



Illinois Department of Corrections

Administrative Directive

Number: 05.03.103	Title: Monetary Compensation for Assignments for Individuals in Custody	Effective: 7/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	05.03.103A effective 7/1/2010

Authority: 730 ILCS 5/3-2-2 and 3-12-5 20 Ill. Adm. Code 420	Related ACA Standards: 5-ACI-7A-01, 03, 04, 06, 08, 12 – 15
Referenced Policies:	Referenced Forms:

I. **POLICY**

The monetary compensation plan for work assignments for individuals in custody in correctional facilities shall be standardized.

II. **PROCEDURE**

A. **Purpose**

The purpose of this directive is to establish written guidelines in regard to monetary compensation of work assignments for individuals in custody except assignments to Correctional Industries and School District #428.

B. **Applicability**

This directive is applicable to all correctional facilities within the Department.

C. **Facility Reviews**

A facility review of this directive shall be conducted at least annually.

D. **General Provisions**

The Chief Administrative Officer (CAO), or his or her designee, at each facility shall ensure that:

1. All current assignments for individuals in custody are developed in writing and properly categorized according to Paragraph II.E.
2. All initial assignments and subsequent changes are made within the guidelines established in departmental rules for work assignments for individuals in custody.
3. Initial placement of an individual in custody on a work assignment is compensated at the minimum stipend prescribed for that category of work. After serving sixty days on the assignment, he or she may be considered for a raise depending upon the effort, skill and economic value of his or her work.
4. Prior to assignment to or a stipend increase for a work assignment which would result in compensation at the rate of \$50 or more a month, the individual in custody shall be requested to certify or obtain verification of his or her correct Social Security Number.

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- a. The Internal Revenue Service (IRS) Form W-9, Request for Taxpayer Identification Number and Certification shall be used for certification. The individual in custody shall be advised to complete, sign and return the W-9 if such form is not on file in the master file. He or she shall be advised the form is only to be submitted to the facility; it shall not be submitted to the IRS.
- b. If the individual in custody has a Social Security Number but cannot remember it, he or she shall be advised he or she must request written verification of his or her correct Social Security Number from the Social Security Administration. Form SS5, available at www.ssa.gov, may be used to request verification. Verification should normally be received within 60 days.

NOTE: If the individual in custody does not have a Social Security Number, he or she shall be required to establish and have a tax ID number on file prior to assignment to or a stipend increase for a work assignment as outlined in Paragraph II.D.4.

5. Compensation for an individual in custody shall be restricted to less than \$50 per month and/or \$600 per year until written certification or verification of his or her correct Social Security Number is received, or tax ID number is established, and filed in the individual in custody's master file. The name of the individual in custody on the certification or verification must be identical to the name under which he or she is incarcerated, or the monetary compensation shall continue to be restricted.

NOTE: Facilities shall ensure the above certification or verification is obtained for those individuals in custody currently being compensated at the rate of \$50 or more a month or who may be expected to earn \$600 or more a year from a single appropriation. The individual in custody may continue in his or her present assignment/stipend while obtaining the certification or verification; however, his or her work assignment shall be changed, and compensation shall be restricted prior to receipt of annual compensation of \$600 or more.

E. <u>Categories of Work Assignments</u>	<u>Stipend Range</u>
1. Skilled Workers (Carpenters, electricians, plumbers, painters, brick-layers, cement finishers, welders, cooks, bakers, butchers, auto mechanics, locksmiths, refrigeration-air conditioning repairmen, or other craftsmen or specialists with like skills and experience.)	\$1.65 to \$2.50 daily (\$33 to \$50 monthly)
2. Semi-skilled Workers (Printers, barbers, tailors, landscapers, boiler room workers. Individuals in custody involved in food preparation, individuals in custody who function on assignments requiring similar skills and experience, and trainees and apprentices for skilled worker positions.)	\$1.10 to \$1.65 daily (\$22 to \$33 Monthly)
3. Library Research Clerks (Individuals in custody who work in the general library or the law library and who perform functions related to collection maintenance, legal research or other technical functions within the library.)	\$1.10 to \$2.50 daily (\$22 to \$50 monthly)
4. Clerical Workers (Individuals in custody	

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- who work in the commissary, law library, general library, cellhouse or other areas, and who perform clerical functions, including typing and maintaining records.) (\$22 to \$33 monthly)
5. General Laborers (Runners, cellhouse help, lawn workers, laundry handlers, janitors, commissary workers, general store workers, clothing room workers, Bureau of Identification workers and similar positions involving general labor work.) \$1.10 to \$1.65 daily (\$17 to \$22 monthly)
6. Highway Road Programs (Individuals in custody who participate in the Department of Transportation Highway Work Program.) \$1.10 to \$2.50 daily (\$22 to \$50 monthly)
7. Students (Individuals in custody assigned full-time to academic or vocational programming as students.) (\$17 monthly)
8. Work Crews (Individuals in custody assigned to off grounds work crews at work camps.) (\$50 to \$83 monthly)

NOTE: Individuals in custody assigned to work camps prior to July 1, 2010 shall continue to receive compensation at the work crew rate. Individuals in custody assigned to work camps on or after July 1, 2010 shall only be compensated at the work crew rate if assigned to an off-groundwork crew otherwise shall be compensated for the assignment he or she actually performs.

9. New Admissions and Unassigned individuals in custody (\$13 monthly)

F. Implementation of Stipend Plan

It shall be the responsibility of each CAO, or his or her designee, to implement this stipend plan at his or her facility and to ensure that daily/monthly stipends are computed in accordance with Paragraph II.H. of this directive.

1. Assignment supervisors shall be responsible for keeping accurate records of individuals in custody working each day on an assignment and for turning in timely reports at the end of each month to the business office for computation of stipends.
2. Unassigned stipend may be terminated after a documented attempt to place an individual in custody on a work or a school assignment has resulted in his or her refusal to accept either opportunity.
3. The business office shall be responsible for the computation of each individual in custody's stipends and crediting same to his or her trust fund account.

G. Work Requirements

In order for an individual in custody to receive monetary compensation for a workday, he or she must work at least four (4) hours during that day on his or her assignment.

1. An individual in custody that works his or her assignment less than four (4) hours a day may not receive compensation unless he or she is a full-time student.

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2. An individual in custody absent from his or her assignment due to non-documented illness, family visits, furlough, release on writ (including temporary transfers to writ facilities) or Restrictive Housing placement may receive no monetary compensation for the time of his or her absence.

H. Computation of Stipends

The daily stipend rate listed in Paragraph II.E. for categories 1, 2, 3, 4, 5, and 6 is based on 21 workdays per month.

1. The stipend amount for the individual in custody shall be computed by multiplying the total number of days worked by the individual in custody's daily stipend, or his or her stipend shall be based on a monthly basis.
2. An individual in custody working on two or more assignments within a calendar month shall have his or her stipends computed according to the number of days worked on each assignment.
3. An individual in custody working on two different assignments within one day shall be compensated at the stipend rate for his or her regular assignment and shall only be credited for one day of work.
4. In some cases, such as dietary areas, where individuals in custody work under special conditions, i.e., alternate days, longer hours, etc., the CAO, or his or her designee, may award additional privileges or stipend with approval from the Director.
5. In the event the correctional facility experiences a deficit of funds in its Student Member Inmate Compensation line item, the CAO may temporarily reduce or suspend the amount of stipend an individual in custody receives.

I. Exceptions

Individuals in custody who are assigned to Correctional Industries or School District #428 shall be compensated in accordance with the monetary compensation plan established for that area.
