oregon Corrections Enterprises (OCE).

This policy applies to all inmates assigned to OCE business units at all state corrections institutions and facilities.

OCE employees will prepare all documentation and calculate monetary awards for inmates. Inmates will not be involved in the record keeping or awards preparation process under any circumstances.

Employees of OCE are required to comply fully with this policy, and understand how it applies to their business unit.

OCE employees will ensure that inmates assigned to OCE understand the portions of this policy which describe the criteria for receiving PRAS, team goal awards, special meritorious awards, and individual meritorious awards, as well as non-cash incentives.

IV. PROCEDURE

A. Monthly Performance Recognition Award System (PRAS) Eligibility Criteria:

1. Assignment of PRAS points is based on authorized budgeted positions and business need. Inmates are assigned PRAS points based on their qualifications, abilities, and available authorized positions.
2. The inmate's performance of the work assignment is determined daily on a pass/fail basis. The daily assessment is based on the inmate's attendance, performance quality and effort, interpersonal communication

with staff and fellow inmates, and ability to follow directions.

3. Inmates will accrue daily performance points, if eligible, for each day of satisfactory performance of the work assignment based on the DOT code level assigned to the work.
4. Inmates are not eligible for PRAS performance points for a work day in which they perform PIECP-certified work fulltime.
5. Each month, TimeForce will total the inmate's qualifying daily points based on satisfactory performance of the work assignment to determine the inmate's total performance points for the month.
 - a) If the automated system is not available, OCE business unit employees will perform this function and forward the information to the Offender Services Unit for processing.
6. An inmate's first assignment in the shop must be in an entry level or Certification position. Inmates who terminate from OCE, for any reason, and are gone for more than 30 calendar days and return must be assigned to an entry level position. General Managers may request exemption for this requirement from the Offender Services Manager or designee.
7. OCE shall use a promotion schedule in determining when inmates are eligible to be considered for a promotion from their current PRAS/PIECP level. Promotions will be effective the first of the following month.
 - a) Medium custody institutions: inmates must work a minimum of 6 months at their current PRAS/PIECP level before being considered for a promotion.
 - b) Minimum custody institutions: inmates must work a minimum of 3 months at their current PRAS/PIECP level before being considered for a promotion.
 - c) Private and public partnerships may vary from this schedule. Associated contracts may document an approved promotion schedule.
 - d) Promotions for positions earning PIECP wages will be effective the 25th of the month.
 - e) For purposes of this policy, PIECP Annual Wage Survey will be considered an adjustment, not a promotion.
 - f) Requests for all other exemptions to the promotion schedule will be reviewed by the Offender Services Manager.
8. Inmates will receive a written performance evaluation at least annually and before any promotion. Upon termination, a reason for termination

will be documented in TimeForce. Also, terminations resulting in Unusual Incident Reports or for reasons other than failure to grasp technical aspects of the assignment will be reported to Offender Services to be logged in an OCE master tracking system.

9. Inmates performing work assignments in more than one OCE business unit during any given day receive performance points based on the work assignment with the highest responsibility level only.
10. Inmates will not be permanently assigned to multiple OCE business units. Inmates may be assigned to a special project in a second OCE business unit for up to ninety days.
11. The General Manager and the Business Unit Manager will approve all inmate monetary awards for the respective institutions. All shops will use the standard OCE time tracking system. In addition to the standard tracking system, shops running PIECP/PRAS split programs require the use of a local spreadsheet to track time, dollars, and percentages as required by law.
12. All time must be approved no later than 2nd working day of the following month.

B. Monthly Team Goal Award Eligibility Criteria:

1. Inmates must be eligible to receive a PRAS award in order to be eligible for a monthly team goal award. The award is granted on a daily basis.
2. Inmates must work the entire scheduled shift to qualify for the daily team goal award unless the reason for the partial day absence is listed on the excused absence list (see Attachment C).
3. Regardless of the schedule length or excused absence, inmates working less than one hour will not qualify for the daily team goal award.
4. The monthly team goal award for inmates assigned to an OCE business unit will not exceed their monthly net PRAS award, with the exception of those using awarded retention days off. (See D.1.)
5. Inmates performing work assignments in more than one OCE business unit during a calendar month will receive only one team goal award for the month.
6. Inmates leaving an OCE work assignment in good standing may receive a team goal award for the final month not to exceed their PRAS award.
7. The OCE Administrator may make an administrative adjustment to the daily team goal award where necessary to maintain existing public/private partnerships.

C. Denial of Team Goal Award:

1. The General Manager of a business unit may deny the daily or monthly team goal award to an inmate(s), if, in his/her judgment, the inmate's performance, behavior or circumstances warrant denial. The reasons for denial of a team goal award will be documented.
2. Individual attendance and punctuality will be strictly evaluated and reported daily. Unexcused absence(s) and program failure(s) will disqualify an inmate from receiving a team goal award for the entire month, without exception.
3. Inmates receiving a Daily Fail will automatically be disqualified from receiving a team goal award for that day, without exception.
4. Inmates receiving three or more Daily Fails in a 30-day period will automatically be disqualified from receiving a team goal award for the entire month, without exception.
5. Inmates are not eligible for a team goal award for any day in which they perform PIECP certified work full time.

D. Contact Center Time Off Retention Award:

1. Inmates are eligible for an inmate retention award after six months of working in an OCE contact center. The retention award is time off in full day increments from working in the same contact center. Inmates will receive TGA but no PRAS points for the retention day(s) off.
2. Contact Center Retention awards are based on longevity, attendance and performance.
3. Attendance: Inmates must be present for entire work month to receive a retention award unless the absence is excused.
4. Retention Matrix:
 - a. 6 cumulative qualifying months – 1 day
 - b. 12 cumulative qualifying months - 3 days
 - c. 24+ cumulative qualifying months – 5 days per year
5. Each shop will use the OCE official time tracking system to record days off.
6. Time off earned must be used within 12 months of the date of the award and coordinated with shop supervisors to maintain adequate shop coverage.

E. Contact Center Retention/Recruitment Events:

1. Each OCE contact center unit may be authorized to conduct retention/recruitment events. Events may include but are not limited to

events involving food. Requests may specify recurring events. Requests for recruitment/retention events will be submitted in writing to the General Manager for initial approval. (See Attachment A – Inmate Recognition Event Form)

2. The General Manager and Administrator will review and approve written requests for retention/recruitment events. Approval is contingent on financial considerations and institution operations.
3. General Manager and Administrator approvals (Attachment A) and receipts for food and supply purchases will be forwarded to Accounting upon completion of each event.
4. If food is part of the event, it will normally be purchased in cooperation with the Institution Food Services Manager, and will be prepared on site in compliance with DOC policy. With institution administration approval, there may be occasions where it is appropriate to obtain food from a restaurant or store for a particular recognition event.

F. Individual Meritorious Award Program:

Inmates in Contact Centers may be eligible for the Individual Meritorious Award Program (IMAP).

1. Inmates must be assigned directly to a customer to qualify for the award. General business unit workers, such as clerks and janitors not assigned directly to a customer, are not eligible for an IMAP award.
2. The OCE Administrator sets the maximum allowed IMAP award per inmate per month.
3. Any IMAP award is solely at the discretion of the customer.
4. IMAP awards are directly reimbursed by the customer to which the inmate is assigned.
5. A detailed shop report showing the customer's name, inmate job assignment, inmate's SID, inmate's name, and the dollar amount will be published monthly and sent to Offender Services and Fiscal for processing according to the schedule set by the Fiscal Manager.

G. Special Meritorious Awards:

1. Special meritorious awards will only be considered in exceptional circumstances to reward acts or behaviors that contribute to the safe and orderly operation of the business unit, suggestions that result in definite economies of operation, or exceptional production.
2. These awards are typically awarded to an individual or small number of

inmates and occasionally an entire business unit.

a. OCE Special Meritorious Award Matrix

OAR 291-077-004 Special Meritorious Awards (SMA)											
Exceptional Acts or Behaviors:	Proposed										
1. Exceptionally positive acts or behaviors of significant benefit to OCE, staff, Inmates or Public related to public safety.....	Must be pre-approved by Administrator <table border="0"> <tr> <td>\$1,000 - \$4,999</td> <td>\$ 5.00</td> </tr> <tr> <td>\$5,000 +</td> <td>.15%</td> </tr> <tr> <td>Maximum Award</td> <td>\$100.00</td> </tr> </table> (one time award for annual savings)	\$1,000 - \$4,999	\$ 5.00	\$5,000 +	.15%	Maximum Award	\$100.00				
\$1,000 - \$4,999	\$ 5.00										
\$5,000 +	.15%										
Maximum Award	\$100.00										
2. Acts of outstanding heroism	To be determined by Administrator										
3. Unusually difficult or hazardous assignment that requires personal responsibility (e.g. Laundry blow downs when shop is closed)	Must be pre-approved by Administrator \$5.00 - \$10.00 for entire project										
4. A. Other clearly exceptional or outstanding services (e.g. maintenance required when shop is closed)	Must be pre-approved by Administrator \$5.00 - \$10.00 for service/event not to exceed \$40 per month.										
4. B. Production Goals – Large Projects w/Deadlines – whole shop (does not involve extra shifts of 3hrs or more)	Not to exceed \$25.00/month, \$100/ project(s) Goal established by GM before project started GM must notify Exec Team prior to notifying shop Must meet production goals/deadline set Awarded to all workers in shop										
4. C. Production Goals – extra shift, varied crew, with deadlines (extra shift defined as a minimum of 3hrs in addition to a standard shift in one day)	Not to exceed \$80.00/month, Goal (duration/award) set by GM before project started GM must notify Exec Team prior to notifying shop Must meet production goals/deadlines set Prorated by duration / participation: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>% of Set Duration</th> <th>% of Set Award</th> </tr> </thead> <tbody> <tr> <td>> 75%</td> <td>100%</td> </tr> <tr> <td>51%-75%</td> <td>75%</td> </tr> <tr> <td>25 – 50%</td> <td>50%</td> </tr> <tr> <td>< 25%</td> <td>20%</td> </tr> </tbody> </table>	% of Set Duration	% of Set Award	> 75%	100%	51%-75%	75%	25 – 50%	50%	< 25%	20%
% of Set Duration	% of Set Award										
> 75%	100%										
51%-75%	75%										
25 – 50%	50%										
< 25%	20%										

3. Requests for a special meritorious award must be submitted on the OCE Inmate Special Meritorious Award form and approved by the General Manager for the affected business unit and the OCE Administrator or designee. (Attachment B).

4. Special Meritorious Awards are exclusively monetary in nature. To

award food, see paragraph I. Inmate Recognition Events.

H. Assignment of DOT Codes and PRAS Levels to OCE Work Assignments:

1. Each business unit within OCE will establish a standard DOT code structure based on the Department of Labor, Dictionary of Occupational Titles (DOT).
2. The DOT codes will be based on the business unit organizational structure, and codes will be selected that best describe the duties and difficulty of work assignments.
3. Proposed organizational work assignment structure, PRAS levels, and DOT codes will be reviewed by the General Manager for their institution and approved by the Offender Services Manager.
4. The allocation of PRAS levels to authorized positions cannot be changed without the approval of the Offender Services Manager.
5. Assigned PRAS levels will be reviewed periodically through the OCE audit process to ensure accuracy and consistency.

I. Inmate Recognition Events:

1. Each OCE business unit may be authorized by the General Manager to conduct up to two inmate recognition events per fiscal year. Requests for an inmate recognition event will be submitted in writing to the General Manager. Requests for additional events must be approved by the Administrator or designee.
2. The General Manager will review and approve written requests for recognition events. Approval is contingent on financial considerations and institution operations.
3. General Manager and Administrator approvals and receipts for food and supply purchases will be forwarded to Accounting upon completion of the event. (Attachment A).
4. If food is part of the event, it will normally be purchased in cooperation with the Institution Food Services Manager, and will be prepared on site in compliance with DOC policy. With institution administration approval, there may be occasions where it is appropriate to obtain food from a restaurant or store for a particular recognition event.
5. The Oregon Corrections Enterprises Administrator sets the total dollars allotted to be spent per inmate per year. General Managers will check with Administrator yearly for allotment changes.

J. PRAS and Team Goal Awards for PIECP Certified Work Programs:

1. Inmates are not eligible for PRAS performance points or a team goal

award for any work day in which they perform PIECP certified work fulltime.

2. Inmates who perform PIECP certified work part time in a work day will receive PRAS performance points and team goal award for the day.
3. OCE Policy 03.03.01 contains detailed procedures for establishing and administering PIECP certified work programs.

V. ATTACHMENTS

- A. Inmate Recognition Event Request Form
- B. Special Meritorious Award Request Form
- C. Excused Absences

ATTACHMENT A

Oregon Corrections Enterprises

INMATE RECOGNITION EVENT

Business Unit: _____

Date: _____

Cost Center to be charged for this award: _____

Number of Inmates: _____

Number of Staff: _____

Total Cost of Food: \$ _____ (attach all receipts)

Cost per Staff / Inmate: \$ _____ (divide total cost of food by number of inmates)

Check the appropriate reason for this award:

The general manager may request no more than two major events per year. Additional gatherings that include the purchase of food must stay within the allotment approved by the OCE administrator.

- (a) First Event of the Fiscal Year
- (b) Second Event of the Fiscal Year
- (c) Special Event
- (d) Contact Center Retention/Recruitment Event This is a recurring Event

Date(s) and Time(s) of Event: _____

Description of event or activity deserving award: _____

Signature of General Manager: _____ **Date:** _____

For Special or Contact Center Retention/Recruitment Events Only:

Signature of Administrator: _____ **Date:** _____

Oregon Corrections Enterprises

INMATE SPECIAL MERITORIOUS AWARD REQUEST

Business Unit: _____

Date: _____

Cost Center to be charged for this award: _____

Check the appropriate reason for this award:

The general manager may request an award for exceptionally position action of significant benefit to the agency, staff, inmates, or public, such as:

- (a) Acts of outstanding heroism;
- (b) Satisfactory performance of unusually difficult or hazardous assignments or assignment in the community that requires personal responsibility related to public safety;
- (c) Suggestions which result in substantial improvement of programs or definite economies of operation; or
- (d) Other exceptionally meritorious or outstanding services consistent with the general character of the above.
- (e) Completion of a Work Skills Program. Requested by inmate 60 days upon release.

Date(s) and Time(s) of Event: _____

Description of even or activity deserving award: _____

Signature of General Manager

Date

Signature of OCE Administrator

Date

Please use the attached sheet stating all information for inmates who are to receive this award. Give each name, SID #, and the amount to be awarded for each.

NAME	SID #	AWARD AMOUNT
Total Amount:		

TEAM GOAL AWARD EXCUSED ABSENCES

1. Inmates must work the entire scheduled shift to qualify for the daily team goal award unless the absence is due to one of the following:
 - a) Sick Call or equivalent
 - b) Behavioral Health Services
 - c) Medline
 - d) Medical and/or Medical Lay in
 - e) Therapeutic/Medical Multi (usually following a medical procedure e.g. surgery)
 - f) Visits (inmates encouraged to schedule visits during non-work hours – excessive time away due to visits may result in administrative removal from the program)
 - g) Lawyer visits/Legal Library if non-work hour schedule appointment not offered
 - h) Religious Service (not activity) – limit one per week
 - i) Education (for mandated education – elective classes to be evaluated on a case-by-case basis by the shop manager)
 - j) Institution requests (hearings, moves, interviews, etc)
 - k) Special approved programs (e.g. puppy program)
2. Regardless of the schedule length or excused absence, inmates working less than one hour will not qualify for the daily team goal award.