

 <p>CD-110600</p>	<h1>NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i> Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</p>	
	ISSUE DATE: 07/01/85	REVIEW/REVISED: 06/19/13
	EFFECTIVE DATE: 07/01/85	
TITLE: Corrections Industries Plan for Inmate Compensation		

AUTHORITY:

Corrections Industries Act, NMSA 1978, Section 33-8-1, as amended.

REFERENCES:

- A. ACA Standard 4-4461, 4-4462, and 4-4463, *Standards for Adult Correctional Institutions*, 4th Edition.
- B. ACA Standard 2-CI-4A-8, *Standards for Correctional Industries*, 2nd Edition.

PURPOSE:

- A. To establish a plan for inmate compensation;
- B. To ensure proper accounting for inmate payroll;
- C. To establish guidelines for incentive pay plan for Corrections Industries manufacturing program.

APPLICABILITY:

All Corrections Industries staff, facility managers, correctional officers assigned to the Corrections Industries programs at each facility, and inmate employees.

FORMS:

None

ATTACHMENTS:

Corrections Industries Inmate Pay Plan Attachment (CD-110602.A) (3 pages)

DEFINITIONS:

Inmate of the Quarter Cash Award: A cash award of \$15.00 for inmates who meet the criteria established in the procedures.

POLICY:

- A. Corrections Industries shall ensure that a standardized inmate payroll system is established and followed in all facilities.
- B. Inmates working in CI shall receive financial remuneration as budgeted, based on the skill level of the job and on the quantity and quality of their work.
- C. Copies of the pay plan for inmates shall be distributed to staff and made available to inmates.
- D. Inmates shall be compensated for work performed. Incentives such as monetary compensation, special housing, extra privileges, and good time credits shall be distributed according to established policy. **[4-4461] [2-CI-4A-8]**
- E. Industrial Good Time and Extra Industrial Good Time will be recommended for qualified inmates when such an award is merited by the inmate's attendance, work conduct, performance and responsibility, as consistent with statutory requirements. Only those inmates who are serving sentences for crimes committed prior to May 18, 1988 may qualify for such awards pursuant to the Department's Meritorious Good Time policy.
- F. Private Industries that are located on any institutional grounds that are employing inmates in positions normally filled by private citizens shall pay inmates the prevailing wage rate for the position occupied. **[4-4462]**
- G. Inmates that are employed in the community by public or private organizations in positions normally occupied by private citizens shall be compensated at the prevailing wage rate for the position occupied. Inmates receiving such compensation reimburse the jurisdiction for a reasonable share of its cost in maintaining them. **[4-4463]**



Gregg Marcantel, Secretary of Corrections
New Mexico Corrections Department

06/19/13
Date

 <p>CD-110601</p>	<h1>NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always." Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</p>	
	ISSUE DATE: 07/01/85	REVIEW/REVISED: 06/19/13
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TITLE: Corrections Industries Payroll and Accountability		

AUTHORITY:

Policy *CD-110600*

PROCEDURES:

A. Record Keeping Requirements:

1. The facility managers shall adhere to the current inmate pay scale.
2. Payroll must be properly supported by timesheets or time cards.
 - a. Timesheets or time cards shall be submitted to Central Office, Corrections Industries Finance Section, at the end of each month, accompanied by the monthly payroll report and signed voucher.
 - b. The timesheets shall be controlled by the facility manager or his/her designee.
 - c. Justification shall be provided for inmate work hours exceeding 160 hours per month.
 - d. Approval of excess inmate work hours shall require pre-approval from the CI Director or Deputy Director.
 - e. The inmate payroll must be accompanied by proper justification or approval.

B. The Payroll Report prepared by each facility shall include:

1. A payroll distribution sheet; and

2. A detailed list of all inmates employed during the month using the established format.



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 <p>CD-110602</p>	<h1 style="text-align: center;">NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p style="text-align: center;"><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i> Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</p>	
	ISSUE DATE: 07/01/85	REVIEW/REVISED: 06/19/13
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TITLE: Corrections Industries Inmate Pay Plan		

AUTHORITY:

Policy *CD-110600*

PROCEDURES:

- A. Inmates working in Corrections Industries shops shall be paid an hourly wage in accordance with the scale set by the Corrections Commission and Corrections Industries.
- B. The jobs in the Industries shops, and consequently the inmate pay plan, are divided into four classes within the pay plan. Refer to the **Corrections Industries Inmate Pay Plan Attachment (CD-110602.A)** (3 pages)
- C. Within each class level, steps shall be designated by Arabic numerals 1, 2 and 3.
- D. The Inmate Pay Plan Attachment (*CD-110602.A*) shall:
 - 1. Explain the class levels in detail;
 - 2. Explain the pay levels and steps in detail.
 - 3. Reflect the exact pay for each step within each of the four class levels.
 - 4. Be reviewed and distributed no less than annually.
- E. Inmates employed in the community by public or private organizations in positions normally occupied by private citizens shall be compensated at the prevailing wage rate for the position occupied. Inmates receiving such compensation shall reimburse the jurisdiction for a reasonable share of its cost in maintaining them. **[4-4463]**



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New Mexico Corrections Department
Corrections Industries Inmate Pay Plan
Proficiency Skill Level Plan

The following pay plan is effective May 31, 2012. This plan works in conjunction with the Job Description and Classification system outlined as follows:

Each job in Corrections Industries is classified into one of the four categories using the following factors:

1. Educational levels required to perform the job.
2. Training required to achieve average levels of competency in the job.
3. Exposure to hazardous conditions, as they relate to the job.
4. The possible damage to equipment or process resulting from either inadequate preparation or neglect.
5. The degree to which the individual is expected to operate without direct supervision.
 - a. **Class I** jobs are for basic to semi-skilled positions. Minimal education and training required. Work in this class would include material handlers, porters, simple machine operators and assistants.
 - b. **Class II** jobs are for more detailed semi-skilled to skilled labor. Training and education may be required. Work in this class would include machine operators, clerical staff, film strippers and repair persons.
 - c. **Class III** jobs are for highly skilled personnel. Special training and education required. Work in this class would include licensed electricians, machinists, lead men, pressmen, trainers, distribution/customer service techs, administrative clerks and other highly diversified personnel.
 - d. **Class IV** jobs are for inmates working with private companies operating within the prisons in partnership with C.I.

Each employee is given the opportunity to advance him/herself either through the pay scale in his/her classification or by developing further educational or training levels and moving into higher classifications.

New Mexico Corrections Department
Corrections Industries Inmate Pay Plan
(Continued)
Proficiency Skill Level Plan

Pay scales for each classification and time elements between increases is as outlined below:

1. Class I

Step 1	.30
Step 2	.40
Step 3	.50
Step 4	.60

Minimum of 30 days between step 1 and step 2
Minimum of 45 days between step 2 and step 3
Minimum of 60 days between step 3 and step 4

2. Class II

Step 1	.40
Step 2	.50
Step 3	.60
Step 4	.70
Step 5	.80

Minimum of 30 days between step 1 and step 2
Minimum of 45 days between step 2 and step 3
Minimum of 60 days between step 3 and step 4
Minimum of 60 days between step 4 and step 5

3. Class III

Step 1	.40
Step 2	.70
Step 3	.80
Step 4	1.00
Step 5	1.10

Minimum of 30 days between step 1 and step 2
Minimum of 45 days between step 2 and step 3
Minimum of 60 days between step 3 and step 4
Minimum of 60 days between step 4 and step 5

New Mexico Corrections Department
Corrections Industries Inmate Pay Plan
(Continued)
Proficiency Skill Level Plan

4. Class IV

Specific pay scales will be determined based on type of work performed and difficulty of tasks as determined by the Director of Corrections Industries.

5. Seniority Pay

Inmates, who have successfully completed 5 consecutive years of service with a satisfactory review of performance, absenteeism and work records, will be allowed a \$0.10 per hour increase. The maximum hourly rate with the seniority pay shall never exceed \$1.20 per hour.

Progressing within class or from class to class is based upon satisfactory review of performance, absenteeism and work record. Promotions or movements from one class to the other will not result in pay decreases unless due to demotion. All demotions must be approved in writing by the Operations Manager.

Inmates leaving employment with Corrections Industries due to termination, transfers and job re-assignments other than CI will lose their pay status. Inmates who are reassigned to CI within sixty (60) days of their departure may keep their pay status providing that they meet the job requirements and are in good standing with CI.

This plan is subject to periodic review and may be revised as needed.

 <p>CD-110603</p>	<h1>NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i> Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</p>	
	ISSUE DATE: 07/01/85	REVIEW/REVISED: 06/19/13
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TITLE: Corrections Industries Inmate of the Quarter		

AUTHORITY:

Policy *CD-110600*

PROCEDURES:

- A.** The facility managers or supervisors at (Prison Facilities Housing Industries' Programs) may each designate only one inmate for Inmate of the Quarter Cash award per facility, not to exceed four awards per year.
- B. Eligibility Criteria:**
 1. Only the most deserving inmates from each section may be recommended for the award by the shop supervisor.
 2. A worker must have been employed by CI for at least one (1) year.
 3. A worker will have demonstrated clear conduct for one year - no major or minor reports - and absolutely no safety violations in the assigned area.
 4. Only those inmates displaying a positive attitude and maximum production efficiency may be recommended for consideration by the Industries Award Committee.
 5. A worker who initiates cost saving ideas, new production techniques and methods may be recommended.

- C. Recommendations must be submitted to CI, Central Office, no later than five working days following the end of the Quarter.



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 <p>CD-110604</p>	<h1 style="text-align: center;">NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p style="text-align: center;"><small>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always." Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</small></p>	
	ISSUE DATE: 07/01/85	REVIEW/REVISED: 06/19/13
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TITLE: Corrections Industries Inmate Incentive Pay Plan		

AUTHORITY:

Policy *CD-110600*

PROCEDURES:

A. Incentive Pay Plan:

Corrections Industries will initiate an incentive pay plan to accelerate production and produce a quality product. In addition, other anticipated benefits are the elimination of quality rejects, reduction of material waste, implementation of positive inmate peer pressure through teamwork and the development of a positive management tool for facility administration. The goal is to create programs that are desirable to inmates because of a competitive pay scale commensurate with maintaining a clear record, both in the shops and at the facilities.

Inmates shall be compensated for work performed. Incentives such as monetary compensation, special housing, extra privileges, and good time credits shall be distributed according to established policy. **[4-4461] [2-CI-4A-8]**

B. The Corrections Industries Deputy Director will:

1. Maintain overall responsibility for the CI Incentive Pay Plan (CIIPP);
2. Establish controls to ensure that the CIIPP is applied uniformly to all manufacturing programs using inmate employees;
3. Participate as Chair of the Incentive Pay Committee (IPC) to ensure that the program is managed effectively, conformity is maintained and continuity of purpose is implemented.

C. Facility and Financial Managers will:

1. Supervise and maintain the CIIPP within their area of responsibility;
2. Establish internal controls to ensure adherence to the CIIPP;
3. Evaluate quarterly reports on workload factors, employment status, cost and effectiveness of shop supervisors.

D. Production Shop Supervisors will:

1. Develop a CIIPP for their shop using the established criteria as a guide. Specific CIIPP will be presented to the Incentive Pay Committee for evaluation and compatibility with other program pay plans;
2. Define any additional workload factors or conditions that should be incorporated in the CIIPP to improve production, quality, efficiency and timely delivery schedules;
3. Develop a documented on-the-job training (OJT) program and ensure that inmates participate and can progress on a scheduled basis.

E. Incentive Pay Committee:

1. A committee consisting of the Deputy Director, shop supervisors, the facility and financial managers will be established with the Deputy Director acting as the chair. The committee will have the authority to review and make changes to the CIIPP to ensure compliance and compatibility with other shop plans, prior to presenting them to the CI Director for approval and implementation.
2. The committee will also review and recommend production incentive pay rate increases, or decreases, for each shop and forward recommendations to the Director of Corrections Industries or designee for final approval.
3. The committee will meet annually to review, evaluate and recommend changes to the CIIPP based on production and profitability, both current and projected. Changes to the CIIPP will become effective on the first of the next month after implementation by the Director or designee.

4. Incentive Pay Plans for all production shops shall be reviewed, approved and issued annually.
 5. The Director or Deputy Director reserves the right to freeze CI Production Incentive Pay to commensurate with budget restrictions.
- F.** Inmates assigned to the facility shall retain their hourly wage under the present pay scale system. Additionally, production incentive pay will be provided based on the ability of the group to successfully manufacture a specific amount of product within a predetermined length of time, based on monthly gross profit.
- G.** The financial manager will provide the production shops with a report indicating their monthly gross profit. The monthly gross profit is used as a basis for establishing an incentive pay pool for each shop. In the event another method is used within a shop to establish an incentive pay pool, exact details of that plan will be presented by the shop supervisor to the Incentive Pay Committee for review.
- H.** The incentive pay pool will be shared by eligible inmate workers based upon individual hours worked in the shop.
- I.** Products rejected for quality will be reworked in the shop. The workers will not be paid incentive pay for time involved with the rework.
- J. Inmate Eligibility for Production Incentive Pay:**
1. An inmate employee must complete a probationary period in the shop. The probationary period will normally be thirty (30) days unless a waiver for the entire shop is obtained by the supervisor from the Deputy Director.
 2. In addition to the probationary period, the inmate employee must have attained skills commensurate with the job assignment and have a good work record.
 3. A waiver of the thirty (30) day probationary period for individual inmate workers may be considered for reduction if the newly assigned employee has previous employment at that shop with favorable termination as a result of a facility transfer only.
 4. To remain eligible for incentive pay, an inmate employee must:
 - a. Maintain favorable reports from housing, security and program staff;

- b. Not receive any disciplinary reports from the shop supervisors. A disciplinary report from the shop supervisor is grounds for termination.
- c. Participate in a specific on-the-job training program and make required progress in accordance with the shop Proficiency Skill Level Plan.
- d. Have no unexcused absences from work to be eligible for incentive pay during that month. Excused absences due to mental health appointments, sickness, hospital visits, counseling or other situations beyond the control of the inmate worker will not jeopardize incentive pay eligibility; however, incentive pay will only be paid for the time worked in the shop. One unexcused absence for the month will cause the inmate worker to lose incentive pay for that entire month. THERE WILL BE NO EXCEPTIONS.
- e. Have no lock-up time from the facility for any rule infraction. The inmate will not be eligible for incentive pay for the month the lock up time begins. The second time an inmate is locked up for a rule infraction he/she will be referred to the Institutional Reclassification Committee (IRC) for termination of employment in the shop. THERE WILL BE NO EXCEPTIONS.
- f. Perform his/her duties as outlined in the job description. If he/she refuses to come to work, he/she will be referred to the IRC for termination of employment in the shop and will not receive incentive pay for the final month worked.

K. Inmate Trainers/Quality Control Inspectors:

- 1. Each shop supervisor may appoint inmate team trainers/Quality Control (Q.C.) inspectors. However, trainers/inspectors may not be given supervisory authority over other inmates.
- 2. The inmate trainer/Q.C. inspector will be assigned the additional responsibility for training new inmates and conducting quality control inspections on products produced in their work area.

3. The trainers/Q.C. inspectors will be paid an additional amount per month from the incentive pay pool. The specific amount will be as recommended by the shop supervisor and approved by the IPPC.



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