



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
P. O. Box 41100 • Olympia, Washington 98504-1118

April 27, 2020

TO: All Incarcerated Individuals

FROM: Julie Martin, Deputy Secretary *J. Martin*
Robert Herzog, Assistant Secretary *R Herzog*
Danielle Armbruster, Assistant Secretary *D Armbruster*

SUBJECT: **Extension of Incarcerated Individual Gratuity**

This memo serves as an update to the original *Incarcerated Individual Gratuity* message dated March 27, 2020. The decision has been made to extend the exception and to continue providing gratuity to incarcerated individuals unable to perform their duties due to no fault of their own related to COVID-19. Additionally, the gratuity cap for Class III positions has been increased from \$55.00 to \$70.00 per month. Both extensions are scheduled through May 31, 2020.

Class II, III, and IV workers are encouraged to review the information provided in the April 9, 2020 *Incarcerated Individual Gratuity – Follow-up* message, as it provides clarification for each of the classes of work.

The agency continues to manage the response to COVID-19. The exceptions outline above are extended through May 31, 2020 and will be reviewed again at that time.

cc: All Superintendents
DOC COVID-19