



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

July 8, 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 Cap Increase

This memo serves as an update to previous messages regarding the increase in the incarcerated individual gratuity cap for Class III positions dated March 27, 2020, April 27, 2020 and June 4, 2020.

As we recently shared with you, [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. [Corrections and other state agencies](#) were required to show ways they could reduce their budgets by 15% for the coming fiscal year, which equals [\\$181 million for Corrections in FY2021](#).

In other cost-saving efforts, most state employees are being 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 statewide policy exception to increase the gratuity cap for Class III positions to \$70 in recognition of the need to work extra hours due to pandemic response.

Due to the budget shortfall, the Department will keep the gratuity cap for Class III positions at \$70 through July 31, 2020 at which time it will revert to \$55.

cc: All Superintendents
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