



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
P.O. Box 41100 • Olympia, Washington 98504-1110

March 27, 2020

TO: All Superintendents
All Local Business Advisors
All CI Corporate Management Team

FROM: Julie Martin, Deputy Secretary *J. Martin*
Rob Herzog, Assistant Secretary *R Herzog*
Danielle Armbruster, Assistant Secretary *DA*

SUBJECT: Incarcerated Individual Gratuity

Effective immediately, when an incarcerated worker is unable to perform their duties, due to no fault of their own related to COVID-19 (e.g. placed on isolation/quarantine, reduced work hours to accommodate social distancing, etc.), they will continue to receive gratuity. Class II workers gratuity will be based upon the regular hours worked during the last week the shop was in operation. Class III and IV workers will receive the normal amount they receive each pay period until they are able to return to work.

Additionally, for those Class III and IV workers who continue to work, the maximum monthly gratuity cap of \$55 is being temporarily raised to \$70 per month to accommodate any additional hours being worked, in excess of 40 hours, as a result of our current situation.

This memo is an exception to the following policies; DOC 700.100 Class III Work Programs, DOC 710.400 Correctional Industries Work Programs, and DOC 700.400 Class IV Off-Site Work Crew.

This exception will extend through April 30, 2020 and will be reviewed again at that time.

Please share this information with those who supervise incarcerated workers, as well as those who process gratuity.

RH:eocjic

cc: DOC COVID-19

"Working Together for SAFER Communities"