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|  Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES | Policy CORNHUSKER STATE INDUSTRIES: JOB CLASSIFICATION AND STIPEND PLAN | | |
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EFFECTIVE: January 1, 2023
REVISED: December 31, 2023
REVISED: December 31, 2024


SUMMARY OF REVISION/REVIEW

“Deputy Director Industries” changed to “Industries Administrator” throughout. PURPOSE – Language updated. PROCESS – I.A. – Language updated. II. UNIVERSAL JOB REQUIREMENTS – Section completely rewritten. III.G. – Language updated. V.B. – Language updated. VIII.B. – New section. Minor grammar changes throughout.

APPROVED:

Diane Sabatka-Rine (for)
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PURPOSE


To establish a uniform incarcerated individual stipend program for all Nebraska Department of Correctional Services (NDCS) Cornhusker State Industries (CSI) work assignments.

All incarcerated individuals in traditional CSI job assignments shall receive an hourly stipend according to their job description. General provisions of Policy 113.17 *Work/Program Assignments and Stipends* apply to CSI job assignments in addition to the CSI specific provisions included in this policy. Stipend provisions for Prison Industry Enhancement Certification Program (PIECP) stipends are included in Policy 119.03 *Private Venture Projects-Incarcerated Individual Accounting*. (ACI-7A-13)

Incarcerated individuals assigned to industries receive orientation to employment conditions, including safety and operating instructions for equipment, hours of work, pay plan, special rules, and personnel policies affecting the incarcerated individual worker, orientation is documented. The number of incarcerated individuals assigned to CSI operations and their duties are consistent with the actual workload needs of each CSI industry. Incarcerated individual participation in CSI work assignments is voluntary. (CI-3A-01, CI-4A-03, CI-5A-04)

PROCESS

- I. CSI WORK ASSIGNMENT OPPORTUNITIES (ACI-7A-04)
 - A. CSI jobs will be listed as to their availability for all eligible incarcerated individuals to review.
 - B. Basic Work Assignment Process
 1. All job openings will be posted in the facility in which they occur. All interested applicants may apply by sending an application to the CSI operations manager/designee. Applications will be reviewed by the CSI personnel committee (shop supervisor(s) and/or operations manager) to select those for interview. (ACI-7A-09)
 2. CSI will maintain work assignment rosters that closely represent the demographics of the eligible incarcerated individual population at each facility. Particular attention will be given to sentence length when making hiring decisions.
 3. The hiring and job placement decision will be made by the Unit Classification Committee in close coordination with the CSI Personnel Committee. Incarcerated individuals must be eligible for off-unit work assignments to be considered for all CSI jobs (see Policy 201.01 *Incarcerated Individual Classification*). (ACI-7A-09)
 4. Successful applicants will be required to sign a *Cornhusker State Industries Incarcerated Individual Work Agreement* (Attachment A) outlining their duties and responsibilities.

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II. UNIVERSAL JOB REQUIREMENTS

The following requirements shall apply to all workers in the CSI organization (including PIECP):

- A. Must be on time and at work unless properly excused by the work supervisor and/or operations manager.
- B. Must follow safety rules and use and/or wear all safety equipment required.
- C. Must be quality conscious. Products failing to meet CSI quality standards and specifications cannot be accepted, and all workers must share this responsibility.
- D. Must cooperate with CSI Supervisors and staff. Must perform all CSI related work as required and accept instruction about the work assignment, to include constructive criticism.
- E. Will not operate equipment until receiving training.
- F. Will inform a CSI supervisor or staff person about any potential safety concerns encountered.
- G. Must abide by NDCS and facility rules and regulations, as well as maintain harmonious relationships with facility team members and other CSI workers.

Failure to meet any of these requirements may result in termination, denial of a stipend increase or stipend reduction by one grade. Stipends may be reduced more than once if problems persist.

III. WORKER JOB DESCRIPTION

Incarcerated individual positions in CSI are defined by job descriptions below. (CI-4A-01)

A. CSI Worker I


Unskilled worker needing considerable supervision and instruction in the safe use of tools, processes and equipment; limited or no experience in an industrial setting; may have limited knowledge of certain shop applications. Works as directed and/or assigned.

B. CSI Worker II

Semi-skilled worker that can perform tasks with some instruction and supervision. Should have a working knowledge of tools, processes and equipment in the industrial shop. Able to perform assigned tasks in several areas of the shop or factory. Works as directed and/or assigned.

C. CSI Worker III

Skilled worker in the operation of the various tools, processes and equipment of the various CSI shops. Must be able to complete assigned tasks without instruction. Able and willing

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to show less skilled CSI workers the correct procedure to do a job. Must know the difference between an acceptable product and a non-acceptable product. Works as directed and/or assigned.

D. CSI Worker III Journeyman

CSI Worker III that has completed one of the following certifications:
 Federal Department of Labor Apprenticeship
 Literary Braille Transcription
 Association for Linen Management Certified Linen and Laundry Manager

E. CSI Lead Person

A worker that has considerable experience and can perform needed tasks in a shop. This worker is not a supervisor but may help train or give advice to other CSI workers in the safe use of tools and equipment and the technical aspects of completing a specific task. Must be able to work closely with the shop supervisor, show strong initiative and perform all tasks as required by the shop supervisor. Works as directed and/or assigned.

F. CSI Lead Person Journeyman

CSI Lead Person that has completed one of the following criteria:


1. Federal Department of Labor Apprenticeship
2. Two or more Braille Transcription Certifications
3. Association for Linen Management Certified Linen and Laundry Manager

G. CSI Clerk I

This is the entry level CSI clerk position. This position requires significant direction, instruction and/or training. Performs any combination of clerical tasks requiring limited knowledge of systems and procedures while working towards development of higher- level skills, abilities and proficiency. May scan, copy and/or file documents, create or modify written or electronic documents, distribute mail, answer telephone and perform other administrative tasks. May receive, ship or assist with the procurement of inventory items and supplies. May use a computer to perform transactions in the Payroll and Financial Center (PFC). Clerk positions may also be assigned for specialized positions such as graphic design, computer aided drafting, braille transcription, specialized equipment operation/programming or quality assurance if approved by the industries administrator. Works as directed and/or assigned.

H. CSI Clerk II

This is the second level of CSI clerk. This position has demonstrated proficiency at the CSI Clerk I level and now only requires limited direction or training in the performance of clerk or specialized position duties, thereby relieving team members of clerical, administrative or business tasks. Works as directed and/or assigned.

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I. CSI Clerk III

This is the highest skill level CSI clerk. This position is fully trained and knowledgeable of the assigned clerk duties subject to oversight of the CSI shop supervisor. This position is assigned significant responsibility for functions involving procurement, sales, production scheduling, manufacturing, machine setup and operation, inventory control, payroll or related functions, relieving team members of clerical, administrative or business tasks. Skilled in computer operation and may develop reports or perform analysis of data. May coordinate activities of other clerks and provides training to other CSI workers. For specialized positions such as graphic design, computer aided drafting, Braille transcription, specialized equipment operation/programming, or quality assurance, the individual has met all expectations and demonstrated satisfactory performance of the clerk III level. Works as directed and/or assigned.

J. CSI Clerk III Journeyman

CSI Clerk III that has completed one of the following criteria:
 Federal Department of Labor Apprenticeship
 Two or more Braille Transcription Certifications
 Association for Linen Management Certified Linen and Laundry Manager


IV. POSITION AUTHORIZATION AND STIPEND STRUCTURE (CI-4A-08)

| <u>Job Classification</u> | <u>Stipend/Hour</u> | <u>Maximum Authorized Per Shop</u> |
|---------------------------------|---------------------|---|
| (51) CSI Worker I | \$.53/hour | As Needed |
| (52) CSI Worker II | \$.69/hour | As Needed |
| (53) CSI Worker III | \$.91/hour | As Needed |
| (55) CSI Worker III Journeyman | \$1.01/hour | As Needed |
| (54) CSI Lead Person | \$1.23/hour | Total Lead & Journeyman Lead: Ratio of per shop or per every 12 workers |
| (56) CSI Lead Person Journeyman | \$1.33/hour | |
| (52) CSI Clerk I | \$.69/hour | |
| (53) CSI Clerk II | \$.91/hour | As approved by industries administrator |
| (54) CSI Clerk III | \$1.23/hour | As approved by industries administrator |
| (57) CSI Clerk III Journeyman | \$1.33/hour | As approved by industries administrator |

Each shop shall be assigned sufficient workers to meet the realistic workload of the shop. Job classification and stipend scales shall be established according to the needs of the shop. Special needs job assignments may only be made by the industries administrator. (ACI-7A-10)

Step or merit increases are not authorized. Each shop will maintain job descriptions for each position. The following requirements must be met for promotion to a higher job classification:

1. The worker meets the minimum qualifications for the new position.

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2. The worker is recommended for promotion by the shop supervisor.
3. A higher pay position is vacant.

A procedure for incentive programs may be developed and utilized to further encourage quality work performance, skill development, positive facility behavior and/or reentry preparation of CSI workers. (ACI-7A-13)

V. HIRING RATE – NEW CSI WORKERS

- A. With the exception of CSI Warehouse and Administration work assignments, all new CSI workers shall start at the entry-level stipend of \$0.53 for CSI Worker I and \$0.69 for CSI Clerk I unless previously approved by the industries administrator. CSI Warehouse and Administration workers may start at the CSI Worker II or CSI Clerk II level. Hiring rates shall remain in effect for a minimum of 28 calendar days. At the end of the period, promotion may be considered if:
 1. A vacant position is available, and
 2. The worker has demonstrated the appropriate performance to meet the job description requirements.
- B. If these two conditions cannot be met, the stipend will remain at the current rate. Rehired, experienced individuals may be eligible to start at other than the entry rate; however, the 28-day probationary period applies. CSI shop experience must be directly related to the rehire position. All promotions and stipend decisions will be made by the CSI operations manager and will occur only at the beginning of the month.

VI. CSI JOB CHANGES/REASSIGNMENTS


Inter-shop transfers within the same facility may occur with the approval of the operations manager. If the transfer is to be permanent, a vacant position must be available. Temporary transfers (not to exceed 15 days) may be made by the manufacturing manager.

VII. PERFORMANCE EVALUATION (CI-4A-02)

On a quarterly basis (March, June, September, December) the shop supervisor shall evaluate each worker assigned to their respective shop. This information will be entered in the Corrections Incarcerated individual Payroll System (CIPS) prior to the end of business on the third workday of the subsequent month.

VIII. WORK ASSIGNMENT TERMINATION

- A. CSI workers who have demonstrated unsatisfactory performance may be terminated. The CSI Shop Supervisor, with the concurrence of the warden/designee, has the authority to remove a worker from CSI for disruption, poor work performance, violating the incarcerated individual Work Agreement or other reasons consistent with the efficient operation of CSI, the good order of the facility and/or NDCS Rules and Regulations. The shop supervisor

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will provide the Business Office with the reason for termination. Close coordination shall be maintained with the institutional classification committee on all such actions.

- B. Work assignment termination may involve an action or behavior that prompts a misconduct report to also be issued. However, termination and misconduct are independent actions. Termination decisions are based on the criteria included in section A above. Misconduct is governed Policy 217.01 *Inmate Rules and Discipline*. A termination does not require a misconduct report to be issued. The outcome of a misconduct report does not change a termination decision.
- C. If business conditions dictate a labor reduction in a CSI shop, the reduction will be accomplished on a shop-by-shop basis. The criteria used to determine which workers will be reclassified out of CSI will be job knowledge, attitude, performance and dependability. Close coordination shall be maintained with the institutional classification committee on such actions.

IX. TIMEKEEPING

Accounting and reporting of all CSI workers' time and attendance records will be managed by the CSI manufacturing manager. All timecards will be maintained in accordance with records retention schedules at CSI Administration.


X. OVERTIME STIPEND

- 1. The CSI manufacturing manager, with the approval of the industries administrator and the facility warden can schedule CSI workers to work in excess of their normal 39 hours per workweek.
- 2. The normal workday is a 7.8-hour day, Monday through Friday. Some shops may be designated to work a four-day work week with standard hours of 9.5 per day. All such overtime work (over 39 hours per work week of Monday through Sunday) shall be paid at a rate of one and one-half times the hourly stipend rate. Alternate schedules may be implemented based on agreement with the facility warden and industries administrator. Vacation hours paid do not count towards work hours for overtime calculation. Holiday hours paid do count towards hours worked for overtime calculation. (ACI-7A-06, CI-4A-07)

XI. EXCUSED/NON-EXCUSED ABSENCES

A. Excused Absences with Stipend

Absences for Parole Board reviews/hearing and institutional classification committee shall be considered excused absences with the applicable stipend up to one hour in duration. All such absences must be approved by the shop supervisor or manufacturing manager before stipend is given.

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B. Work Cancellation (Lay-In)

1. Work cancellation does occur from time to time. Reasons may include, but are not limited to, work stoppage, machine breakdown, weather-related closures, etc.
2. If a lay-in or work cancellation is declared for reasons other than security or discipline, CSI workers and CSI Customer Model PIECP workers may receive a stipend equal to the minimum daily rate as provided by Policy 113.17 *Work/Program Assignments and Stipends*. The hourly rate of stipend will not be used. Lay-in stipend shall not exceed five consecutive days in duration. After this period, if other CSI job assignments are not available, the worker(s) involved may be reassigned by the institutional classification committee.
3. If it is a partial-day lay-in, the minimum daily rate or the hourly rate actually worked, whichever is greater, will be paid.

(NOTE: Exceptions may be made at the discretion of the industries administrator depending on the type and length of the emergency.)

C. Disciplinary Lay-In (CSI related/initiated)


If charges are dismissed by the institutional/unit disciplinary committee, lay-in stipend (minimum daily facility stipend) for the time on lay-in or up to the time of reclassification to a different job may be paid, if this occurs before the disciplinary hearing. If found guilty by the institutional/unit disciplinary committee, no lay-in stipend will be paid. The shop supervisor will be responsible for maintaining these records and providing this information to the CSI Business Office.

XII. HOLIDAY STIPENDS/HOWARD'S DAY

CSI workers will receive holiday stipends once a year, September 2nd. This excludes full time CSI PIECP workers. Holiday stipends are defined as paid time off at an individual's regular stipend rate. Full-time CSI workers will receive 7.8 hours of holiday stipend. CSI workers with standard half day assignments will receive 3.9 hours of holiday stipend. CSI workers who work on September 2nd will also receive stipends for the hours they work in addition to the holiday stipend.

XIII. LEAVE TIME

- A. Workers who have been assigned to CSI for one year with a satisfactory work record, shall receive 39 hours of paid leave. Workers who have also completed five or more total years of CSI service shall receive an additional three days paid leave (23.4 additional hours, 62.4 total hours). This excludes full time CSI PIECP workers. Worker preference for the leave shall be honored if possible. Production schedules or workload may require a change in leave dates. Earned stipend leave may be used in increments of two hours or greater. Leave of less than two hours will only be approved if it is the last remaining balance.
- B. All leave must be taken within 12 months after being earned. CSI workers may not receive a stipend in lieu of the time off unless a waiver is granted by the industries administrator.

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C. Unused leave time will be paid upon termination from CSI.

XIV. INJURY COMPENSATION

CSI workers who are injured as a result of a job-related accident may receive their full hourly stipend for a period not to exceed five working days after the injury. If the individual continues to be absent from the job as a result of the work-related injury, a rate equal to the minimum daily stipend as provided by Policy 113.17 *Work/Program Assignments and Stipends* may be authorized as specified in the *CSI Incarcerated Individual Work Agreement* (Attachment A). This injury stipend recommendation shall be made by the CSI manufacturing manager and a facility medical physician with final approval by the industries administrator. The shop supervisor will be responsible for providing the CSI Business Office with records/documentation of job-related accidents.

REFERENCE

I. STATUTORY REFERENCE AND OTHER AUTHORITY – None noted

II. NDCS POLICIES

A. Policy 113.17 *Work/Program Assignments and Stipends*

B. Policy 119.03 *Private Venture Projects-Incarcerated individual Accounting*

C. Policy 201.01 *Incarcerated Individual Classification*

III. ATTACHMENTS

A. Cornhusker State Industries Incarcerated Individual Work Agreement

IV. AMERICAN CORRECTIONAL ASSOCIATION (ACA)

A. Expected Practices for Adult Correctional Institutions (ACI) (5th Edition): 5-ACI-7A-04, 5-ACI-7A-06, 5-ACI-7A-09, 5-ACI-7A-10, 5-ACI-7A-13

B. Correctional Industries (CI) (2nd edition): 2-CI-3A-01, 2-CI-4A-01, 2-CI-4A-02, 2-CI-4A-03, 2-CI-4A-07, 2-CI-4A-08, 2-CI-5A-04