



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

July 6, 2020

TO: All Incarcerated Individuals

FROM: Julie Martin, Deputy Secretary *Julie Martin*
Robert Herzog, Assistant Secretary *Robert Herzog*
Danielle Armbruster, Assistant Secretary *Danielle Armbruster*

SUBJECT: Extension of Incarcerated Individual Gratuity Expiring

This memo serves as an update to the previous messages regarding incarcerated individual gratuity dated March 27, 2020, April 27, 2020 and June 4, 2020.

As you are likely aware, [the state's Office of Financial Management](#) is predicting Washington will face at least an \$8.9 billion shortfall in state revenue over the next three fiscal years due to the COVID-19 pandemic. At this point, the Governor [asked Corrections and other state agencies](#) to show ways they could reduce their budgets by 15% for the coming fiscal year, which equals [\\$181 million for Corrections in FY2021](#).

The Governor also announced most state employees would be required to take one unpaid furlough day a week from June 28 through July 25 and then one day a month into the future. In addition to all of this, Correctional Industries recently announced layoffs among its staff.

Early on in the COVID-19 response, the Department was able to grant a policy exception and continue providing gratuity to incarcerated individuals who were unable to perform their job duties due to no fault of their own for several months.

Unfortunately, we are unable to continue this practice into the future. Effective July 31, 2020, the Department will no longer be providing gratuity to incarcerated individuals who are unable to perform their job duties. The Department will continue to provide compensation to those incarcerated individuals who continue to participate in work programs.

cc: All Superintendents
DOC COVID-19
Sarah Sytsma