



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

April 9, 2020

TO: All Incarcerated Individuals

FROM: DOC Business Services
Correctional Industries

SUBJECT: Incarcerated Individual Gratuity – Follow-up

In response to the *Incarcerated Individual Gratuity* memo dated March 27, 2020, we are providing the following clarification.

Class II (Correctional Industries): Individuals should submit a kite to their industry shop supervisor with any questions about gratuity paid for non-working hours, including specific rate of pay, hours to be paid, and if/when they will be eligible for pay.

Class III: For individuals still actively working in a Class III position, the gratuity cap has been raised from \$55.00 to \$70.00 per month. Individuals will be paid their normal gratuity or actual hours worked, whichever is higher.

Class IV: Individuals still actively working in a Class IV position will be paid for actual hours worked unless the actual hours worked result in less than their normal gratuity, in which case the individual will be paid their normal gratuity. Class IV gratuity is not subject to a limit, so there is no cap increase.

Class IV Workers Reassigned to Class III: Individuals previously working in a Class IV position who are reassigned to a Class III position will continue to be paid at their Class IV rate. These individuals will be paid their normal gratuity or actual hours worked, whichever is higher. The only exception is when an individual's normal gratuity is less than \$70.00, in which case the individual will be paid their normal gratuity or actual hours worked up to \$70.00.

Class III or IV not working due to COVID-19: Individuals unable to perform their duties due to no fault of their own related to COVID-19 will continue to receive their normal gratuity.

Normal Gratuity: Normal gratuity for Class III and IV is calculated by averaging the last three months' pay posted to the individual's account.