



THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION



DIRECTIVE



<input type="checkbox"/> NEW <input type="checkbox"/> *INTERIM <input checked="" type="checkbox"/> REVISED			SUBJECT			
EFFECTIVE DATE 10/12/21		*TERMINATION DATE		INCENTIVE PAY PLAN FOR INCARCERATED INDIVIDUALS		
CLASSIFICATION # 4014R-B	SUPERSEDES 4014R-A	DATED 04/11/07	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		DISTRIBUTION A	PAGE 1 OF 14 PAGES
RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER <i>Kenneth Stukes</i> KENNETH STUKES, CHIEF OF DEPARTMENT SIGNATURE			AUTHORIZED BY THE COMMISSIONER <i>Vincent Schiraldi</i> VINCENT SCHIRALDI SIGNATURE			

I. PURPOSE

To delineate policy and procedures for incarcerated individuals work incentive pay plan.

II. POLICY

- A. The Incarcerated Individual Pay Plan has been implemented Department-wide for sentenced individuals and pretrial detainees.
- B. All incarcerated individuals shall be paid for working a maximum of forty (40) hours per week with the exception that Observation Aides may voluntarily work and be paid for a maximum of fifty-six (56) hours per week. No detainee other than Observation Aides will be paid for working more than forty (40) hours during any one (1) week.
- C. All incarcerated individual work assignments shall be made by a supervisory officer. These individual assignments may be referred by any DOC staff member. However, supervisory officers are the ultimate authority for authorizing job assignments.
- D. Job assignments shall be classified in one of the following categories: Jail Programs, Jail Maintenance, and Jail Operations. These classifications shall be in accordance with the Job Classification Listing below:

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II. POLICY (Cont.)

<u>JAIL PROGRAMS</u>	<u>JAIL MAINTENANCE</u>	<u>JAIL OPERATIONS</u>
<u>Observation Aides</u>	<u>Paint Detail</u>	<u>Laundry</u>
<u>Law Library</u>	<u>Court Pen Worker</u>	<u>Bakery</u>
<u>Grievance</u>	<u>Car Wash (Transportation)</u>	<u>Recreation</u>
<u>Barber Shop/Beauty Parlor</u>	<u>General Sanitation</u>	<u>Tailor</u>
<u>Program Participant</u>	<u>Intake</u>	<u>Clothes Box</u>
<u>Punitive Segregation</u>	<u>Clinic</u>	<u>Commissary</u>
	<u>Housing Area Detail</u>	<u>Pantry</u>
	<u>Work Detail (FMRD Task Force, Construction Mgt. Unit)</u>	<u>Mess Hall</u>



- E. On a quarterly basis, a Committee shall be established by the Deputy Commissioner for Financial, Facilities, and Fleet Administration to review the existing Incarcerated Individual Wage and to identify any required revisions to the policy and wages. The Committee shall be under the Direction of the Deputy Commissioner for Financial, Facilities, and Fleet Administration.

III. PROCEDURES

A. Wages Rules/Regulations

- The wage scale for individuals assigned to work details shall be according to the following pay schedule:

NEW WAGES	
<u>High</u>	<u>\$ 1.45</u>
<u>Medium</u>	<u>\$ 1.00</u>
<u>Low</u>	<u>\$ 0.55</u>



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III. PROCEDURES (Cont.)

<u>HIGH (1.45 per hour)</u>	<u>MEDIUM (\$1.00 per hour)</u>	<u>LOW (\$0.55 per hour)</u>
<u>Bakery</u>	<u>Observation Aide</u>	<u>Law Library</u>
<u>Barber Shop/Beauty Parlor</u>	<u>General Sanitation</u>	<u>Grievance</u>
<u>Intake</u>	<u>Paint Detail</u>	<u>Housing Area Detail</u>
<u>Mess Hall</u>	<u>Clinic</u>	<u>Pantry</u>
<u>Punitive Seg Worker</u>	<u>Clothes Box</u>	<u>Recreation</u>
<u>Laundry</u>	<u>Commissary</u>	<u>Archive</u>
<u>Special Sanitation</u>	<u>Visits</u>	<u>Video Court Worker</u>
<u>Horticulture</u>	<u>Storehouse</u>	
<u>Workforce Development</u>	<u>Shower Sanitation</u>	
<u>Kitchen</u>	<u>Court Pen Worker</u>	
	<u>Car Wash (Transportation)</u>	
	<u>Tailor</u>	
	<u>Tool Crib</u>	
	<u>Work Detail</u>	
	<u>Yard Sanitation</u>	
	<u>Nursery-Babysitter</u>	
	<u>Students</u>	

Note: The Deputy Commissioner for Financial, Facilities, and Fleet Administration is authorized to grant variances in the per hour/day wage, as deemed necessary.

2. The Office of the Deputy Commissioner for Programs and Community Partnerships shall be notified of newly created jobs that do not appear in the Job Classification Listing (Section II.D).
3. The hourly pay rate for each job will be determined according to the Job Classification Listing (Section II.D.).
4. Refer to the hourly pay schedule (Section III.A.1.) to determine the hourly wage for each assigned job.
5. Each facility is authorized to have a specific number of jobs within each job category (High, Medium, and Low). Commanding Officers may not change the actual job assignment within the specific category, and they may not add or delete jobs to each payment category.



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III. PROCEDURES (Cont.)

6. Individuals are not permitted to hold more than one (1) job.
7. Individuals will not be paid for serving as council representatives. They shall be permitted to hold other jobs in addition to being council representatives, for which they shall be paid.
8. Individuals are paid for each hour worked (except those participating in educational classes, as explained in Section III.A.7. Therefore, **the Correction Officer completing the payroll sheet is required to ensure that the incarcerated individual is compensated only for the number of hours they work per week.**
9. Working individuals shall be paid for hours actually worked; i.e., incarcerated individuals will not be paid for holidays, court appearances, medical absences, or if they are prevented from working for administrative reasons.
10. The individual work performance must meet with the approval of the work supervisor, who shall report poor performance to the job assignment officer. The individual may be removed from the work assignment if their performance does not improve after additional instruction is provided.
11. Individuals incurring institutional infractions while on the job may be subject to loss of pay or change of work assignment as determined by the Commanding Officer or designee. Institutional disciplinary procedures shall be followed in these cases.
12. Earned wages shall be credited to each individual's account by the appropriate Cashier's Office (borough facility) or by the Rikers Island Central Cashier's Office for all Rikers Island facilities. Commanding Officers shall ensure that all payroll forms are submitted in a timely manner allowing the Cashier to process the payroll and credit the individual's commissary account weekly.



B. PROCEDURES FOR PROCESSING PAYROLL FORMS

1. In order to properly process the Individual Incentive Pay Plan, a number of forms must be completed within the time schedule outlined and in accordance with a specific procedure. There shall be no deviation from this procedure.
2. Preparation of the Individual Weekly Work Record and Payroll Form #77 (attachment E, in duplicate) shall be the responsibility of five (5) specific areas.

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III. PROCEDURES (Cont.)



- a. The Deputy Warden of Administration's Office or designee shall prepare Form #77 for the following areas:
- | | |
|-------------------------------|------------------------------|
| i. Barber Shop; | vi. Recreation; |
| ii. Clothes Box; | vii. All Housekeeping Aides; |
| iii. <u>Grievance;</u> | viii. Classification; |
| iv. Clinic; | ix. Education; and |
| v. Deputy Warden's Office; | x. Sanitation worker. |
- b. The Food Service Captain shall ensure that Form #77 is prepared for the following areas:
- i. Mess Hall.
- c. Maintenance shall prepare Form #77 for the following areas:
- i. All Shop Workers;
- ii. All Outside Work Details (if any);
- iii. Maintenance; and
- iv. Supply.
- d. It shall be the responsibility of the supervisor of the work detail in the following commands to complete Form #77. Upon completion, the sheets shall be forwarded to the Cashier's Office (borough facilities) or the Rikers Island Central Cashier's Office for all Rikers Island facilities and those areas not connected with a borough facility, such as:
- i. Bellevue Hospital Prison Ward;
- ii. Elmhurst Hospital Prison Ward;
- iii. Transportation Division;
- iv. Brooklyn Detention Complex/Court Division;
- v. Bronx Detention Complex/Court Division;
- vi. Queens Detention Complex/Court Division;
- vii. Correction Industries (CID); and**
- viii. Facility Maintenance and Repair Division (FMRD).**
- e. Grievance Coordinators shall prepare Form #77 for the following areas:
- i. Grievance Representatives;
- ii. Clerks; and
- iii. Housing Observation Aides.

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III. PROCEDURES (Cont.)



3. The five (5) areas previously mentioned in Section III B.2.a.-e. will type or print the following information on Form #77:
 - a. Facility;
 - b. Name of work detail;
 - c. Week ending the following Friday, with date included;
 - d. Pay rate;
 - e. Individual's name in chronological order as assigned to work detail; and
 - f. Individual's Book & Case Number.

4. Form #77 (Individual Weekly Work Record and Payroll Form) shall be distributed to the respective work detail or housing officer at the beginning of each week.
 - a. Staff assigned to supervise work details are responsible for completing Form #77. The incarcerated individuals shall sign the form in the appropriate section on the day worked. Staff shall enter the hours worked daily and the total hours worked weekly.
 - b. In the event an individual is not available for work that day, a line will be drawn diagonally through the designated area for the signature of the individual. Upon completion of each workweek, all copies of Form #77 shall be returned to the designated facility staff.
 - c. At the end of each workweek, the designated facility staff shall compute the "total hours" (not to exceed forty [40] hours except for Observation Aides) worked, from the "Incarcerated Individual Weekly Work Record," which will be multiplied by the "pay rate" to determine the weekly earnings which and entered in the "total earned" column.
 - d. The designated facility staff shall run an adding machine tape of all columns and insert the total figures in the spaces allocated. The adding machine tapes shall be affixed to the completed sheets.
 - e. After the payroll sheets have been computed; they shall be numbered in consecutive order by the designated facility staff. The numbers will be placed at the bottom of the form beginning with Sheet No. 1.
 - f. After the payroll sheets have been computed and numbered, the designated facility employee shall sign their name on the back of the last "P" (pink payroll) sheet in the space designated as Certification No. 1. (see Attachment A, "Payroll Certification" ["P" Sheet]).

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III. PROCEDURES (Cont.)

5. The designated facility staff responsible for preparing the payroll forms for processing will forward the payroll forms for posting as follows:
 - A. Borough Facilities
 1. The payroll forms shall be forwarded to the facility Cashier's Office for posting.
 2. The cashier shall run an adding machine tape of all payroll figures submitted and verify all totals.
 3. The cashier shall post the payroll to the appropriate individuals' accounts via the IFCOM system and the Payroll Entry screen. Once all submitted payroll sheets have been entered into the IFCOM system and the payroll period closed the payroll cannot be reopened and no additional payroll sheets for that payroll period can be entered. **If a mathematical error exists, the Cashier's Office shall notify the Financial Services Division for instructions on correcting the error. If for some reason payroll sheets for the closed time period were not posted, the Command must submit a request in writing to the Deputy Commissioner of Financial, Facilities, and Fleet Administration detailing the reason the payroll sheets were delayed, and what actions will be taken to ensure that this does not occur again. Upon receipt, the Deputy Commissioner for Financial, Facilities, and Fleet Administration or designee shall review the submission and approve the amended payroll.**
 4. The payroll total figure and the sheet numbers (refer to Section III.B.4.e. and f.) shall be inserted in the space provided on the last Payroll Certification "P" sheet.
 5. The cashier shall affix their signature in the space indicated on the back of the last "P" sheet in the box designated as Certification No. 2, and in the body of Form A-24 (Attachment D, Personal Expense).
 6. The cashier shall forward the posted payroll and Form A-24 to the Commanding Officer for their signature.



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III. PROCEDURES (Cont.)

7. The Commanding Officer shall affix their signature on the back of the last "P" sheet in the box designated as Certification No. 3. The amount of the payroll and the date forwarded to the Financial Services Division shall also be entered in the box designated as Certification No. 3 (see Attachment A).
8. The cashier shall prepare a cover report using Form A-24, "Personal Expense" (Attachment "D"). Form A-24 must be signed by the cashier and the Commanding Officer. A copy of the cover report, original payroll sheets and any duplicate copies of the Individual Payroll shall be retained as a permanent record in the Cashier's Office. The records shall be filed weekly, in numerical sequence, and be available for auditing purposes.
9. The IFCOM computer printout which is automatically generated once the cashier completes posting the individual payroll and a copy of Form A-24 along with a Certification Memorandum (Attachment B) and a copy of the last "P" sheet used will be promptly forwarded to the Financial Services Individual Wage Unit for processing to the N.Y.C. Department of Finance (DOF) for the purpose of reimbursement.
10. Upon receipt of the reimbursement check from the Department of Finance in the total amount of the weekly payroll, the check will be posted via the IFCOM system against the corresponding receivable. The check should be included in the normal end-of-day deposit to the Individual Fund Bank Account.



B. Rikers Island Facilities

1. After affixing their signature in the box designated as Certification No. 1 on the back of the last "P" sheet, the facility **Inmate Assignment Officer** shall forward the payroll to the Commanding Officer for review.
2. The Commanding Officer shall prepare a cover memo detailing the specific payroll period (i.e., Individual Wage Week Ending MM/DD/YY) that is being forwarded to the Rikers Island Central Cashier's Office for posting.

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III. PROCEDURES (Cont.)

3. The Commanding Officer shall ensure that the previous week's payroll is hand delivered to the Rikers Island Central Cashier's office for posting by 1200 hours each Tuesday.
4. The cashier shall run an adding machine tape of all payroll figures as submitted to him/her and verify all totals.
5. The cashier shall post the payroll to the appropriate individual accounts via the IFCOM system and the Payroll Entry screen. Once all submitted payroll sheets have been entered into the IFCOM system and the payroll period closed the payroll cannot be reopened and no additional payroll sheets for that payroll period can be entered. **If a mathematical error exists, the Cashier's Office shall notify the Financial Services Division for instructions on correcting the error. If for some reason payroll sheets for the closed time period were not posted, the Command must submit a request in writing to the Deputy Commissioner of Financial, Facilities, and Fleet Administration detailing the reason the payroll sheets were delayed, and what actions will be taken to ensure that this does not occur again. Upon receipt, the Deputy Commissioner for Financial, Facilities, and Fleet Administration or designee shall review the submission and approve the amended payroll.**
6. The Payroll total figure and the sheet numbers shall be inserted in the space provided on the last "P" sheet used.
7. The cashier shall prepare a cover report using Form A-24. Form A-24 must be signed by the cashier and the Rikers Island Central Cashier's Office Manager. A copy of the cover sheet and the original payroll sheets shall be returned to the facility as proof that the payroll has been posted. A copy of the IFCOM computer printout, Personal Expense Voucher and Certification Memorandum will be retained at the Rikers Island Central Cashier's Office for their records in numerical order for auditing purposes.
8. The cashier shall affix their signature in the space indicated on the back of the last "P" sheet in the box designated as Certification No. 2. The cashier shall also affix his/her signature in the body of Form A-24.

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III. PROCEDURES (Cont.)



9. The cashier shall forward the posted payroll and Form A-24 to the Rikers Island Central Cashier's Office Manager for signature.
10. The Rikers Island Central Cashier's Office Manager shall affix their signature on the last page of the "P" sheet in the box designated as Certification No. 3. The amount of the payroll and the date forwarded to the Financial Services Division shall also be entered in the box designated as Certification No. 3.
11. The IFCOM computer printout and Personal Expense voucher (Form A-24) of the individual payroll, along with a Certification Memorandum (Attachment B), and a copy of the last "P" sheet used shall be promptly forwarded to the Financial Services Individual Wage Unit for processing to the N.Y.C. Department of Finance for the purpose of reimbursement.
12. Upon receipt of the reimbursement check from the Department of Finance in the total amount of the weekly payroll, the check shall be posted via the IFCOM system against the corresponding receivable. The check shall be included in the normal end-of-day deposit to the Individual Fund Bank Account.

C. PAYROLL VOUCHERING

1. Upon receipt of the IFCOM computer printout and personal expense voucher by the Financial Services Division the documents must be immediately checked and prepared for vouchering. Immediately thereafter, a check in the full amount of the payroll shall be forwarded to the Commanding Officer (borough facilities) or the Rikers Island Central Cashier's Office Manager for all Rikers Island facilities.
2. The Commanding Officer (borough facilities) or the Rikers Island Central Cashier's Office Manager for all Rikers Island facilities shall be directly responsible for the proper and efficient handling of this fund at the facility level.

D. JOB CLASSIFICATION LISTING:

A = HIGH
 B = MEDIUM
 C = LOW
 * = SPECIAL RATE

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III. PROCEDURES (Cont.)

Below is a listing of all work assignments per category:



HIGH	MEDIUM	LOW
Bakery	Observation Aide	Law Library
Barber Shop/Beauty Parlor	General Sanitation	Grievance
Intake	Paint Detail	Housing Area Detail
Mess Hall	Clinic	Pantry
Punitive Seg Worker	Clothes Box	Recreation
Laundry	Commissary	Archives
Special Sanitation	Visits	Video Court
	Storehouse	
	Shower Sanitation	
Horticulture	Court Pen Workers	
Workforce Development	Car Wash (Transportation)	
Kitchen	Tailor	
	Tool Crib	
	Work Detail	
	Yard Sanitation	
	Nursery-Baby Sitter	
	Students	

1. SANITATION

Special Sanitation: Sanitation of sewage, feces, or the cleaning and sanitizing of other substances that pose a higher risk for exposure. This category may also apply to additional sanitation tasks that are more challenging than typical sanitation tasks.

Shower Sanitation: The thorough cleaning and sanitizing of the showers and common bathroom areas in accordance with Departmental policy as outlined in the "Cleaning and Sanitizing Manual."

General Sanitation: The cleaning and sanitizing of all locations other than those listed above in accordance with the "Cleaning and Sanitizing Manual."

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III. PROCEDURES (Cont.)

2. MESS HALL WORKERS:

Mess Hall workers may be assigned to the cleaning and sanitizing of the kitchens, serving of food, assisting the cooks in the preparation of food including opening cans, stirring foods, preparing beverages and sandwiches, panning and delivering food, and any other food related task assigned by the Kitchen Supervisor.

3. TOOL CRIB/WORK DETAIL

Individuals assigned to the tool crib or work detail assignments may be assigned to perform - general facility maintenance including wiring, plumbing, electrical work, minor construction work and finishing of wooden office equipment etc. under the direct supervision of a non-uniformed tradesman.

4. LAW LIBRARY

Individuals assigned to the Law Library must earn a certificate by taking the legal research course offered by the Law Library program and successfully completing the course. This course may be taken before or after the individual is assigned to the Law Library.

5 OTHER INSTITUTIONAL JOBS



B- PAINTERS—painting of walls, bars, ceilings, etc. within the facility.

A- BARBERS—hair cutting.

A- BEAUTY PARLOR—hair pressing, curling, wet sets and hair cutting.

B- COMMISSARY—counterpersons and stock keeping.

B- CLOTHES BOX—distributing new linen in exchange for dirty linen; washing and drying laundry at the facility.

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III. PROCEDURES (Cont.)

B- INFIRMARY—making of beds for patients, food serving and/or sanitation.

C- LAW LIBRARY—typing, categorization of books.

B- VISIT HELPERS—expedite processing of visits in various capacities as assistants to correction officers.

B- CLOTHES BOX—help organize non-uniform members of service and/or institutional clothing distribution, washing linen, sanitizing mattresses and pillowcases.

B- STORE HOUSE WORKERS—transporting equipment and unloading trucks.

E- GRIEVANCE—responsible for assisting in fact finding, mediation and resolution of grievances, as well as the implementation of resolved grievances. The individual representative is a voting member at the IGRP Hearings.

E- OBSERVATION AIDES—monitors inmates in housing areas.

6. INDUSTRIES & NON-HOUSING FACILITY WORK DETAILS

A- TAILOR SHOPS—production of institutional sheets, towels, and blankets.

A- MAINTENANCE ENGINEER—works on technical engineering concerns for Rikers Island Security.



B- LANDSCAPE CREW WORK DETAIL—work on beautification of landscape, tree nursery, shrubbery, and farming.

*B- LAUNDRY—operators of washing and drying machines, pressing and folding washed clothes.

A- BAKERY—production of baked goods.

A- PRINT SHOP—print setters, writers and distributors of institutional newspapers.

B- WAREHOUSE—fill supply requisitions.

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III. PROCEDURES (Cont.)

SANITATION SUPPLY—issuing equipment for sanitation workers, some inventory work.

WORK DETAIL—a varied labor force which does miscellaneous work for Rikers Island Security. (i.e., loading trucks, unloading books and the like.)

IV. REFERENCE

[Directive #3255R-A, ASSIGNMENT OF INCARCERATED INDIVIDUALS TO WORK DETAILS, dated 6/24/21.](#)

V. ATTACHMENTS

- A. Payroll Certification, (“P” Sheet)
- B. Sample, Certification Memorandum
- C. Form 54AR- Cashier’s Daily Statement of Individual Cash Fund
- D. Form A-24, Personal Expense
- E. Form #77, Individual Weekly Work Record and Payroll

VI. SUPERSEDES

Directive 4014R-A, INMATE INCENTIVE PAY PLAN, dated 04/11/07.

ATTACHMENT A - "P" SHEET

CERTIFICATE NO. 1

(To be signed by person preparing and computing payroll)

I hereby certify that the accompanying payroll consisting of sheets No. to was prepared and computed by me; that the amounts shown thereon are correct and that no part of the several amounts charged on this payroll has been included and paid on any other payroll or voucher.

Signature

Title

Date

CERTIFICATE NO. 2

(To be signed by Cashier)

I hereby certify that on
(Date)
the amounts shown on this payroll were properly posted on the individual Inmate Account Cards of prisoners named thereon.

Signature

Title

Date

CERTIFICATE NO. 3

(To be signed by the Head of Institution)

I hereby certify that I have personally examined the foregoing certificates and that to the best of my knowledge information and belief, this payroll is correct and that the prisoners named thereon have performed the services for the rates indicated and are entitled to the amounts shown.

Total Amount of this Payroll \$.....

Forwarded to Fiscal Control Division.....
(Date)

Signature

Title

Date

**THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION**
Cashier's Daily Statement Of Inmate Cash Fund

Institution _____ as of _____ 19__

Balance in Bank From Previous Day				\$	
ITEM NO.	Receipts			\$ Daily	
1	Admissions (Receipt Nos. _____)				
2	Inmate Mail (Receipt Nos. _____)				
3	Visitors (Receipt Nos. _____)				
4	From Other Institutions (Sheet Nos. _____)				
5					
6					
7					
8	TOTAL RECEIPTS				
9	GRAND TOTAL RECEIPTS AND BANK BALANCE				
ITEM NO.	Disbursements (Checks Only)				
10	Discharged Inmates (Sheet Nos. _____)				
11	Transfers To Other Institutions (Sheet Nos. _____)				
12	Commissary (Sheet Nos. _____)				
13	Telephone Calls (Check No. _____)				
14	Reimbursement To Inmate Imprest Fund (Check No. _____)				
15					
16					
17	Other _____				
18	TOTAL DISBURSEMENTS				
19	CASH AND BANK BALANCE AT CLOSE OF DAY				
ITEM NO.	Analysis Of Inmate Cash Fund Balance				
20	Cash And Bank Balance (Item 19)				
21	Balance in Inmate Imprest Fund (Item 35)				
22	Less Telephone Calls Payable				
23					
24	Add CNR's				
25	TOTAL INMATE CASH FUND BALANCE				
26	Trial Balance (Active and Inactive Accounts)). Explain discrepancies on separate sheet				
Record Of Checks Issued					
No.	FOR	AMOUNT	No.	FOR	AMOUNT
ITEM NO.	Statement Of Inmate Imprest Fund				
27	Cash Balance Brought Forward From Previous Day				
28	Plus Reimbursement (Item 14)				
29	TOTAL CASH				
ITEM NO.	Disbursements				
30	Cash To Discharged Inmates (Sheet Nos. _____)				
31	Cash For Telegrams				
32					
33					
34	TOTAL DISBURSEMENTS				
35	CASH BALANCE ON HAND AT CLOSE OF DAY				

Prepared by Cashier's Signature _____ Date _____

Reviewed by Warden's Signature _____ Date _____

